

**Tallahassee Classical School**  
Board Meeting Agenda  
4141 Artemis Way  
Tallahassee, FL 32311  
January 25, 2021 at 6:00 pm

Board Members Present: Alan Chen, Jana Sayler, Priscilla West, Barney Bishop

Staff Present: Brinton Smith, Karen Roland

Others Present: Hillsdale BCSI team members, Meagan Rubottom

Meeting called to order at 6:09 PM.

1. Approval of the Previous Meeting's Minutes – provided in board packet  
Barney moves to approve, Priscilla seconds, motion passes.
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.*  
Parent Meagan Rubottom (child was distance learner in August, withdrew in October, reapplying for Fall 2021) ... cited lack of information, disappointment with website. Requested Covid case figures to date, Covid plans for the Fall, and plan for faculty and staff to be required to have the vaccine. Inquired about staff / admin turnover and plans to expand the board. Requested earlier availability of board meeting minutes via website.
3. Review pertinent authorizer correspondence since previous meeting  
Mr. Smith reports comm from LCS charter school rep mostly relate to the FSA test. (Required for grades 3-8) and ESE accommodations for the testing.
4. Principal's Report, Mr. Brinton Smith
  - a. Teacher Evaluations update – Mrs. Hines and Mr. Smith have visited every classroom on campus over the past 2 weeks, at least 30 minutes with each teacher. Recording evaluations (required twice annually for new teachers) – now reviewing findings. Will then have 1-on-1 meetings with each teacher, provide feedback and coaching, have intent-to-return conversations, etc.
  - b. Separation of Church and State letter and response – included in board packet Americans United for Separation of Church and State. Kindergarten parent filed complaint, Mr. Smith wrote response.
  - c. Current Enrollment – as of Friday, 398 students enrolled.
  - d. Spring 2021 testing – FSA window March 1-April 16.  
Also in contact with Classic Learning Test (7-8 grade) to be given May 5<sup>th</sup>.
  - e. Enrollment for Fall 2021 - Fall 2021 projection 522 students.
  - f. Hiring for Fall 2021 – college fairs FAMU, Faulkner U (Al), Hillsdale job fair Feb 11-12, Rhodes College (Feb 18), Univ of Dallas job fair for classical schools Feb 25<sup>th</sup>, Houston Baptist College Mar 24, FSU April 24<sup>th</sup>, Ave Maria (panel discussion about classical schools in FL)
  - g. School Discipline Program – working with teachers on school culture, classroom discipline, classroom management (steps, consequences), planning a middle school assembly to talk about school culture.
5. Business Manager's Report
  - a. Recycling Program – included in board packet – started program to recycle paper and cardboard. Cardboard lunch trays now going into a designated dumpster for recycling. Also received blue bins for recycling paper.

- b. E-Rate – included in board packet – discount on technology. Consultant has applied on our behalf, should begin receiving discount next school year.
  - c. Teacher Salary Increase Allocation update – DeSantis program to increase baseline salaries, board approved, Jan 30<sup>th</sup> paycheck will reflect increase. (Lump sum for July – Dec, plus increased monthly pay going forward.) Letter to teachers tomorrow, explaining.
  - d. Facility update – included in board packet – refinance on loan for facility, delay of 2<sup>nd</sup> building from year 3 to year 4, financial advisor doesn't think interest rates will increase until summer 2022. Suggested seek refi after complete first year operation. Reenrollment demand and academic metrics, FSA scores, first year financials, etc. needed for loan application package.  
Purchase of additional two lots/land – rezoning now delayed to July.  
Phase 2 construction, Harold Palmer (construction expert) can help to develop site plan, has team of architects, etc. (\$5k or less quoted commission) TCS has first right of refusal on additional land through Sept 2022.
6. Board Audit Committee Report (F.A.C.E.)
- a. Financials – December 2020 financials included in board packet  
Alan moves to approve financials, Barney seconds, motion passes.
  - b. Achievements – nothing to report
  - c. Compliance
    - i. Lunch (SSO Program) Audit – included in board packet  
FDACS audit in October found small infraction, now corrected.
    - ii. Health Department Inspection results – included in board packet  
HD audit found minor infractions, TCS has asked SLA to provide responses and correct. Inspection was satisfactory / passed.
    - iii. LCS / DOE Safety Check – passed. (prelim. results: Added a lock to a gate.... Awaiting final report.)
  - d. Environment – Proposed sand mine – included in board packet  
Jana spoke with a construction manager about it, crane will generally dig sand out of the bottom of a lake. Trucks will haul the sand from the lake down Tram Rd to Mitchell Bros concrete plant. Should not affect school's water (City of Tallahassee water) but may affect traffic on Tram Rd. Hearing is Feb 2<sup>nd</sup> at Renaissance Center – Alan or Barney will attend to ask questions.
7. New Business
- a. Leon County CARES Act Agreement – included in board packet – strict compliance requirements with old agreement for using this funding. We were to have photographed the serial number of every Chromebook.... New agreement replaces the old one. Alan moves to approve, Barney seconds, motion passes.
  - b. SchoolMint Re-Enrollment Software contract – included in board packet  
Already renewed, Board ratifies. Priscilla moves to ratify, Alan seconds, motion passes.
  - c. IDEA Funds Plan revised – included in board packet – LCS review asked us to update salary amounts. These funds weren't included in the budget approved in August. \$59k corresponds to 50 ESE children. (Now at 52 ESE students.) Will be able to hire a paraprofessional again – total ESE staff of 3. Barney moves to approve, Alan seconds, motion passes.
  - d. 7th amendment to St. Joe purchase contract – included in board packet  
Priscilla moves to approve, Alan seconds, motion passes.  
Adjourn 7:30 PM
8. Upcoming meetings and events – Fourth Monday of every month.
- a. February 22, 2021 – board meeting (either 6:30 or 7:00 start time)

- b. March 22, 2021 – board meeting
- c. April 22, 2021 – Curriculum Showcase
- d. April 22 - 25, 2021 – Hillsdale board training
- e. May 6, 2021 – 2<sup>nd</sup> Annual Tallahassee Classic – Bricks & Brass reserved.

\\e-signed by Priscilla West\\

Submitted by Priscilla West, TCS Board Member