



# Tallahassee Classical School

## MINUTES

### Board of Trustees Meeting

Monday, January 30, 2023

6:05 pm - 9:17 pm

- I. Call To Order at 6:05 pm Bishop
- II. Roll Call
  - a. Present and constituting a quorum (in no particular order):  
Chair Barney Bishop, Tim Qualls, Pam Griggs, Matt Mohler  
Also present: Principal, Hope Carrasquilla and General Counsel,  
Jeff Kottkamp, Esq.
- III. Additions to the Agenda
  - a. None
- IV. Public Comment (3-minute limit)
  - a. None
- V. Consent Agenda - **Motion** to Approve by Tim Qualls, **Seconded** by Pam Griggs -  
**Motion Carried**
  - a. Minutes of January 30, 2023, Board Meeting
- VI. Treasurer's Report Griggs
  - a. Budget Update
  - b. Modulares for Fall - Working on getting two quotes for modulares. Also researching portables that the LCS has for sale. Need predicted enrollment numbers and campus design plan to know where to place and if needed.
  - c. Enrollment - Find all data on predicted enrollment numbers in years past.

VII. Board Chair's Comments

Bishop

VIII. Reports

- a. General Counsel's Report Kottkamp
  - 1. Cleaning Contract - **Motion** to approve agreement with Tallahassee Janitorial at the rate discussed after Mr. Kottkamp reviews the contract. **Seconded** by Pam Griggs - **Motion Carried**
  - 2. Contract Signing - Mr. Kottkamp will review the bylaws for signing contracts. At what point does a contract need to go before the Board.
- b. Principal's Report Carrasquilla
  - 1. Enrollment Update - We have 502 scholars. 38 New applications. What are we doing about the in progress registrations? (contacting, emailing, etc).  
2023-24 School Year: 175 re-enrollment completed, 7 completed need reviewed, 3 not returning, 230 not started, remaining started but not completed.
  - 3. Food Service Update
    - i. **Motion** to make a \$10 threshold to contact parent/guardian regarding balances by Barney Bishop. **Seconded** by Matt Mohler. - **Motion Carried**
    - ii. Food price increase started January 1. We were not informed until later. Look into setting lunch vendor on a fiscal calendar v yearly calendar. Lintons changed names to Whitsons. Need to see a contract amendment.
  - 4. Progress Report on Test Scores (K-2),(Math: 3- 10)
    - i. Presentation on the test scores. How many scholars did not have working equipment? How many had touchscreen v. mouse?
  - 5. Staffing Updates - Letters of intent will be going out next week.
  - 6. Results of Family & Faculty Surveys
    - i. Possible options for future surveys: include in employee contract survey completion is required, and Carol Reilly be the point person to receive the results. How do the results compare to other schools.
  - 7. Preschool & After School Tutoring
    - i. Jean- Charles is head of the tutoring program. How many scholars are enrolled in tutoring.
  - 8. Facilities - Repair playground fence. What is the cost of the gate needed?
- c. Faculty Representative Report Reilly
- d. PSO Report Hawkes
  - 1. Looking at Possibility of doing virtual meetings
- e. Parental Liaison Report Mohler

IX. Old Business

- a. TCS Social Media Update/Potential Extension Bishop
  - 1. **Motion** to approve \$220.00 (Tallahassee Reports) and \$400.00 (Facebook Ads) by Barney Bishop. **Seconded** by Tim Qualls. -  
**Motion Carried**
- b. Campus Design Team
  - 1. Board needs to review the plan. Schedule a few dates for Campus Design Workshop for parents and staff to see plans.

X. New Business

- a. Advanced Placement (AP) Courses Carrasquilla
  - 1. AP European History, AP US History, AP Lang., Dual Enrollment Math - Discuss at February 13 Meeting.
- b. Auction Consignment Experiences Presentation from Hilary Fasth
  - 1. Auction site for Gala and fundraising opportunities. Carrasquilla and Griggs look into and get more information.

XI. Trustee Announcements

- a. Matt Mohler would like to thank staff and faculty who show up at scholars events outside of school hours. Mr. Mohler would like to have a teacher at each Board meeting giving the Board insight to what they are doing in class.

XII. Adjourned at 9:17 pm.

**Upcoming Board of Trustees Meeting Dates**

Monday, February 13, 2023 – 6 pm via **Microsoft Teams**

Monday, **February 27, 2023** – 6 pm **In Person @ TCS**

Thursday, March 9, 2023 – 6 pm via **Microsoft Teams**

Monday, **March 27, 2023** – 6 pm **In Person @ TCS**

**Upcoming Events**

Tours for Potential Scholars: Every Thursday, 8:30-9:30 am