

**Tallahassee Classical School**  
01/30/2019  
Board Meeting Minutes  
Hancock Whitney Community Center - Mahan

	<b>Name</b>	<b>Office</b>	<b>Present</b>	<b>Absent</b>
1	Jana Sayler	Board President	X	
2	Jennings DePriest	Vice President	X	
3	Ben Graybar	Board Treasurer	X	
4	Joni Weideman	Board Secretary	X	
5	Kevin Kjellerup	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 \_\_5:51\_\_\_\_ pm.

1. Unfinished Business

- a. Building Update – Todd Lucas reporting via Adrienne – Working on Renderings of the building. On track with permitting.
- b. Temporary Facilities – Jana Sayler –
  - i. Building on St. Augustine – Awaiting cost analysis from Chip and Chris who viewed it this past week. Need to get a final cost analysis on exactly what needs to be done to make that facility workable for the fall at the least cost possible.
  - ii. Evening Rose is not interested in renting to us.
  - iii. Freedom Church in Tallahassee – Awaiting to hear back
  - iv. Piedmont Park Alliance Church is not big enough, but may use it as an overflow space.
  - v. Checking with the AMC and Northwood Mall. Jennings is concerned about moving it too far away from permanent building and would like us to see if we can use St. Augustine building with minimal cost.

2. Reading & Approval of the Previous Meeting's Minutes – provided in board packet; Jennings motioned to approve minutes, Ben seconded it, unanimously approved.
3. Public Comment –
  - a. Charlie VanZant - Meteor Education Solutions
    - i. Chip with Summit advised him of doing our building and his company handles furniture and interior design.
    - ii. Came by to introduce himself and let us know that he would like to make a quote for our building.
4. Guest Discourse –
  - a. Scott Fenstermaker with Acentria Insurance at 6:00 pm
    - i. Health Insurance rates are the same based on the plan; only the agency is different. It boils down to service from your provider.
    - ii. He has been doing this for 32 years. Employees can call Acentria for info on benefits, not the actual insurance company. They can do FSA reimbursements. Benefit rates are based on composite rates of 10 or more people. Can offer different companies.
    - iii. Administrative costs for benefits for retirement. On health insurance, the administrative costs are built in. 25 hours to qualify for health insurance, if we have a group of 50 and under. 30 hours for health insurance if 51 plus. Everything else is 30 hours.
    - iv. 40 offices in Florida, have a lot of business with CHP and BCBS, they know them well and have good relationships with them. Aetna and United Health Care. They are the first line of communication with you. We believe of taking care of our clients.
  - b. Richard Chapman with ACH at 6:30 pm –
    - i. Payroll, HR, workers comp, they don't outsource anything. Teacher calls them, not anyone else. Can help with budgeting, staffing. Job descriptions, hiring, background checks. ACH envelope – payrolls and taxes. File for state and federal exemptions, cuts down the costs. Online services and have access to all of their stuff. Track continuing education for them. Workers Comp – makes sure they are compliant. They keep us up to date with everything.
    - ii. They handle 250 schools. 13.89% of total payroll. Full HR, Full Risk Management, Full Payroll and Full Benefits – Can choose a la carte. Handed out paperwork showing fees. ACH writes the paycheck to assume the liability. If we terminate someone, they serve the papers and their lawyers handle the termination papers.
5. Review pertinent authorizer correspondence since previous meeting
  - a. MSID assigned – provided in board packet
  - b. Finger Printing Forms – School has to requisition it from warehouse. Once we receive it, fill out form in triplicate, pay \$95.00 and get fingerprinted. All Board members need to get it done.
6. School Leader's Report
  - a. Signed contract with Leon County Schools – provided in board packet
  - b. Enrollment Report – provided in board packet –

- i. 502 Applications, 21 decline seats, registrations – 139 completed registrations.
    - ii. Received payment 111 registrations. 28 Families – approximately \$10,209 received from \$95 registration fee payments. Paypal is collecting a small fee on the credit card payments of approximately \$3 per transaction.
    - iii. Working with School Mint to keep those “in process” of registration still accepted.
  - c. Registration Report – provided in board packet
- 7. Business Manager’s Report
  - a. Bond discussion – Jana spoke Michael Braun spoke with investor is buying our bond.
    - i. Budget is too high. He suggested 10-15% price reduction with Summit. Summit suggested building the entire building because the cost per student would be lower. However, this would require us to grow enrollment more quickly than originally planned.
    - ii. Another suggestion is to talk with a bridge loan provider- CLI capital – Church Loans Investment. They are interested in us as a project. They will be taking a risk with us. They are willing to work with us. CLI capital – not interested in building both phases of the building – just phase one.
    - iii. Summit has asked for an enrollment projection for 5 years to see if we can fill it. Jana is not comfortable with promising we can fill the building in 5 years.
    - iv. Michael has asked for a budget that would address phase 1 and Jana is working on that, including a quote for landscaping. Lots of pieces coming together. She anticipates there will be a meeting shortly between Michael and Summit and the founders.
  - b. Summit Construction Management Group contract status – Jana –
    - i. We asked if Summit could expedite construction to complete by August. Answer: getting it done by August is not just possible due to terrain of site.
    - ii. Another possibility is staying longer at our temporary facility aka for a year.
    - iii. Contract Status – Steve Sellers who does construction law is willing to help. He looked at the contract for free and is ready to look at it in detail and is ready to provide comments on it.
      - 1. Suggestions:
        - a. Summit profit margin is 10% - that is high. Jana asked Michael Braun about that number and 10% is reasonably high and we could ask Summit to lower.
        - b. As a tax exempt organization we could buy the materials – would save us \$225K savings.
        - c. Looking at the furniture piece – Starting point for the bond \$500,000.00 The quote from Signature School Products was \$375K. That would be less. Plus the grant will cover most of the cost and it will be removed from the cost of the bond.

- d. Phase two will cost us much less because of the topography and some of the things that were required to be done in phase 1.
    - c. Google account – Jana / Jennings – Re-applied for google account with education. Currently with two week trial period and sent off documentation they required.
    - d. Human Resources – postpone discussion – Jana moved to postpone it, Jennings seconded it and unanimously approved.
      - i. Draft employment contract – provided in board packet, Kevin
      - ii. Draft offer letter – provided in board packet, Kevin
- 8. Board Audit Committee Report (F.A.C.E.)
  - a. Financials – nothing to report
  - b. Achievements – nothing to report
  - c. Compliance – fingerprinting to be completed by March 11
  - d. Environment – nothing to report
- 9. Other Board Committee Reports
  - a. Hiring Committee – Hillsdale recommendations, Jana – spoke with Erik about are three candidates for principal. We would not go wrong by choosing any of them. Each of the three of them had different strengths and different areas
    - i. David Jackson – Strong academic leader, knows classical model. Needs support in public arena compliance. Been working in a private classical school where the tuition is 17K a year.
    - ii. Adrienne Campbell – Knows the locale, compliance for public school world and hard worker and most detail oriented of all them. She doesn't have the on-the-ground experience as a school leader.
    - iii. Stephen Wright – Strongest Candidate. Been a principal and in the Classical setting. Made a comment about 3 sons and one of his sons was trucking. He made a comment that each of his sons would graduate from the classical academy. His statement on classical education was not as strong so not as sure about his academics. He has worked in the classical academy that has a number of campuses. He is used to working with a large organization that has many things in place, which he may find working on a smaller scale more difficult. The final thing they said was to check with someone there with the classical academy to see if there was another side of the story for him leaving to do this trucking adventure with his son. Stephen does not have any other schools that he is talking with, so we need to let him know asap so he can start pursuing other opportunities.
    - iv. Hillsdale said experience leading a school important. Our relationship with the district is also important.
    - v. Motion by Jennings and a second by Ben to remove David Jackson from the candidate pool. Unanimously approved.
    - vi. Next step is follow-up on references, get background information. Pursue another video call and then possibly flying him out there. Jennings moved to do that, Ben seconded it. Unanimously approved.
- 10. New Business – Postponed to next meeting
  - a. Uniforms – Adrienne
  - b. E-Rate program – Jennings

11. Upcoming events and board meetings

- a. January 31, 5:45 pm, 307 W. Park Ave 2<sup>nd</sup> floor – Benefits Presentations
- b. February 6, 5:45 pm, Hancock – board meeting
- c. February 11 or 12, time TBA – Land Planning Committee
- d. February 18, 5:45, Hancock – board meeting
- e. February 27, 5:45 pm, Hancock – board meeting
- f. March 5 @ 6 pm – Planning Commission Meeting/Hearing

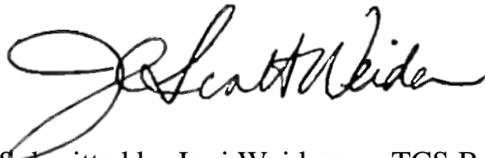
12. Ongoing board development and self-assessment

- a. Charter School Board Training Online – deadline March 11, 2019
- b. Barney Charter School Initiative Governing Board Training – April 25-28, 2019
- c. National Charter School Conference – June 30 – July 3, 2019 in Las Vegas, NV
- d. Florida Charter School Conference – Oct 29 – 31, 2019 in Orlando

Ben Graybar motioned to adjourn meeting, seconded by Kevin Kjellerup.

Unanimously approved.

Meeting adjourned at 8:22pm

A handwritten signature in black ink, appearing to read "Joni Weideman". The signature is fluid and cursive, with a large initial "J" and "W".

Submitted by Joni Weideman, TCS Board Secretary