

Tallahassee Classical School  
4141 Artemis Way  
Tallahassee, FL 32311  
August 30, 2021 at 6:00 pm  
Board Meeting Agenda

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

Staff Present: Mr. Smith, Hope Carrasquilla, Karen Roland

Others Present: Adrienne Campbell and Lasha Potts (via telephone), Rachel Mohler, iWave reps Jodi and Johnny Franklin, Joni Weideman, Nick Quinton, Luis Diaz, Christina Jacob, Dionte Brown

Meeting called to order at 6:08 PM.

1. Approval of Agenda – Karen Roland requested additional items: SLA Quality report, bad debt writeoff (NSLP payments and late payments), and OAS membership contract. Jana Sayler suggests to include SLA item in Business Manager’s report. The other two under new business. John Clark moves to approve, Alan Chen seconds, motion passes.
2. Approval of the Previous Meeting’s Minutes – Barney moves to approve as presented, John Clark seconds, motion passes.
3. Guest Presentation by Jodi and Johnny Franklin on the iWave system  
Video presentation. SAS and TSMS (other charter schools) have also installed iWave units. (Capital Prep and Gallops Family Center have the Remi Halo RGF.) We have the “C” commercial version. Lab tests 99.4% effective against viruses such as SARS, as well as allergens. Zero transmission within the schools using it. Dr. Karla Hutchinson at Foundation for Arts also installed an iWave unit. Maintenance (check that system is working properly) recommended once per year. Standard life of device matches that of the HVAC system (8-12 years) approximate current cost \$16k.
4. Guest Presentation by Zach Dunlap on the I.T. system.  
Inspired Technologies managed services agreement. Local company, founded in 2002, 110 employees, does business with schools, government and law enforcement. Overall services agreement cost \$8,500 per month. Analysis of TCS existing methodology, workflow, existing processes... Comcast ISP Fiber (E-Rate), Mikrotik Router, Mix of BYOD and school issued laptops/desktops, up to 55 total. Recommends servers in place, rather than fully cloud-based. Recommends additional antivirus for BYOD, development of I.T. security policies, enterprise-wide backup solution, development full Continuity of Operations Plan and Disaster Recovery Plan. (See slideshow for complete list for 3-5 year plan cycle.) Average response time 1 hour. Training for each employee (individually) and help-desk is available. State-approved vendor. Follow NIST compliance standards.

John Clark asks for a 2-minute layman’s summary. “Building the IT department from scratch, designing best practices according to their experience in K-12 education system.” Will utilize existing equipment and purchase equipment as needed.

Barney Bishop asks how long does the process take? Answer, should have everything credentialed and system locked down within the first 60-90 days of engagement. All done on month-to-month basis with 30-day exit by either party.

Ms. Saylor expressed concern that we should obtain multiple quotes for this service. Mr. Bishop pointed out that we have a security issue that needs to be addressed ASAP – this company endorsed by National Sheriff's Association, and works for Dept of State, the CIA, FBI, Secret Service on election security. Also points out that this is a 30-day commitment, can always cancel if they're not performing.

Consensus to allow them to "lock it down" immediately, whilst exploring additional options.

Ms. West requests a detailed list of which services will be received for at this price point, as this seems extraordinarily high in comparison to our current contract.

Mr. Diaz (member of public) points out that they also need to protect the school's website. Also says that 60-90 days is a very long setup period and a 1-hour response time is too long.

#### 5. Board Audit Committee Report (F.A.C.E.)

- a. Financial – July 2021 financials provided in board packet  
John Clark moved to approve the financials as presented, Mohler seconded, motion passed.
- b. Financial – Refinancing discussion – must be refinanced by year end 2021.  
Michael Braun provided information about the bond issuance, bond historical rates, etc. (Currently at historical lows.) Cost to delay, up to 1% of loan amount (\$130k) for up to one year. Not an automatic extension, would have to re-underwrite, etc. Three options: 1) extend current loan & refi next summer, would include funds for Phase II in this refi, 2) lock in the rate for current loan this Fall and take out a separate loan / bond to finance Phase II, 3) refi this Fall and come back to market for additional funding w/ supplemental bond issuance for Phase II. John Clark moved that we pursue option 3, to lock in current low rates for the known / needed refi. Monthly payment currently \$20k/mo more than projected with this new issuance. Barney seconded, motion passed.
- c. Achievements – 99% of our students completed FSA testing
- d. Compliance – Have all employees signed the employee handbook?  
Mrs. Roland says this is still in progress.
- e. Compliance – Have all board members completed fingerprinting?  
One missing – Mr. Bishop going to get fingerprinted tomorrow.
- f. Compliance – Have all employees and volunteers completed fingerprinting?  
Employees YES, Volunteers on a rolling basis.
- g. Compliance – Have all ELL plans been updated by the ELL coordinator?  
Mrs. Vestal reports 25 new ELL students being screened, scheduling meetings for the remaining.

- h. Compliance – Are all IEP plans still in effect and have all upcoming IEP meetings been scheduled?  
Mrs. Vestal reports that we are in compliance. Upcoming IEPs need to be drafted for IEP meetings in September. (IEPs from last year continue this school year.)
- i. Environment – Mask case in Leon County Circuit Court judge Cooper’s ruling does not affect our mask optional policy. (Case is under appeal to 1<sup>st</sup> DCA, likely eventually to be decided by FL Supreme Court.)

SLA report by Karen Roland: Several performance concerns from last year are being addressed. Now offering hot and cold lunch options. There have been staffing difficulties, so TCS has provided some volunteers. The new manager stepped down, the regional manager has been replaced multiple times already this year. We had a surprise health inspection last week – Unsatisfactory due to repeat violations last year. Suggests that we begin process looking at other service options. Adrienne Campbell reports that Jacksonville Classical and several other sister schools have switched to Lintons. Ms Saylor reports that we do have a “Termination for Convenience” clause in the current SLA contract.

Mrs. Roland requests board assistance in terminating existing contract and renewing offer from Lintons. Barney Bishop and Mrs. Mohler offer to assist. Barney Bishop moves to cancel contract with SLA for repeated violations and quickly transition to Lintons (second offer in original RFP.) Motion passes.

## 6. New Business

### a. Approval of 21-22 Budget

Clarification that this budget assumes current financing rates – the expected refi rates would reduce monthly expense by approximately \$20k.

Request to bifurcate “Governing Board” item into actual board expenses and this advertising contract.

Discussion around physical plant maintenance issues – many items were under warranties last year which will be expiring. Mohler has been working with Mr. Tilley on many items – currently facilitating discussion between A/C people and Roofers discussions about whose fault it is that the roof leaks.

Barney moves that we accept Budget AS AMENDED, Addtn 3400 proceeds, remove the \$882k from Actual column fund beginning balance. John Clark seconded, motion passed.

- b. “Bad Debt” item – startup of NSLP, there were \$371 of meals served which weren’t collected. (Attempts have been made.) Mrs. Roland asks to write it off. Mohler moves to accept recommendation, motion passes.
- c. Late pickup fees – began invoicing this in January 2021. 63 invoices unpaid, for a total of \$1367. The school now has protocols to hold families accountable, but those were not in place last year. (Students will not be able to sign up for clubs or

sports if there is an outstanding balance.) Barney moves to write off the debt, motion passes.

- d. Olympic Archery in Schools – Matt moved to approve contract, John Clark opposed, motion passed.

## 7. 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.*

Luis Diaz asked Mr. Chen if he had previously seen the literature about iWave. His primary concern was Mr. Bishop's inappropriate commentary on the school's FB page. He suggests that board member should be more professional in their conduct. Mr. Bishop says that his commentary will be limited to his personal FB page in the future.

Nick Quinton asks for added detail on the Covid protocol. Requests information from Parents Handbook under Health & Medicine section, asks that board provide quarantine info in the handbook. Asks who notifies exposed children. A student spit on his first grader's mask multiple times... asks school to make a statement about responsible behavior with regard to masks. Requests more explicit expectations to work through the pandemic, because parents are scared. Mr. Bishop answered that the email (as well as a phone call) will come from the Principal or another member of the admin team. Mr. Smith answered that we follow the Florida DOE flowchart, which has been included in the last several school-wide parent emails. Weekly covid newsletter (as sent last Spring) will be resumed. (4 days if no symptoms, 7 days if symptoms + positive test.)

Christina Jacob asks about covid notification. Mr. Smith answers that FL DOE guidance requires that students within distance of the student who tested positive. We use seating charts for all classrooms and lunchroom. Also thanks the school for its patience with her child, who she says has a few behavioral issues due to ADHD. Big props to Mrs. Mathis.

Joni Weideman is impressed with the improved communication, weekly emails and newsletters, use of Remind app by teachers, etc.

Dionte Brown his fifth grader loves the school, but he is seeing discipline issues – questioned disciplinary tactics of some of the brand-new teachers. Asks that the board and staff give as much support to the new teachers as possible. Overall happy with his decision to come to TCS. Ms. Carrasquilla acknowledged that one child who continually fell asleep in class was asked to stand in order to stay more alert. New teachers are being given opportunities to observe in veteran teachers classrooms. Mr. Smith detailed our teacher training from Hillsdale and BCSI sister schools.

Rachel Mohler is pleased with the hard work the Board and staff put into the school. Appreciates the option to choose whether or not to mask their children. Impressed with the school overall, has four kids here (soon to be five.)

## 8. Upcoming Meetings and Events

- a. Open House?
- b. Picture Day?

- c. When do tours resume?
- d. September 27, 2021 – Board Meeting
- e. October 25, 2021 – Board Meeting
- f. November 10 – 13, 2021 – Hillsdale Governing Board training

\*\*\*Wednesday, Sept 8<sup>th</sup> Special Board Meeting to discuss staff issue. Time TBD.  
John Clark moved to adjourn, motion passed. 9:17 PM.