**Minute notations**

Members Present: P. West, J. Sayler, B. Bishop, J. Diaz, A. Chen, M. Mohler, T. Qualls

Staff Present: K. Roland, M. Stringer, B. Smith

Others Present: D. Brown, K. Ergenzinger, P. Campbell, E. Sayler

Meeting called to order at: 6:07 PM

1. 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.*

E. Sayler reminded the board of the school’s long relationship with Hillsdale College and how Hillsdale supported the school from the beginning, providing free Public Relations services, teacher training, and governing board training. TCS was thrilled to be a part of the Hillsdale K-12 Classical education mission. The founding board knew that Hillsdale’s approval would be required for any eventual Headmaster. The Saylers supported Mrs. Campbell as Principal, but unfortunately that did not go as planned. Recommended a period of overlap between the outgoing Mr. Smith and the incoming Dr. Byrd and that school administrators begin copying Dr. Byrd on emails, etc. Thanked Mr. Smith for helping to stabilize the school during a time of flux. The Middle School discipline issues have continued and need to be fixed ASAP and also that Mr. Smith didn’t ask for help when the $900k mistake was discovered in the budget. Advised that some contracts may have been signed by Mr. Smith without proper delegation of authority and some contracts may need to be revisited. Mr. Smith is contracted to work 4 days/week (32 hours) at $8k/month. Finally, he expressed concern that the reenrollment period started late, too few students could become a budget issue.

1. Approval of Consent Items
	1. Meeting Agenda
	2. Previous Meetings’ Minutes
		1. January 24, 2022
	3. Review of Financials
		1. December 2021
		2. January 2022
2. Report of Board of Directors:
	1. Chair (Chen)
		1. Mrs. West’s Resignation accepted, effective tomorrow.
		2. May board meeting will be the final for Mr. Chen, effective in June.
	2. Vice Chair (Diaz)
	3. Treasurer (John Clark) reports GF has presented financials, updated several times, and presented treasurer’s report (included in board packet) days of cash on hand, etc. look to be in good shape.
	4. Secretary (Vacant)
		1. Elect Secretary – Take minutes and maintain “Motions Passed” log. John Clark moved for Tim Qualls to do it, Mohler seconds. Passes unanimously.
3. Report of Committees:
	1. Audit, Budget & Finance (Clark) - none.

Need an additional member for this committee, in light of the two resignations. Board approved to nominate Mr. Campbell in this committee (see section D).

* 1. Fundraising Committee (Mohler) spoke with Moore Agency fundraiser, Mickey Moore, before she got another job offer. Mohler advises that a fundraising consultant would remove the time burden of the process. Everyone on the Board should be expected to contribute money (or a time equivalent) to the school.
		1. TCS Gala update - May 19, 2022

Mohler contacted Dr. Weiderman for guidance about last year’s gala. Also has recruited Jill Giles, Adrienne Campbell, Rachel Mohler, John Clark, Matt Mohler (others?) to help put it together. – weekly meeting upcoming. The gala date is May 19th and it will be held at the Historic Capitol museum. (Working on potential speakers.)

* + 1. Board expectations for fundraising

Speaker series this Thursday night at 6:30 PM, Thurs. March 3rd.

* 1. By-Laws Committee (Bishop)
		1. By-Laws amendment for board capacity – Bishop moves to increase maximum number of board members from 9 to 11.

Mohler seconds. Sayler gives three reasons not to increase size: 1) the charter application specified a low number of board members. It was a board of five originally, has grown to nine. 2) Having a larger board has not benefitted us from a financial perspective as yet. 3) Hillsdale recommends that their affiliated schools boards be capped at 9 members.

Bishop asserts that fundraising and committee memberships would be better spread over more members. Also disagrees with various other Hillsdale recommendations.

Diaz says that most of the schools she deals with have 5-7 board members. Believes that any management company would prefer not to have a higher number of board members.

Mohler would like to see longer overlap between members during a transition, which would require a higher membership cap.

Clark points out that voting to increase the cap does not mean that we would immediately fill the openings.

Motion passes. Qualls, Clark, Chen, Mohler, Bishop in favor.

Diaz, Sayler, West opposed.

* 1. Nominations Committee (Chen)
		1. Mr. Parker Campbell – History w/ TCS, spouse of A. Campbell co-founder, professional background in accounting and finance, works for DOE. Implements statute re Florida academic code. Currently has three scholars attending TCS, and will have a fourth attending in 3 years. Motion passes unanimously.

Clark moves to add Campbell to audit/finance committee – passes unanimously.

* 1. Operations Committee (Diaz) Hines & Sayler will work together as co-chairs of this committee to draft an agenda and hold a meeting soon.
	2. Parental Liaison (Hines)

Sayler moves to make Tim Qualls the Public Records custodian. (Not getting a lot of Public Records requests.) He is happy to serve in this capacity. Clark seconds.

Motion passes unanimously.

1. Principal’s Report:
	1. Enrollment 2022-23 update

Mr. Smith report. 505 students currently, re-enrolled 454, 51 not returning.

If all applications were accepted, 246 apps + 454 returning = 700 total students.

45 classrooms, additional available7 next year. 2 storage, 2 art, 2 PE, 1 music.

Projection working from pyramid design 7 K (126 total students) 6 first (108, 5 2nd (90) 3rd (80) 4th (60) ….8th 9th and 10th 1 section (20 students) each.

Will be 41 rooms used in total. No portable buildings should be needed.

Car line space is his big concern for next year.

Sayler asks about the additional 2 students in each of the upper grades. He was estimating just under the max.

Sayler asks about the Kindergarten class size estimate – Smith thinks that 25 more applications in Kindergarten is highly likely.

Sayler asks Jan financials showed enrollment of 527… is difference due to normal fluctuations? Running low on the wait-list so tougher to replace students this time of year. If 2nd building isn’t completed for Fall of 2023, then we’d hit capacity and have to limit enrollment. This needs to be carefully monitored in order to maintain sufficient headcount to cover costs, etc.

Bishop reminds board that the school is paying the Moore Agency, but vastly underutilizing them. Suggests getting them working for enrollment numbers.

Mohler says that Mr. Byrd’s spring break is April 10-16, may be able to come early for some overlap with Mr. Smith.

1. Compliance Items:
	1. Hillsdale directory update (Chen) - Dr. Chen will send out an email update with demographic data.
	2. Charter school board training (Chen) - Hillsdale training upcoming in Spring. Orlando conference in March.
2. Unfinished Business from prior meeting agenda:
	1. Optima update (Chen) - Dr. Chen had a call with Erika Donalds last week. Optima is not equipped to take on TCS right now, but has suggestions in the meantime. Recommends to keep the enrollment targets low-ish, may need to modulate the grade level increases.

Other similar organizations – Great Hearts, St. Johns Classical, or True North may be able to roll TCS into their organizations.

Mrs. Sayler will look into other management companies and report to board next meeting.

* 1. Bond update (BMO) – Letter confirming that the bond has closed and the remaining money is in escrow. Documents available upon request – ask Dr. Chen.
	2. Mr. Jeremy Byrd visit update (Mohler) - Week before Easter (Mon-Wed) Mr. Clark will host a cocktail party for Mr. Byrd.
1. New Business:
	1. Entitlements (Mohler) – Mohler has enquired about the possibility of transferring the 20k sq ft entitlements from Early Learning to High School. Sayler says that if we do succeed in switching these, it still doesn’t remove the requirement to build the early learning center. The original intent was that enrollment for VPK drives enrollment for Kindergarten, then Elementary, Middle, and High School on down the line.

Mohler asks why did we buy this land now. Sayler answered that in summer of 2019 there was an error in the survey. TCS agreed to purchase all of the land, but there were delays until the zoning could be revised on this portion.

School marketing assessment (Chen)

TCS is paying two marketing agencies. Kidder & Moore. Are both needed?

Roland says we were to have received 5x 30-second videos. We’ve paid for them already. Kidder is doing newsletter, social media also.

Mohler moves that T. Qualls analyze contract with Kidder and make recommendation to Board regarding possible termination of contract. (In the interim, TCS should remit no additional funds to Kidder.) Passes unanimously.

Bishop recommends a “Contracts” file. Sayler points to one on the Board drive, which may need updating.

* 1. HR and PEO analysis (Sayler)

47 employees currently. Need to have a breakdown of all employees and their duties.

Bishop recommends a committee to do this and form a recommendation.

Mrs. Roland is doing Finance and H.R. Each of these is a highly specialized job needing up-to-date training and knowledge – exposes us to potential liability. .

Roland says we would hold the employer side of the benefits, plus the service fee. Bishop moves that we assign this to a committee, for recommendation prior to the next board meeting. Explore options (PEO, law firm, etc.)

Mohler seconds, motion passes unanimously.

* 1. Proposed Enrollment Capacity (Sayler)

Proposed enrollment capacity for 2022-2023 school year shall be 700 scholars.

Mohler seconds. Passes unanimously.

* 1. Schedule of Proposed Fees (Sayler)

This is due to Leon County by March 1st. Schedule of fees to be charged. Mrs. Stringer says that it isn’t due yet – working on it.

* 1. Proposed Parent Contract (Sayler) Due March 1st every year.
	2. Internet access (Sayler) – current contract with Comcast has an early termination fee. (80% of remaining term.) Based on penalty, does not recommend switching even though MetroNet would be a lower monthly fee. Reconsider in 2.5 years when Comcast term ends.
	3. Cyber Security Plan (Mohler) Roland recommends a software purchase (“Alto”) awaiting quote from Inspired Technologies ($5,000-6,000)

Clark seconds.

1. Upcoming Meetings and Events
	1. March 28, 2022, 6:00 pm - Board Meeting
	2. March 3, 2022, 6:30 pm - Speaker Series: Carolyn Cummings, Esq.
	3. April 27-30, 2022 - Hillsdale Board Training (Deadline to sign-up March 31)