

Tallahassee Classical School  
September 8, 2021 at 6:00 pm  
Board Meeting Agenda  
Held via conference call

Members Present: John Clark, Barney Bishop, Jenifer Diaz, Matt Mohler, Alan Chen, Jana Saylor, Priscilla West

Members Absent (unexcused and excused): none

Staff Present: Brinton Smith

Others Present: none

Meeting called to order at 6:10.

1. Approval of the Previous Meeting's Minutes – deferred to next meeting.
2. Public Comment
  - N/A
3. New Business
  - a. Staff Issue
    - i. Policy proposal by Jana Saylor – charter application states that there will be a monthly meeting between Principal, Business Manager, Treasurer, and Board Chair. These four individuals should meet to go over details of Bank reconciliations (outstanding checks and new activity since last statement), credit card statements, and the proposed financials themselves. Treasurer will then report to the Board at each meeting. Matt Mohler moves to adopt this as policy, Alan seconds, motion passes.
    - ii. Policy proposal by Jana Saylor – Currently, Business Manager and Bookkeeper provide data files and bank statements to outside CPA firm, which prepares the financial statements for the Board. Policy should require that all of the information be provided to the CPA firm by the 10<sup>th</sup> (preferred) or 15<sup>th</sup> (latest) and a timeline report by responsible party to Board. Barney moves to adopt this as policy, Matt seconds. Jana notes that the Harvard CPA firm has reached out saying that training was provided, but information is being input incorrectly (corrections take additional time and incurs an additional charge.) Mr. Smith thinks that John Clark's involvement will help with these issues. John Clark moves to table until we have further clarification around the process. Barney seconds. Matt suggests that John Clark speak with LeAnne Murphy and Julie Cotton about what's going on, what needs to improve, etc.

Mr Smith interviewed another Bookkeeper (assistant) / HR person (full-time) today. *May* start by Monday 13<sup>th</sup>. Also looking for a second Front Desk person. Jana reports that St. John's Classical outsources the bookkeeper role to a CPA firm who does this type of work (including the HR function.) Barney points out that HR is a very demanding role, requiring up-to-date knowledge of various legal issues. Privacy requirements and employment law are constantly evolving... requires continuing education... asks if it is possible for an

outside specialist to handle our HR issues. To be referred to the Budget/Finance committee.

Policy Proposal by Jana Sayler – Preparation of the annual budget DRAFT be completed by May 15<sup>th</sup> each year.

Mrs. Sayler was concerned that after the recent appointment of Mrs. Stringer as Public Records requests coordinator, Mr. Smith indicated that the requests were being handled without issues – but Mrs Sayler became aware that there were multiple requests pending, including at least one repeat request. Mr. Smith said that the record requests appeared to come from a bogus email account and asked for employee salaries, so he had privacy concerns and needed to investigate further. The request did receive a response.

Discussion around communication and/or meeting frequency between the Principal and the Board Chair, as well as division/delegation of labor to Committees and revision of bylaws.

Matt Mohler moves that the next board meeting include a handoff from Jana to various members of staff AND that Brinton provide a weekly written report to the Board (as per employment contract) to be included in the board packet, or used as a starting point for a monthly summary report to the board. Mr. Smith said he prefers a monthly board report, broader, more strategic in perspective.

Barney moves that Principal provide a written, weekly report – short and general, available to board. John Clark seconds, motion passes.

Barney moves that Board Chair produce by Sept 20<sup>th</sup> a list of all Operational aspects that she is currently involved in, to be discussed at the board meeting on 27<sup>th</sup>. Matt seconds, with amendment to add a 1-hour monthly meeting between Principal and Chair, Barney agrees to amendment. Motion passes.

#### 4. Committee Assignments (agenda item added at request of Barney Bishop)

Chair Sayler proposes as follows:

- a. Combine Audit committee with Finance and Budget committee  
John Clark (chair), Jana Sayler, Priscilla West
- b. Bylaws committee  
Barney (chair), Jennifer Diaz, Alan Chen
- c. Fundraising  
Matt (chair), John Clark, Barney Bishop
- d. Nominations / Vetting  
Alan (chair), Priscilla, Jana
- e. Operations  
Jennifer (chair), Matt, Barney

Adjourned 7:54 PM