

TALLAHASSEE CLASSICAL SCHOOL

REVISED Minutes of Finance Committee Meeting

August 21, 2023

Attendance via Microsoft Teams meeting – FC members: Chair Andrew Martin, Barney Bishop III, Pam Griggs, Lily Meadows of SFS, Kelly Roberts and guest Trustee Matt Mohler.

The meeting was called to order by Chairman Martin at 4:05 pm. The draft agenda was approved on a motion by Bishop and seconded by Griggs. It was noted that Griggs and Bishop needed to finish by 5:30 pm due to other matters and all agreed that the meeting would end at 5:30 pm.

Bishop could not locate the minutes from the July __, 2023, meeting and so he is going to work on recreating them for the next FC meeting.

Discussion then ensued on the FY 22-23 Annual Budget with commentary by Meadows of SFS. There were comments and questions regarding two federal grants:

- ESSER II – what is the balance? No one seemed to know, and Kelly was asked to research that, though Kelly thought it might be about \$50,000. In any event all expenses must be submitted no later than September 30, 2023 if reimbursement from LCS is expected.
- ESSER III – the balance is ~\$53,000 with all of these expensed items due in by September 30, 2024.

Discussion continued on Capital School Outlay (CSO) and though the amount of FEFP for each student has not yet been released, it is expected around the beginning of September as it is being calculated by LCS.

Then discussion turned to the Monthly Income/Expense form (see attached) submitted by Bishop for discussion. Bishop explained that the purpose of the document is to provide easily understandable line items as the financial forms by SFS are in governmental accounting jargon which is not always easily understood. In explaining Bishop said that if TCS had a monthly income of say \$100,000 and we have monthly expenses of \$125,000, then we know that we have a monthly deficit of \$25,000. But knowing that does not resolve the issue of who decides which vendors will get paid. It was stated that Wynn and Roberts would be making those decisions and Bishop indicated that that created a problem. It put Wynn and Roberts in an awkward position of deciding which vendors to pay which is not their responsibility, but the Boards. It is compounded by the fact that ~\$150,000 of vendor payments are already due from the last school year, and that with a significant decline in students for this school year, it would be unwise to foist this responsibility on staff. Thus, the need to assign a hierarchy or priority on which “Tier 1” (i.e., salaries, taxes, health insurance, utilities, phones, IT, etc.) bills get paid and the Board or the FC

needs to establish that priority order. It was agreed that this was a good idea and that the FC needed to establish policies/protocols quickly on managing vendor payments

The next agenda item was about Enrollhand, the digital advertising program developed by SchoolMint. There was a quick look at the TCS Facebook page, and it was apparent that there is only one Enrollhand advertisement on the website. Furthermore, the advertisement says simply “A Strong Academic Foundation” with a picture of a teacher and students at TCS. The problem is that the FC does not know who specifically this ad is being sent to other than it being on our website. Subsequent information provided by Wynn show three or four other advertisements with the same syntax, but with different pictures. This does not in any way explain what TCS is about or the unique features of a classical education which is what Enrollhand told us on their website, that the marketing would be customized to TCS, with timelines and goals, sent to at least 30,000 families that had been vetted because they were likely to send their child(ren) to a public charter school, etc. Bishop questioned the work product and volunteered to call Marissa at Enrollhand and get more information. Griggs stated that she had contacted Marissa to see if someone from Enrollhand could make a presentation to the TCS Board at our next regular meeting and Marissa indicated that they would not be able to present or be available for questions. Mohler indicated again that he would be willing to write a social media campaign for free, the only cost being placing the social media ads. Bishop volunteered to work with him on this project as Bishop was skeptical about Enrollhand’s performance to date. Griggs informed the FC members that the week of October 9, 2023, is the week that LCS will conduct their student count and Meadows indicated that whatever that school count is would be reflected in our January 2024 monthly income which would be revised down if the count is below 525 which is what TCS reported at the end of the school year. Bishop promised to report his conversation with Marissa at the next FC meeting.

The next agenda item was revising the Annual Budget in light of the school headcount which is according to Wynn 428 (the previous report from Michelle Stringer had been 424). The basic per student FEFP is calculated at \$7,481.24. Mohler questioned where the 525-headcount number came from, and Griggs indicated that she did not know. It was then determined that Michelle Stringer submitted the number to LCS. There was confusion about whether Griggs spoke with Stringer saying that she never discussed the number with Stringer, then saying she did speak with her after they bumped into each other while Griggs was at the School and then stating that she did not discuss the headcount number. Discussion continued until time ran out.

The Chair agreed to another meeting this week, on Thursday, August 24, 2023, from 4:00 pm – 5:30 pm.

The meeting was adjourned at 5:36 pm.

Respectfully submitted,
Barney Bishop III