

Tallahassee Classical School
01/03/2019
Board Meeting
Hancock Whitney Community Center

	Name	Office	Present	Absent
1	Jana Sayler	Chair	X	
2	Jennings DePriest	Vice Chair	X	
3	Ben Graybar	Treasurer	X	
4	Joni Weideman	Secretary	X	
5	Kevin Kjellerup (phone)	Director At Large	X	
6	Anne Corcoran	Director At Large		X

Upon determining the presence of a quorum, Board Chair, Jana Sayler, called the meeting to order at __5:45____ pm.

1. Unfinished Business

a. Building Update – Todd Lucas

i. Key Goals - On track for timeline below

1. Site plan development to submit by Jan 11
2. Feb 12 land planning committee
3. March 5 commissioner planning hearing - final approval.

- ii. Architectural drawings - kickoff meeting next Wednesday - Jan 9th; mechanical, plumbing, structural components will be there. Drawing package ready by 1st week in Feb to start permit approval. Site and Building permit by middle of March. Start Construction mid to late March.

- iii. Building rendering ready for brochures by third week of January. Now is the time to send any ideas about how the board desires the school to look like before this task is accomplished.
 - b. Temporary Facilities – Ben Graybar/Jana Sayler
 - i. Imagine Location - Desires a 12 month lease; Current Pre-school desires to rent the entire thing; in touch with director
 - ii. St Augustine Building - Maybe very expensive to remodel per Chris, approximately \$65 per sq foot to convert to classrooms. Overall 30,000 sq. footage. Invite Chris/Chip to give opinion on possible repairs when they tour it. Tour to be set up by Jennings. All board members invited to attend.
2. Reading & Approval of the Previous Meeting's Minutes – provided in board packet; Jennings moved to approve minutes, Kevin seconded it.
3. Public Comment - Susan Huber guest - no comment

Public comment is limited to three minutes per person. A group of persons speaking collectively on subject is limited to 15 minutes. For an extended presentation, please contact the Board Secretary at least seven days prior to a meeting.
4. Guest Discourse - Wade Shapiro from Legacy Insurance Solutions to discuss insurance; Management Liability
 - a. Program Government Underwriters for Indian Hill Insurance- Educators Legal Liability – broad type of insurance designed for schools. Covers the D&O, E&O, 2 million dollar limit per claim or aggregate amount over policy period. The cost of the policy is \$6,789 for the year. This is a claims made policy, so in place by 28 Dec 2018. The policy includes defense costs outside the limit. Deductible - Employment Practice - Wrongful Termination, Hostile Work Environment - \$10,000, \$5,000 - Errors and Omissions.
 - b. Jana to ask what exclusions are in the policy.
 - c. Insurance bill to be paid out of line of credit.
 - d. Ben moved to advance the needed funds and get coverage, with getting the answers to the exclusions. Jennings seconded it. Passed unanimously.
5. Review pertinent authorizer correspondence since previous meeting - Nothing in writing.
 - a. Hard copy of contract signed by Leon County now in our possession.
 - b. MSID has been requested – this is our ID as a school.
6. School Leader's Report - Jana Sayler
 - a. Enrollment Report – provided in board packet - 260 today; FB post to promote enrollment
 - b. Information Session proposed dates – Adrienne Campbell - Send out a Doodle Poll - A Couple before Jan 15 date and after Jan 15 date.
7. Business Manager's Report – nothing to report
8. Board Audit Committee Report (F.A.C.E.)

- a. Financials – November 2018, December 2018 financials - provided in board packet; Ben motion to accept financials as accepted, Kevin seconded it. Passed unanimously
- b. Achievements – nothing to report
- c. Compliance – nothing to report
- d. Environment – nothing to report

9. Other Board Committee Reports

- a. Hiring Committee - Ben Graybar
 - i. Consider Hillsdale recommendation(s): Three people selected. After speaking with Hillsdale, Clair decided he would remove himself from the candidate pool. Afterwards he had a talk with one of the founders, Adrienne, and was encouraged by it. He said he would let us know if he decided to rejoin the candidate pool. Ben has had phone conversations with 3 new candidates. He will set up interviews for us to perform to determine if we will be sending a third candidate to Hillsdale for a secondary interview.
- b. Building Committee
 - i. Talking points regarding new facility – provided in board packet
- c. Fundraiser Committee – Venue - Sheraton Downtown; Date on Feb 7, 2019 from 6 to 8, mock-up on magnet inaugural year to be emailed out to board members. Budget at maximum \$25.00 a person, with cash bar. Ticket prices previously determined.

10. Unfinished Business (resumed)

- a. Google Education account – Jennings: Denied initially because we are not an accredited institution, so we will have to reapply as a non-profit organization.

11. New Business

- a. Enrollment discussion: Which grades (K-6 vs. K-8) and how many sections to start the school with?; Eric Coykendall - Comments regarding K-6 vs. K-8: Benefits of starting smaller - easier to fill smaller classes; build your elementary and middle school - have two or more sections of 8th grade, much better chance of filling the 9th grade class. Always have some attrition between 8th and 9th grade, but it helps if you have a solid base. Some leave because of no established sport teams, etc. Families will leave for those reasons. If you open K-6, you have some opportunity to grow and get sports up and running for high schoolers. Worth considering going smaller. We have some decent enrollment in grade 7, so maybe keep up to grade 7. Additionally, we have to move mid year too. Obviously, must consider financial needs to make school work. Thinking about it from a staffing perspective and having a middle school structured differently. Kevin stated that he might actually get more people for high school given the options for high school here. What are the comparisons for other schools. Likely, get to one full section of

8. Initially, get a net negative and a couple of years to be positive in high school with those initial numbers. First graduating class is small and takes 3 to 4 years to be full. Points of entry at kindergarten and 6th grade will be bigger. We recently started a relatively aggressive campaign for advertising. Hillsdale recommends beginning with K-8, starting with K-6 especially with low socio economic conditions. Statistically speaking will test lower and test assessments will jeopardize your charter and school. Program and curriculum will help those students to do better but it's not instantaneous. By and large, content rich and fairly rigorous program help students to grow and mature so they can do well on the tests. Sometimes it takes a few years. To be financially solvent - 366 members. What is the minimum classroom size to make a teacher viable 8-10, but there are associated additional costs. Jennings motions that we open initially with k-6, Kevin seconded it, open to discussion: Jana asked do we leave the application open. Jennings stated we just send a letter. Our curriculum is rigorous so that by having more time to prepare them for the middle school and high school curriculum, it would be ideal to stay with k-6. Passed unanimously to open K-6 only.

- b. Public Records policy – provided in board packet, Kevin Kjellerup - Kevin suggested changing all the word shall to may in document. Language came out of charter support unit. Recommended that all requests to go through us including third party requests. Ben moved to approve public records policy with those changes recommended by Kevin, Jennings seconded it. Passed unanimously.
- c. Public Records Custodian – Kevin Kjellerup volunteered to fill this role.
- d. Bond - Jana has been working on the budget to show that if we never built Phase II, we could still pay our bond. We haven't heard whether we got the CSP grant and the amount we were granted too. The building rental costs for year 1 will also factor into this. Michael Braun requested it. She will continue to work on this as new information presents itself, she will add into our budget to substantiate ability to pay our overhead costs for the school.

Next Meetings at Same Location: Jan 16th and Jan 30th at 5:45pm

Motion to adjourn made by Jennings DePriest; Joni Weideman seconded it. Unanimously approved. Adjourned at 8:15pm



Submitted by Joni Weideman, TCS Board Secretary
