

Tallahassee Classical School  
The Lodge at Wakulla Springs Library  
550 Wakulla Park Dr.  
Wakulla Springs, FL 32327  
August 25, 2021 at 2:00 pm

### Board Annual Meeting Minutes

Members present: Dr. Alan Chen, Priscilla West Beckley, John Clark, Barney Bishop, Jana Sayler, Matt Mohler

Staff present: Brinton Smith, Adrienne Campbell

2:25 pm Presentation by Nanette Schimpf regarding Moore Agency representation.

Meeting called to order at 3:11 PM.

1. Approval of Agenda – Dr. Chen moved to approve, Barney seconded, motion passed.
2. Approval of the Previous Meeting's Minutes – Barney moved to approve, Matt seconded, motion passed.
3. Public Comment

- *Public comment N/A* (No members of the public were present.)

4. Annual report on financial condition – draft budget included in board packet. To be approved by Monday, sent to LCS and posted on school website.

John Clark asked what types of fundraising do we anticipate. Matt Mohler suggests multi-tiered approach: Individual asks, speaker series @ school, introduce our school at local clubs/gatherings, Barney advises that we first devise the overall strategy and court potential donors over time.

Mr. Smith explained large year-on-year differences in funding toward Substitutes & Tutors – TCS is developing its own list of vetted subs (LCS subs not satisfactory) and increasing tutoring hours as well as hourly rate (to \$18/hr). Textbook expenditures were discussed – option to buy licensing and photocopy too expensive and labor intensive. Parents could be asked to buy literature/novels to save the school some money. IT item will be discussed in another section of the agenda. Optima loan has been paid off.

5. Review / Board review and approval of employment compensation schedules. Barney moves to increasing teacher salaries by \$1,000 – \$1,500/teacher, exact amount to be decided by Principal Smith, Treasurer Clark, and Board Chair Sayler, with Karen Roland in attendance. Matt seconds. Motion passes.
6. Annual progress report to LCS – requirement of our charter contract. Discussion of FSA results. Consensus was to not opt in to receive a school grade for first year.
7. Conduct parent survey & evaluate results – draft survey has been developed but not sent out to parents. (Currently 78% of students are returning.)

8. Review suspension & expulsion rates – Principal Smith reports no expulsions, 12 dismissals for last school year (dismissal rate 3% of student body.) “Dismissed” means returned to their zoned district school. None for discipline, all for habitual truancy. 44 suspensions (suspension rate 10%.) TCS discipline and Attendance policies outline the procedure.
9. Evaluate Principal’s performance – Chairman Sayler watched FL Consortium webinar on how to evaluate a school Principal. Organizational pieces will be familiar to most of the board, but Jennifer Diaz will advise the board regarding the academic pieces. TBD whether there is a deadline for this evaluation. (1/3 of Principal’s score is the student FSA scores.)
10. Evaluate board’s performance – tabled this item until we have determined the best evaluation tool. Strategic oversights calendar could be a starting point (‘person responsible’ column)
11. Barney Bishop gave an overview of I.T. needs according to Inspired Tech (service co.) analysis of TCS systems. Inspired will present to the board at meeting on Monday, August 30<sup>th</sup>. Barney moves to authorize Principal, Board Chair, Senior staff and Treasurer to meet with Inspired Technologies to negotiate an agreement to upgrade our information technology system. Matt Mohler seconded. Motion passed.

## Board Retreat Agenda

### I. Review of Operations

#### A. Day-to-Day

##### 1. Who comprises the Operational Leadership Team?

Barney Bishop outlined C-Suite suggestion to bifurcate the Education aspect from the Corporate aspect of running the school. Principal over academics only. Discussion of alternatives.

##### 2. Role of Principal-in-Waiting – Adrienne Campbell beginning full time work in September (currently as Consultant.) Training, discipline, Love & Logic coordination, a number of other roles & responsibilities.

#### B. Insurance

##### 1. Insurance Agents

Identified candidates Brown & Brown, Rogers Gunter, Risk Management Partners, Legacy Insurance (current insurer), EGIS insurance ... John Clark moves to contact these companies to ask for quotes. Barney seconded. Motion passed.

##### 2. Policies in Effect

- i. Errors & Omissions aka Educators’ Professional Liability
- ii. General Liability
- iii. Auto

- iv. Property
- v. Asset
- vi. Workers' Compensation
- vii. Fidelity Bond/Crime
- viii. Directors & Officers (D&O)
- ix. Cybersecurity
- x. Health

C. Cybersecurity

- i. Status
- ii. Recommendations

II. Board Governance

A. Deep-Dive into the Initial Bylaws

1. Review of Core Principals (Bylaws Section II)
  - i. Addition of school uniforms
  - ii. Addition of VPK in the future
2. Discussion of Board Members Powers (Bylaws Section III.B)
  - i. Board members may call Board meetings
  - ii. Power to "select officers, agents, and employees"
  - iii. Establish compensation for "employees" of the corporation?
  - iv. "During an emergency...any number of Directors...shall have power and authority to act
3. Number of Board Members (Section III.C)
4. Terms of Office (Section III.D.4)
5. Time of Election (Section III.D.5)
6. Meetings of the Board (Section IV)
  - i. Annual Board Meeting (Section V.A)
  - ii. Regular Meeting Notice (Section V.B)
  - iii. Special or Emergency Meeting (Section V.C)
  - iv. Emergency Cancellation of Meeting (Section V.E)
7. Actions by the Board (Section VI.A)
  - i. Appointment of Committees (Section VI.E.1)
  - ii. Procedures of Committee (Section VI.E.3)
  - iii. Nominating Committee (Section VI.E.5)
  - iv. Add Standing Committees in Bylaws; need these:
    - Audit, Budget, & Finance
    - Bylaws
    - Nominations
    - Operations
8. Amendments (Section XV)

III. Adjournment at 8:55 pm