

Tallahassee Classical School
Board Meeting Agenda
4141 Artemis Way
Tallahassee, FL 32311
December 14, 2020 at 7:00 pm

Board Members Present: Jana Sayler, Priscilla Beckley, Joni Scott-Weideman, Jennings DePriest, Alan Chen

Staff Present: Mrs. Suarez

Others Present: Brinton Smith

Meeting called to order at 7:10pm.

1. Approval of the Previous Meeting's Minutes – provided in board packet, Jennings Moved to approve the minutes, Priscilla seconded the minutes. Unanimously approved.
2. Public Comment
 - *Public comment is limited to three minutes per person. A group of persons speaking collectively on a subject is limited to 15 minutes. For an extended presentation, please contact the Board Secretary at least seven days prior to a meeting.*
3. Review pertinent authorizer correspondence since previous meeting
4. Principal's Report
 - a. Enrollment - 401 students, 5 students expected to start in January as new students
 - b. Update on Early Dismissal Wednesdays - Ms.Suarez met with Leon County School District the addendum to the charter application on Jan 12th. We are meeting the required minutes per day. I-9 are charging an additional \$10 a hour from 1 until 3pm. 70% okay with making the change. We would would start that first Wednesday of the 2nd Semester
 - c. Picture Day with LifeTouch on February 11, 2021 - 20% back on proceeds on Picture day. Two camera men in rotating schedule. Most popular package is \$15.00. Pictures will come on a CD. Yearbook will be done in house to save some money.
 - d. Update to car pickup line procedures - Car Pickup was done at 3:05pm but likely due to at home school this week. Has improved to 3:15pm on a regularly scheduled day.
 - e. Teacher visits to St. John's - Good feedback from visits.
5. Business Manager's Report
 - a. Ben Graybar resignation – letter provided in board packet - Thank you Ben for serving. We welcome Alan Chen to our board.
 - b. SBA Loan Update – letter provided in board packet - Dollars available for \$52,700. Payments begin next Spring at a low fixed percent. We had to identify the items on this loan as collateral. The update made those collateral requirements have been relaxed.
 - c. Optima Loan – consider paying off - We took out \$50K at 8%, we paid one bill through that loan and that item was builder's risk insurance. We didn't use it for a year because our build took less than a year, so we were able to cancel the policy and get the refund. I move to pay off the loan, and close the loan if we are paying interest on the unused portion of the loan. Ben seconded it. Unanimously approved.
 - d. Thank you letters to Summit and St. Johns for Ms. Suarez and Mrs. Satcher
6. Board Audit Committee Report (F.A.C.E.)

- a. Financials – November 2020 financials included in board packet - Priscilla moved to approve the financials, Joni seconded it. Unanimously approved. Dr. Chen abstained.
 - b. Achievements – Honorable Mention to 8th Grader Rachel Leora McFatter in COCA's 2020 Winter Festival Youth Art Exhibition, provided in board packet
 - c. Compliance – nothing to report
 - d. Environment – nothing to report
7. New Business
- a. Spring 2021 Education Plan and Parent Notice Letter – provided in board packet
 - i. 45 students still in distance learning
 - ii. In our original Covid Plan, we planned on coming back brick and mortar in January 2021
 - iii. Send out another reminder to parents to not send kids sick.
 - iv. First week we come back will be key to see if we have symptoms.
 - v. Joni motions to approve the letter, Priscilla seconded it. All approved, Ben voted nay.
 - b. IDEA Plan – provided in board packet - 51 students who fall into that category, we received additional funding. This plan reviews what we will do with the funding. I motion to pass the IDEA plan, Ben seconded it. Unanimously approved.
 - c. Fall 2021 Proposed Enrollment – provided in board packet - 522 is the plan, currently at 401. Expected to enroll 72 students in kindergarten - 4 sections. Keep the growth of school manageable and able to keep the current learning environment. Priscilla moves to approve the projection, Joni seconded it. Unanimously approved. Re-enrollment period Jan 18-22nd, 2020 and that end the same time as the first enrollment period. Joni motioned, Alan seconded it. Unanimously approved.
 - d. Auditor RFP – provided in board packet - Joni motioned to approve the RFP as written, Priscilla seconded it. Unanimously approved.
 - e. Board Resolution – addition of Priscilla West as bank account signer. Joni motioned to add Priscilla on all 3 accounts and remove Ben Graybar on the payroll account. Alan seconded it. Unanimously approved.
 - f. Board Resolution – removal of Ben Graybar from payroll bank account as signer
 - g. Treasurer appointment - Joni motioned to appoint Alan Chen as treasurer. Ben seconded it. Unanimously approved.
 - h. Audit Committee appointment - Jennings motioned to approve the entire board to the audit committee, Joni seconded it. Unanimously approved.
 - i. Secure Records Solutions (shredding) contract – provided in board packet - Expect to call them twice a year for \$50.00. Locally owned. Joni motioned to sign the contract. Priscilla seconded it.
 - j. Brinton Smith Consulting Services Contract – provided in board packet - Start date is Jan 5, 2020. End date of June 15, 2020. Add to duties: Hiring for new positions, recruitment of new students through Community Information Nights. Ed Ball House - possibility for housing. Avis will give a state fee. Be here Monday through Thursday for the school. Priscilla motioned to approve the contract with the addition of above, Alan seconded it. Unanimously approved.
 - k. The school will announce the arrival of Brinton Smith and go back to the brick and mortar together with the families in a public announcement.
 - l. Barney Bishop board member application – provided in board packet - He spoke to believing the mission and wished that this curriculum was offered in the public school. Priscilla asked if he had time for us because he was busy. He just stepped down from another board. Will not be available the 60 days during the session

March/April. Ben moved to accept Barney Bishop, Priscilla seconded it.
Unanimously approved.

8. Upcoming meetings and events
 - a. January 14, 2021 – Community Information Night
 - b. January 25, 2021 – board meeting
 - c. April 22, 2021 – Curriculum Showcase
 - d. May 6, 2021 – 2nd Annual Tallahassee Classic
9. Joni motioned to adjourn, Priscilla seconded it. Unanimously approved it.

\\e-signed by Joni C. Scott-Weideman\\

Submitted by Joni C. Scott-Weideman, TCS Board Secretary