



Tallahassee Classical School

Board of Trustees Meeting

August 25, 2023

9:33 am – 10:30 am

via Microsoft Teams

MINUTES

- I. Call to Order at 9:33 am
- II. Roll Call
 - A. Present and constituting a quorum (in no particular order): Chairperson Pam Griggs, Barney Bishop, Tim Qualls, Matt Mohler, Louis Jean-Baptiste, and Anita Whitby-Davis. Also present: Headmaster, Cara Wynn.
 - B. No additions to the agenda. **Motion** for approval of agenda by Barney Bishop, **seconded** by Louis Baptiste – **Motion Carried**
- III. Public Comment
 - A. None
- IV. Board Interaction with Staff
 - A. Use appropriate chain of staff. Staff should first go to the Headmaster, then Headmaster can send them to the Chair or HR Committee. Trustees may talk with staff if approved by the Headmaster.
 - B. Staff incident chain of events discussion.
- V. Human Resource Committee
 - A. Schedule a time to speak with employees about employee grievances, the correct procedures, and who to go to. Prefer to schedule on a professional development day.
- VI. Communication with Board of Trustees
 - A. When events occur the Board should be aware of them, there needs to be an email that is communicated to all members of the Board of Trustees.
 - B. **Motion** by Barney Bishop that all communications be in writing and that the Board Chair is a facilitator not a filter for information sent to the Board. The full Board of Trustees needs to

- be kept informed on a real-time basis on any matters involving the School. **Seconded** by Matt Mohler – **Motion Carried**.
- C. Headmaster Wynn will communicate information to Chair Pam Griggs, who will then communicate with other members of the Board. If a communication is not sent out in a timely manner, then Cara can let the Board of Trustees know.
- VII. **Motion** to forgo items 2-5 on agenda and adjourn at 10:30 am. **Seconded** by Anita Whitby-Davis – **Motion Carried**.