

Tallahassee Classical School
03/19/2019
Board Meeting Minutes
Leroy Collins Library, Henderson Room

Board Members Present: Jana Sayler, Ben Graybar and Joni Weideman

Other Attendees: Steve Wright, Principal

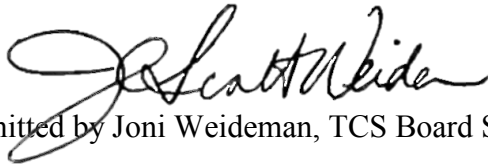
Board Members Absent: Jennings DePriest, Kevin Kjellerup

Call to Order: Meeting Called to Order at 7:27 pm

1. Reading & Approval of the Previous Meeting's Minutes – provided in board packet - Motion to approve the minutes as written by Joni Weideman, seconded by Ben Graybar; unanimously approved
2. Public 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.*
3. Guest Discourse – none at this time.
4. Review pertinent authorizer correspondence since previous meeting – Steve Wright
 - a. Met with Justin and Missy who specifically works with Charter schools.
 - b. Steve now has access to FOCUS, Leon County's student information system.
 - c. Need to provide a bell schedule and class curriculum.
 - d. Met with Donald Kimbler who is over safety and security.
5. Principal's Report
 - a. Hiring Update – Steve Wright -
 - i. Received resumes from 36 individuals; 14 have certifications; 6 need to apply for temporary certifications; 7 out of area - no Florida certifications and probably not going to work out.
 - ii. Interviews start next week. Going by projected enrollment, need 32 teachers total.
 - iii. Steve and Adrienne attended a panel interview at Flagler attended by Education Majors for them to learn interview techniques. Connected with some students, he expects one or two applicants.
 - iv. Great Florida Teach In - April 8th - large teacher fair.
 - v. In the next two months, hiring needs to be priority.
 - vi. Website -Teachers-teachers.com -- most exposure to jobs for teachers. We will do a FB post on hiring.
 - vii. Need to post more on social media for events, hiring, etc. Joni Weideman was volunteered to start Instagram website initially and others will be able to post too.
 - b. Enrollment Report – next week
 - c. Registration Report – next week
6. Business Manager's Report
 - a. Human Resources – Payroll (Jana Sayler), Retirement (Ben Graybar), Benefits (Joni Weideman)
 - i. Payroll is set up to run through Heartland. Working on HR software.
 - ii. Steve is going to work on HR employee handbook.
 - iii. Steve put a phone call into FBMC for benefits question awaiting for phone call back from Anike.
 - b. Lease on 2002 Old St. Augustine Road update -
 - i. Response from landlord yesterday.
 - ii. Start date of July 1st, 2019.
 - iii. Landlord wants to pay rent for 1 year and 1 month and/or wants us to store his cubicles. The landlord may give on one or the other but not both. \$11K cost for break down of cubicles and a little less for putting them back up. Fletcher (our realtor) was going to try to get a lower price quote.

- c. Safety and security for LCS charters report – Jana Sayler -
 - i. Meeting with all Charters to meet with Leon County for safety. Jeremy Tidwell with Integrity Group and Justin were there too.
 - ii. DOE will push some policy requirements down. Documentation and frequency of drills. FEMA training online.
 - iii. Discussion about safety officer and time - officer gets on campus 1/2 hour before start and 1/2 hour after end. Integrity Group provides officers to all schools. Integrity uses the same contract for all charters and Leon schools. TPD charges a \$20 a day fee and as soon as the contract goes away, that will hopefully negotiated out. It is opened to Leon County Sheriff officers first and then to TPD to minimize the fee.
 - iv. The guardian program - as of now both the school district and the sheriff have to approve the program.
 - v. The senate approved funding for safety officers and now awaiting for the house to approve it. The money is around \$35K and the money we will need is approx \$70K, so we still have to come up with \$35K.
- 7. Board Audit Committee Report (F.A.C.E.)
 - a. Financials – February 2019 financials next week - Thursday afternoon training with Heartland.
 - b. Achievements – nothing to report
 - c. Compliance – nothing to report
 - d. Environment – nothing to report
- 8. Other Board Committee Reports
 - a. Fundraising Committee – Joni Weideman, Jana Sayler
 - b. Uniform Committee – Steve, Adrienne - next week
- 9. Unfinished Business (continued)
 - a. Bridge loan options – CLI Capital vs. PeoplesSouth
 - b. Uniform vendor reconsideration – Adrienne - not present to report
 - c. Furniture vendors – Signature School Products vs. MeTEOR Education - Joni Weideman made a motion to select Signature School Products, Jana Sayler seconded it and unanimously approved.
- 10. New Business
 - a. Worker’s Compensation insurance – Jana Sayler - No information given today.
 - b. Board resolutions for loan - Ben Graybar made a motion to approve Nelson Mullins Broad and Cassel, Joni Weideman seconded it. Unanimously approved. We choose this law firm on the recommendation of Michael Braun for their expertise on real estate transactions such as these.
 - c. Draft Public Comment at Board Meetings policy – Jana Sayler - not discussed
 - d. Draft Inventory Control Policy – Kevin - not discussed
 - e. Draft Procurement Policy – Kevin - not discussed
 - f. Draft Segregation of Financial Duties Policy – Jana Sayler - not discussed
 - g. Technology – Jana Sayler
 - i. Reached out to CDI, Classroom Smart, Sterling Ideas and Inspired Technologies.
 - ii. CDI supplies the hardware and ClassroomSmart delivers and installs it as well as providing planning services. ClassroomSmart will look at our entire system, our phone and cable . They have worked with Summit but educated us that we need someone who knows tech. Got a quote from CDI already, ClassroomSmart is preparing theirs. Recommendations for technology that can be used in both temporary and permanent facilities
 - iii. Sterling Ideas provides hardware and software. Was used by Classical Prep.
 - iv. Inspired Technologies has different arms such as coming up a plan, build that out at a \$150 a hour, proposal is \$5K-\$7K. Per Zach Dunlap go with whom can give you the best E-Rate. However, we still have to have our own account.
 - v. Joni Weideman made a motion to work with CDI and ClassroomSmart, Ben Graybar seconded it. Unanimously approved.
- 11. Upcoming events

- a. March 28, 6:00 – 8:00 pm, Sheraton – Inaugural Tallahassee Classic
 - b. March 29, 7:45 am, The Egg – breakfast with Phil Kilgore
 - c. April 4, 6:00 pm, Planning commission hearing, permanent facility
 - d. April 8, 9:00 am, Development Review Committee hearing, temporary facility
 - e. May 7, 6:00 pm, Planning commission hearing, temporary facility
12. Upcoming board meetings
- a. March 25, 5:45 pm, downtown library, Henderson Room
 - b. April (9 or) 11 – tentative
 - c. April (23 or) 25 – tentative
13. Ongoing board development and self-assessment
- a. Required Board Training – due immediately
 - b. DOE new charter school training – May 14, 2019 in Orlando, FL
 - c. Florida Charter School Conference – Oct 29 – 31, 2019 in Orlando
14. Adjourn Meeting
- a. Ben Graybar made a motion to adjourn, seconded by Joni Weideman
 - b. Unanimously approved
 - c. Meeting Adjourned at 8:52 pm



Submitted by Joni Weideman, TCS Board Secretary