



Tallahassee Classical School

Board of Trustees Meeting

Monday, October 10, 2022

(Reschedule for Regular Board of Trustees Meeting, September 26, 2022)

6:11 - 8:47pm

MINUTES

- I. Call to Order Bishop
- II. Roll Call
 - A. Present and constituting a quorum (in no particular order):
Chair Barney Bishop, Parker Campbell, Pam Griggs, Matt Mohler, Tim Qualls
Also present: Principal Hope Carrasquilla, General Counsel Jeff Kottkamp, Esq.
- III. Additions to the Agenda
 - A. Frequency of Board Meetings
 - B. Inspired Contract that is up for renewal
 - C. School Improvement Plan
- IV. Consent Agenda - **Motion** to approve: Parker Campbell, **Seconded** by Pam Griggs - **Motion Carried**
 - A. Minutes of August 22, 2022 Board of Trustees Meeting
- V. Treasurer's Report - **Motion** to approve: Pam Griggs, **Seconded** by Tim Qualls - **Motion Carried** Griggs
 - A. Budget Highlights - A summary of expenses & revenue was given. Total revenue was 5.6 million and total expenses was 5.3 million. The year ran as a deficit. Enrollment expected was 613 scholars, actual at this time is 533 scholars. Discussion on hiring marketing rep to increase enrollment.
 1. **Motion** by Matt Mohler to take on marketing and make Mrs. Carrasquilla liaison. Pam Griggs would like to see a written plan. **Seconded** by Tim Qualls (for discussion). Matt and Mrs.

Carrasquilla work together to get ideas and comparisons for social media marketing for report by Oct. 20. **Motion Carried**

- B. The transition to using School Financial Services (SFS) has been a smooth process. Bills are being caught up.
- C. Audit - The Tallahassee Classical School Audit has been completed. It was a clean audit.

VI. Board Chair's Comments Bishop
A. There being none, the Chair moved to the next order of business.

VII. Reports
A. General Counsel Kottkamp
1. Contacted by Paul Hawkes to take over litigation regarding kitchen equipment. On hold until transfer of documents and get up to speed on the case.
2. Percent of ESE scholars at TCS - Inquiry on how the district assists TCS; administrative help is provided for meetings. Look into pursuing additional services available.

B. Principal's Report Carrasquilla
1. TCS Enrollment Policy - 47.6% of students are on free/reduced lunch.
2. School Improvement Plan - Submitted but changes can be made. Include on next month's meeting agenda after reviewing.
3. Out-of-Field Teachers - Wednesdays are helping teachers to get certification and be involved in mentorship programs. Inquiry into tracking the process of teachers along steps for certifications.
4. Facilities - Acrylic Shield for Front Desk: Funds are not available at this time, grants are being looked into. **Motion** by Pam Griggs to put on hold purchasing the shield until grants or funds can be acquired, **Seconded** by Parker Campbell. **Motion Carried.**
5. Have quarterly stand alone guest speaker events rather than monthly included in the PSO meetings. The end of the speaker series would be at the Gala.

C. TCS Parent Support Organization (PSO) Report Hawkes
1. Fundraising to date through share nights: \$900; Expenses estimated to put on: \$2,000-2,300; Sponsorships at this time \$8,000

D. TCS Faculty Representative Report Reilly

VIII. Committee Reports
A. Construction & Facilities Committee Bishop

IX. Old Business
A. Discussion of new date for **Annual Board Retreat** Bishop
1. It was decided to look at dates in January or February.

- X. New Business
- A. Disciplinary Policy & Protocols regarding FOCUS - Put on agenda for next meeting.
 - B. Frequency of Board Meetings. - Have two meetings for finance reasons and length of meetings due to items that need to be discussed. **Motion** by Pam Griggs to meet twice a month with a shorter agenda, **Seconded** by Parker Campbell (for discussion). **Motion carried on 2-1.**
 - 1. Option to have one meeting in person and second meeting virtual.
 - 2. Submit written reports in advance of the meeting.
 - 3. Start twice a month meetings in November. November 14 will be an in person meeting; November 28 will be a virtual meeting.
 - C. Inspired Technologies Contract
 - 1. Look into the possibility of using part time, Lance Harrison and have Inspired for the networking, and drop the support part.
 - 2. Ask Inspired to extend the current contract for 30 days.
 - 3. Check the approved vendor list for the State of Florida for IT services. Send a list to Barney and he will send out email to vendors.
- XI. Public Comment
- A. Leslie - Listening in for the discipline part. Will tune in to the next meeting.
- XII. **Motion** to Adjourn by Pam Griggs, **Seconded** by Tim Qualls. **Motion Carried.**

Monthly 2022-23 Board Meeting Dates:

- October 24, 2022
- November 14, 2022 - In Person Meeting
- November 28, 2022 - Virtual Meeting
- December 19, 2022
- January 23, 2023
- February 27, 2023
- March 27, 2023
- April 24, 2023
- May 22, 2023

Other TCS Events

- November 4, 2022, TCS Fall Carnival, 5:30 – 9:00 pm
- November 7, 2022, TCS Veterans Day Special Event / Assembly 8:30 am