

Tallahassee Classical School
3/25/2019 at 5:45 pm
Board Meeting Minutes
Leroy Collins Public Library, Henderson Room

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

Other Attendees: Steve Wright, Principal

Board Members Absent: Jennings DePriest

Call to Order: Meeting Called to Order at 5:58pm

1. Update on Temporary Facilities:
 - a. Todd said it is cost-prohibitive to put a bathroom in Building A. There will be 4 Classrooms in Building A for middle schoolers. Will use the breezeway to Building C to access bathroom.
 - b. Parking Lot - Close to A (currently not used). Work with Landlord for allocation.
 - c. DRC - Development Review Committee - meeting is in two weeks from today during the day. City is supposed to respond with their comments 10 days prior which would give us a sense as to whether they will approve.
2. Reading & Approval of the Previous Meeting's Minutes – provided in board packet. Kevin motioned to accept the minutes as prepared and submitted, Joni seconded it. Unanimously approved.
3. 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.*
4. Guest Discourse – none at this time.
5. Review pertinent authorizer correspondence since previous meeting – Steve Wright - Met with Alva Striplin to discuss a classical education and benefits to our community.
6. Principal's Report - Last Meeting
 - a. Hiring Update – Steve Wright
 - i. Candidate Pool to Date: 24 Teachers engaged but not committed, still need 17 Teachers
 - b. Enrollment Report - 236 Completely enrolled
 - c. Registration Report – 56 submitted since last lottery, 75 offered from last lottery, 12 accepted last lottery, 111 registration in process.
 - d. Employee Handbook - Steve will present rough draft at next visit.
7. Business Manager's Report
 - a. Human Resources – Payroll (Jana), Retirement (Jana), Benefits (Steve)
 - i. Payroll - Ran 1st Payroll in Heartland software
 - ii. Checking on pricing for modules to integrate with Quickbooks
 - iii. GetHired - A module of the Heartland HR which allows you to post job descriptions online. Includes postings on CareerBuilder, Juju, Indeed, and Monster.com websites.
 - iv. Meeting with Dept Education - Dean Andrew scheduled next week.
 - v. Ben made a motion to post to www.teachers-teachers.com as long as the listing cost is under \$500, Kevin seconded it. Unanimously approved.
 - vi. To be able to offer Comparable coverage for Health Benefits - would need to cover 60% of premium, which would be an additional \$100K in our budget. We anticipate this being accomplished with some adjustments to the budget, which will discuss in future meetings once Jana adjusts the budget.
 - b. Technology quotes from CDI and Classroom Smart - Furniture is \$380K, Total allowable is \$500K, ClassroomSmart is over \$300K, need it to come in around \$150K to stay under 500K.

- i. Need to talk with ClassroomSmart about rolling back their budgeted items and see what Summit is covering. Discussed being a MAC school vs. Windows because MAC have twice the lifetime.
- 8. Board Audit Committee Report (F.A.C.E.)
 - a. Financials – February 2019 financials provided in packet; Ben motioned to accept financials, seconded by Kevin. Unanimously approved
 - b. Achievements – nothing to report
 - c. Compliance – nothing to report
 - d. Environment – nothing to report
- 9. Other Board Committee Reports
 - a. Fundraising Committee – Joni, Jana
 - i. Jana to turn in head count at 11:30am tomorrow am to Sheraton.
 - b. Uniform Committee – Steve, Adrienne - no updates
- 10. Unfinished Business
 - a. Bridge loan options – CLI Capital vs. PeoplesSouth. No updates.
 - b. Uniform vendor reconsideration – Adrienne. No updates.
 - c. Letter of Intent for 2002 Old St. Augustine Road – Jana .
 - i. Joni motioned to approve the LOI as written, Ben seconded it. Unanimously approved.
- 11. New Business
 - a. Draft Inventory Control policy – Kevin
 - i. Motion to approve Inventory Control Policy as written by Joni, Ben seconded it. Unanimously approved.
 - b. Draft Procurement policy – Kevin
 - i. Motion to approve Procurement Policy by Ben, seconded by Kevin. Unanimously approved.
 - c. Worker’s Compensation insurance quote – Jana
 - i. Cost is high at over \$3,000 down payment to start policy. No motion taken.
 - d. Salary Schedule – Jana
 - i. Motion to approve salary schedule as written by Kevin, Ben seconded it. Unanimously approved.
 - e. Construction Vendor - Ben made a motion to approve Summit for our construction company for both permanent and temporary facilities, seconded by Kevin. Unanimously approved.
 - f. Inventory Control Scanner/Software - Steve Wright to get name and possible vendors
- 12. 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 2, 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
- 13. Upcoming board meetings
 - a. April 4, 5:45 pm, 2453 Mahan Dr. – board meeting
 - b. April 25, 5:45 pm, 2453 Mahan Dr. – board meeting
- 14. 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
- 15. Motion to adjourn at 8:27pm by Joni, Kevin seconded it, unanimously approved.



Submitted by Joni Scott-Weideman, TCS Board Secretary