**Tallahassee Classical School**

**Finance Committee**

**Via Zoom**

**July 11, 2022**

Members present: Pam Griggs, Chair; Parker Campbell; Barney Bishop

Others present: Hope Carrasquilla, Principal; Michelle Stringer

Meeting called to order at 8:02 pm.

1. Discussion of emergency procurement of business office personnel.

Pam Griggs discussed the condition of the business operations of the school in light of the recent resignation of its business manager followed by multiple options considered by the school to stabilize and strengthen its business operations. The Interim Controller reported to Pam that she has had little time to invest in financial aspects of the school with human resource support taking priority. Cash flow requires careful attention.

Immediate and longer-term solutions discussed by the Committee included results from the recent Senior Business Office Specialist and Controller job postings, PEO research, previous CMO quotes received, and a current proposal from Student Financial Services (SFS). Hope Carrasquilla described feedback from references provided by SFS. The only concern expressed was SFS’s ability to begin payroll processing immediately given the quantity of summer rate and personnel changes. Parker cautioned absorbing the cost of the Interim Controller and SFS overlapping for much time.

Given the overall cost effectiveness, ability to begin immediately, comprehensive service, vast experience, clean audit record, and positive feedback from other trusted charter schools in Florida, Barney Bishop motioned to accept the school’s recommendation to move forward the SFS proposal as an appropriate solution, seconded by Parker Campbell and unanimously approved. Pam Griggs will follow up to support Hope Carrasquilla in negotiating the terms of a vendor agreement with an aim to implement as soon as possible; Hope Carrasquilla agreed to communicate the decision to other stakeholders.

1. Technology

Barney Bishop raised the school’s previous relationship with Skywire Technologies as it related to an old invoice that remained open in the school’s payable system, noting that Inspired Technologies was the active contract for technology. Principal Carrasquilla agreed and the invoice in reference was confirmed as non-current.

The school would need laptops for new teachers as it expands to accommodate increased enrollment and class sections. The budget was noted to accommodate. Parker Campbell recommended a review of surplus property that may be procured from the State at a lower cost than new purchases may be.

1. Grant-writing

As follow up to prior interviews and introductions, the Committee discussed the possibility of engaging with a grant-writer to enhance school fundraising. Initial focus areas would be reading support, school safety, and mental health support. If successful, the relationship should be a net gain to the school and enhance services provided to students and staff. Pam Griggs expressed preference for a contract relationship over employee. The Committee expressed support for the school’s continued evaluation as well as to support the principal in her decision of obtaining such a contract, if desired.

Meeting adjourned at 9:10 pm.