

Tallahassee Classical School
4141 Artemis Way
Tallahassee, FL 32311
October 25, 2021
Board Meeting Agenda

Join Zoom Meeting:

<https://us04web.zoom.us/j/9181879233?pwd=Wmx4TjhlSlNuMEZ3ZnJEY2NGdEN4Zz09>

Meeting ID: 918 187 9233 Passcode: Classical

Minute notations

Members Present: Chen, Sayler, Mohler, Clark, West, Diaz

Staff Present: Smith, Campbell, Roland

Others Present: Dr. Nick Quentin, Dr. Deonte Brown

Meeting called to order at: 6:09 PM

- I. **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.*
Nick Quenton, parent of 3rd and 1st graders at TCS expressed disappointed about teacher turnover. His child's teacher, Mrs Mathis is leaving. He notes that May 26th board meeting had 30+ positions to fill at once, as school was opening. Recommends a 'culture study' be performed to assess why the teachers are leaving, to make the school stronger.

- II. **Approval of Consent Items**
 - A. Meeting Agenda – John Clark moves to approve, Mohler seconds, approved.
 - B. Previous Meetings' Minutes – West moves to approve all, Clark seconds, approved.
 - 1.Board Meeting 8/30/21
 - 2.Board Meeting 9/8/2021 as Revised
 - 3.Board Meeting 9/22/2021
 - 4.Board Meeting 9/27/2021
 - 5.Board Meeting 9/30/2021
 - C. September Financials
Mrs. Roland has no major highlights other than a few items she'd like to see cleaned up on balance sheets. Asks if CPA firm can handle the balance sheet. John Clark moves to accept, Mohler seconds, approved.

- III. **Report of Board of Directors:**
 - A. Chair (Chen) N/A
 - B. Vice Chair (Diaz) N/A
 - C. Treasurer (Clark) N/A
 - D. Secretary (West) N/A

- IV. **Report of Committees:**
 - A. Audit, Budget & Finance (Clark)
 1. Relationship with CPA firm
Mr. Clark reports that after last meeting he sent another email to our contact at CPA firm asking for a full explanation of invoice and to set up a meeting to determine responsibilities. No response in the weeks since – ongoing problem.

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He strongly recommends that we seek a new CPA firm that is more responsive. Recommends three local firms with good reputations.

Mrs. Sayler points to two components – bank reconciliation (format DOE website) monthly, so there is a familiarity with charter school accounts that is helpful. Thomas Howell Furguson, Caroll & Company, Carter Riggs Ingraham... Mr. Clark asks Mrs Roland to draft a letter asking for bids or pricing structure indications. Hold off on termination letter until we have new bids.

B. Fundraising Committee (Mohler)

A meeting took place, ideas were discussed: Reminder about speaker series, Thursday morning tours, whale cultivation, etc. (Minutes forthcoming.)

1. Future plans

C. By Laws Committee (Bishop) N/A

D. Nominations Committee (Chen)

1. Protocols for Future Board Members

2. Board Nominations

Dr. Chen says the Board would be greatly helped by having someone knowledgeable in construction and/or legal matters. A lawyer would be ideal, Need to update the application form. Bishop and Clark each have candidates in mind. We'll put together a nominations process. West recommends tapping the pool of school parents who'd like to be more involved. Any lawyers or construction people in the group?

E. Operations Committee (Diaz) N/A

1. Procurement Policy (Bishop) – to be reviewed and discussed.

F. Parent Liaison (Clark) – Mr. Clark met last Monday with a concerned parent, who reported “severe discipline problems” -- worse in the extracurricular classes. Alarming teacher attrition rate. Substitute teacher reportedly attacked by a 6th or 7th grader. Students are disrespectful of teachers. 56% failed first year of math. He asks if we regularly debrief teachers who leave. (Mrs. Roland answers that it is the school’s intention, but often is not possible for various reasons.) We have now hired a behavior specialist.

V. Principal’s Report: (see email from Brinton Smith)

A. Teacher employment separation – need to repeat Employee survey before the end of this calendar year and again in the Spring semester. SurveyMonkey was used last year and proved fairly simple to do.

B. Scholar behavior

C. School Zone on Tram (deferred from 9/27)

D. Lands End Exclusive School Agreement (deferred from 9/27)

E. Asset inventory update (deferred from 9/27)

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F. FLKRS update (deferred from 9/27)

VI. Compliance Items:

A. FTE report (Smith) – Last Fall the school had 150 amendments to be fixed. In the Spring it was 35-50 amendments. This time, we had only a handful. (< 5) Mrs. Vestal and Mrs. Stringer “knocked it out of the park.” Great job! The right people are doing this work and it went very well this year. Enrollment count approximately 540, started at 555. (Last year ended with around 325.)

B. Refer to V. Principal’s Report

VII. Unfinished Business from prior meeting agenda:

A. Status of IT contract (Chen) - Brinton Smith reports that current status is waiting for the Board to finalize a decision. Has “Inspired Tech” in the wings, also spoke with Hayes and UDT Technologies. Mohler asks when did we officially un-do the contract with Inspired.

West would like to see presentations from competitors, because the original ‘presentation’ from I.T. did not explain much. Mohler says that the current provider is not doing the job. Roland reports that the provider did not come in July, came in August, but left with work items unfinished. Mohler points out that computers and cameras are not working properly. Mr. Smith says that the cameras installed were out of compliance with Federal program. Sayler says we paid several hundred thousand dollars for equipment and installations. The visits for ‘device management’ and other services were outside the scope of original contract. Mrs. Roland reports issues with using Microsoft OneDrive. Wifi network is working. Cannot use Google Docs in the business element. Microsoft Suites is working. Confidential files being emailed back and forth because none of these systems is working properly. West requests a timeline / worklist items for each month of the initial contract.

Sayler moves that rather than a 30-day cancellation clause, we change it to be a true month-to-month contract and also receive this timetable with deadlines so that we may evaluate performance. West seconds. John Clark asks what is difference between 30-day cancellation and month-to-month. Suggests to keep contract as it is, renegotiate more favorable terms after a year. Mrs. Sayler asks Mr. Smith to please forward a copy of the contract to the Board. Sayler, West, Diaz – YES. Mohler, Clark, Chen – NO. Motion fails.

B. Board Compliance Review and Training (Chen) – from Sept meeting – It is recommended for us as a board to review policies, sunshine laws, etc. Kathleen Shoenberg could come in and do training, or Daniel Woodring locally. Possibly during Thanksgiving week, when Diaz is in town.

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Mohler moves that we ask Daniel Woodring to do a training session on 22 or 23rd, Clark seconds. Jana amends that we seek quotes from Woodward and Schoenberg. Priscilla seconds. Jana, Pri, Diaz, Chen say Yes to amendment.

Mohler amends again, to make clear that it's in-person presentation. Sayer seconds. Amendment passes. Motion passes.

- C. Meeting Protocol Professional Reviews (Board) - see section B.
- D. Review of Food Service Contract (Board) Board is in agreement that we are unhappy with the service. Question remains how we transition out of it. Mrs. Roland reports speaking to vendors at the conference. All report shipping delays and suggest that it will be difficult for any new vendor to set up the kitchen with replacement equipment. Would like to see bids from competitors. Mohler moves to send cancellation letter to SLA ("convenience" rather than for cause) and go out to bid for new vendor. Sayer seconds, motion passes.
- E. Review of General Counsel (Bishop) – Mr Bishop claims that our current counsel overstepped his boundaries when he called Mr. Bishop at behest of the Board Chair. He says "it is not the counsel's responsibility to toss people off the Board, but rather to give advice to the board." Counsel recommended that Bishop's and Mohler's votes be nullified, but Bishop states that this is not in the law. He states the problem that GC superseded authority and should no longer represent us. Also, he is in Jacksonville, and Mr. Bishop believes we should have a Tallahassee lawyer. States that we should not pay the latest bill from GC, which charges us by the question. "We can do better" but happy to let the Operations Committee take a look. We don't need the type of expertise that Mr. Arnold brings to the table, but rather a politically-connected local attorney. Will be helpful in our dealings with LCS.

Mohler says that Mr Arnold had proof of their approvals prior to the meeting and acted in bad faith. Moves to terminate relationship with Shawn Arnold and identify a new GC. Barney seconds. Barney amends that we terminate at the time of selection of new GC, also that we investigate his billing. Mr. Chen says that should be done by Operations. Mohler asks Mrs Sayer to submit all questions that she asked Shawn Arnold. She isn't sure that she has record of it, because they were asked in conversation.

Motion to terminate relationship with SA at the time we identify a new GC and that the Operations Committee investigate SA's billing. In favor Bishop, Mohler & Clark. Opposed Sayer, Diaz, Chen, West. Failed.

Mohler moves to investigate the invoice from Shawn Arnold (Ops committee) Diaz seconds. Motion passes unanimously.

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VIII. New Business:

A. Principal Smith Evaluation (Diaz)

Mrs. Diaz spent 3 days at TCS, worked dismissal and Front Desk. Goals in the original charter specific, measurable, attainable, with specific time limit. Says that we are a year behind. This is an ongoing process that will take some time. Board should decide now on goals for the 2021-2022 year so that evaluation may be done over the summer. Spoke with Dr. McClenny who outlined the various professional developments provided weekly and monthly, as well as after-school tutoring program, etc. Also testing of DIBELS and EasyMath (?) School got 53% passing rate overall. Observe For Success website holds Mr. Smith's evaluation. (Presentation) Mohler and Campbell will help with this process, have discussions with Mr. Smith.

B. Updates on 2022-23 Principal (Chen) - Letter from Hillsdale, stating they do not approve Mrs. Campbell as Principal for next year. Dr. Chen recommends that we proceed with the Principal search. If we don't find one they approve of by Feb 1st, we'll lose our affiliation, but it will maintain the relationship awhile longer and identify potential other school employees. (At that point, the affiliation would be for curriculum / program guide only.)

Mohler takes issue with Hillsdale deciding who our Principal should be. Mohler does not support a search for another Principal.

Campbell was originally intended to be the Assistant Principal under Mr. Wright (the first hired Principal). Mohler asks Campbell if she wants to be Principal next year (She does.) States that "she was never *not* Principal."

Mr Clark feels strong loyalty to Mrs Campbell and thinks she would be a good Principal, but reminds the board that we owe it to the school and the students to conduct a search.

Mr Smith suggests various other institutions that provide curricula, content, and training (for a cost) such as University of Dallas and Cornerstone. There are also various educational consulting firms across the country. Literacy Essentials, Mathology, etc. Classroom Management training such as "Teach Like a Champion" may be useful. He points out that Hillsdale training does wane once you're no longer a new school and things have stabilized. Mr. Smith's view is that the new K-12 admin team within BCSI is trying to do 'quality control' and their main flex is to influence selection of Headmasters. Their belief is that the choice of Headmaster makes or breaks a school.

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Mr. Mohler declares that if Mrs Campbell is not ready to take off running with new curriculum and teacher training, he will eat his shoe. Mr. Smith points out that we are a Title 1 school, which makes it more difficult to lead. Hillsdale seems to imply that they want someone with Headmaster experience in a Title 1 school. (He points out that this is very difficult to find in the Classical world.)

West moves to initiate a Principal search based on Hillsdale recommendations, John Clark seconds. Sayler, Diaz, Clark, West - YES. Mohler and Chen oppose. Motion passes 4-2.

- C. Form 990 (Smith) - Mr. Walker is moving forward with Form 990. Engagement letter in board packet. (Same CPA firm cannot do the figures AND audit the figures. Common to have the auditing firm do the 990.) John Clark moves to approve the engagement letter. Mohler seconds. Motion passes unanimously.
 - D. Capital Trust Agency (CTA) Conflict Waiver (Sayler)
CTA and BMO (bond counsel) have some legal work together, wanted to make us aware of that other relationship. Due to the timing, a preliminary approval was required, but now in front of the full board. John Clark reviewed the documents and did not see any issue. West seconds. Motion passes unanimously.
 - E. Bryant Miller Olive Engagement Letter (Sayler)
To represent us as bond and borrowers counsel. Sayler negotiated with them to reduce fees from \$130 to \$110, third role is traditionally done by the underwriter's counsel. Engaged BMO. John Clark moves to accept the BMO engagement letter, Mohler seconds. Motion passes unanimously.
 - F. CTA Inducement Resolution Acceptance (Sayler)
CTA is going to facilitator for our bond issuance. We are to accept their resolution to induce the bond on our behalf. John Clark moves to approve, Mohler seconds. Motion passes unanimously.
 - G. Crossbridge Christian janitorial costs (Sayler)
Paster is out on sabbatical, the gentleman asked in pastor's absence to waive some costs. Complaint about cleanliness – not sure if it's a timing issue over the weekend when they hold services. Asking for a price break on their last two meetings. John Clark moves to offer them \$200 as a full and final settlement. Clark, Sayler, West, Chen, Diaz "Yes" – Mohler "No" ...Motion passes.
- IX. Upcoming Meetings and Events
- A. November 10 – 13, 2021 – Hillsdale Governing Board training
 - B. November 29, 2021 - Board Meeting

Adjourned 9:05 PM.