

Tallahassee Classical School  
Board Meeting Minutes  
4141 Artemis Way  
Tallahassee, FL 32311  
July 26, 2021 at 6:00 pm

Board Members Present: Jana Sayler, Alan Chen, John Clark, Barney Bishop, Matt Mohler, Jennifer Diaz, Priscilla West Beckley

Staff Present: Dr. McClenny, Brinton Smith, Dr. Carasquilla, Karen Roland, Shannon Vestal, Adrienne Campbell

Others Present: none

Meeting called to order at 6:13 PM.

1. Approval of Agenda – Barney Bishop moved to approve, motion passed.
2. Approval of the Previous Meeting’s Minutes – provided in board packet  
Barney moved to approve, motion passed.
3. 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.*
4. Review pertinent authorizer correspondence since previous meeting  
Mr. Smith reported that correspondence has been the typical back-to-school checklists, etc.
5. Principal’s Report
  - a. Hiring Update – 28 new hires, shifting current teachers to cover two departures in Kindergarten. Also working to hire a Science teacher, will cover with current teachers as necessary.
    - Teachers trained in Literacy Essentials at Ave Maria University in Naples, FL. Returning teachers reported that it was very successful, better than last year. (Led by M. Satcher and Ms. Heaton) Other teachers are training this week at Northwest Classical. Randy Cox from St. Johns is coming to provide training in Singapore Math instruction.
    - In-house inservice in progress. Benefits presentation, as well as work in classroom aesthetics, classroom management, and training in classical History and Literature instruction. Upcoming training day for substitute teachers, Mon Aug 9<sup>th</sup>.
    - There has been some difficulty hiring a suitable permanent sub, so we’ve hired extra Art, Music, PE teachers instead. These teachers will cover car pickup, lunch duties. No longer play time before school, students directly to classrooms. Additional class for upper school: Trivium (grammar, logic, rhetoric)
  - b. Enrollment Update  
Currently 283 returning students, 325 new students. 608 total enrollment. (415 accepted & registered.) 71 waitlisted.  
Typically 10% loss of registered students by start of academic year.
    - “Show Day” Sunday, Aug 1<sup>st</sup> to finalize registration paperwork.
    - “Meet the Teacher” Sunday, Aug 8<sup>th</sup>.
  - c. ESSER Update
    - Wrapping up Esser I (Elementary and Secondary School Emergency Relief) with Google Suite training Google classroom, to be used in event of emergency.

- Beginning Esser II invoicing – first installment \$167k invoice due to LCS by Aug 16<sup>th</sup>. Currently \$14k allocated to marketing.

6. Board Audit Committee Report (F.A.C.E.)

- a. Financial - June 2021 Financials included in board packet Barney moved to accept as presented, Jennifer seconded, motion passed.
- b. Financial - Refinance and Appraisal correspondence included in board packet Meeting with Prime Meridian Bank – Mr. Dixon – appraisal must be ordered by a bank, so they've requested it – Due to bank by Aug 3<sup>rd</sup>.
- c. Federal Audit Engagement letter – we surpassed \$750k limit in federal funds received, thus require more extensive audit. Barney moved to approve, Clark seconded, motion passes.
- d. Achievements - nothing to report
- e. Compliance - Conflict of Interest forms due from Board today.
  - Board training Certificates due, various technical difficulties with the platform. (May switch to a new platform in November when this one expires.)
  - Out of Field teachers – Board must specifically endorse teachers for ESOL and extra reading help. The following teachers teaching in K-6<sup>th</sup> have certificates in areas that differ from their teaching responsibilities: Hayley Brown, Rachel Stanford, Juleen Jean-Charles, Evelyn Tilley, Donna Nieschwietz, John Heckler, Dean Delp, Devin McKnight
  - Mr. Smith reminds Board of its pledge to help our teachers to obtain the correct certifications in their respective subjects. Teachers have one year to correct their certifications. John Clark moved to approve the endorsement for the coming academic year. Motion passed.
- f. Compliance - Elevator Contract update – Matt Mohler spoke with TK Elevator about original contract \$200/mo. Ms. Sayler took over negotiations and initially asked for the better, medium-level service at terms given to schools, cities, etc. (\$220/mo.) A FOIA request for FSU's contract with TK Elevator upped the ante, she was able to secure \$250/mo per elevator for top-notch service with a 1% escalation clause. (Board previously authorized Matt Mohler to negotiate on its behalf.)
- g. Environment - draft Strategic Oversight Calendar included in board packet This draft document is based on sample from Dr. Brian Carpenter.
- h. Environment - Entitlements and Future Land Purchase update
  - Ms. Sayler provided the Board with background on the situation. TCS purchased 50k sq ft of entitlements with the 10 acres already owned. (1,500 entitlements remaining.) Must obtain additional entitlements in order to build anything else on the property. Palmer advises that we begin discussions with St. Joe immediately. City won't consider plans until the entitlements are in place. (\$14/sq ft was quoted price originally. 75,000 sq ft high school building.)
  - Public schools are exempt from Concurrency fees, which are similar to entitlements. (Concurrency would instead be paid by taxpayers via property taxes.) Floorplans need to be created this Fall, in order to have workable plans by Spring and go out for bids next Summer. Plan is to open new building by Fall 2023.
  - If a developer donates at least \$5MM toward a charter school, the school may in return offer up to 50% of its seats to students residing in that development.

- Matt Mohler and Barney Bishop will plan a noticed meeting with St. Joe to discuss entitlements.

## 7. Unfinished business

- Bylaw Revision Committee – Barney Bishop recommended formation of a Bylaws committee and a Budget committee. (These would be purely advisory committees, to ensure compliance.) John Clark moved that the Chairperson appoint 3-member Bylaws committee, to study the bylaws and make appropriate recommendations at a future meeting. Barney seconded. Motion passed. Barney moved that we create a Budget, Finance, and Audit Committee with up to 3 members to be appointed by the board, John Clark seconded, motion passed.
- Board Composition – to be discussed at a future meeting.
- Board Retreat – List of topics from April 26 meeting included in board packet, to be repurposed for “Annual Meeting.” rather than board retreat. Barney moves that we have an Annual Board meeting (AM) to discuss these listed topics and that this be followed by a strategic retreat (PM) for Board members, cofounders, and headmaster. Alan seconded. Motion passed. Tentative date: Wednesday Aug 25<sup>th</sup>.

## 8. New Business

- Family Handbook – Mr. Smith wants to remove the Covid-19 references and add “Labor of Love” statement from Faculty Handbook to the Family Handbook. Update “headmaster” to Principal and “student” to “scholar.” Barney moved to accept with these changes. John Clark seconded. Motion passed.
- Centers of Influence – John Clark suggests that the Board develop an unofficial list of Centers of Influence. The list would include school community members with areas of excellence who can help the school to accomplish its aims and navigate various situations. Start the list at “Show Day” with request for info from parents. (“Do you own a local business? What are areas of expertise that could be of use to our school?” etc.) John Clark will start the process, speak with parents, etc.
- Mental Health Assistance Plan Application  
TCS must maintain a plan for recognizing mental health issues, provide school-appropriate counselling, etc. to receive funding for these services. Second option is for the district to give us the funding, rather than provide the service. Dr. McClenny recommends that TCS continue with Capital City Youth Services. (The funding offered does not cover cost of full-time mental health staff.) Barney moved that we accept Dr. McClenny’s recommendation for the district’s plan, accept the services. John Clark seconded, motion passed.
- Marketing Proposals - Moore Agency, Kidder Marketing, Fiore Communications proposals in board packet. Barney moved to contract with Moore for a professional marketing campaign to promote the school within the community. (Funding amount TBD, pending Ms. Roland’s analysis of funding options.) Matt seconded, motion passed.
- Board Agenda – Matt Mohler recommends that agenda items be submitted by Wednesday prior to meeting. From a transparency standpoint, the sooner Agenda

is published, the better. Barney moves to establish a policy that says staff will endeavor to make materials available by the Friday before Monday meeting.

- f. Florida Charter School Alliance – Barney motions to join the FCSA. Motion passes.
9. Upcoming meetings and events
    - a. August 1, 2021 – Mandatory Show Day for parents, 3:00 – 7:00
    - b. August 6, 2021 – Board / staff mixer, 4:00 pm
    - c. August 8, 2021 – Orientation and Academic Night, 3:00 – 7:00
    - d. August 11, 2021 – First day of school
    - e. August 30, 2021 – Board meeting

Meeting adjourned 8:55 pm.