

Tallahassee Classical School

4/4/2019 at 5:45 pm

Board Meeting Minutes

Hancock Whitney Bank, Mahan Branch, Community Room

Meeting Called to Order at 5:52pm

Attendees: Jana Sayler, Joni Weideman, Ben Graybar, Jennings DePriest

Absent: Kevin Kjellerup

1. Reading & Approval of the Previous Meeting's Minutes – provided in board packet; Motion to accept by Ben Graybar, Joni Weideman seconded it. Unanimously approved
2. Public Comment
 - *Public comment is limited to three minutes per person. A group of persons speaking collectively on a 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. Been in talks with Justin to ensure charter compliance with guidelines/timelines.
 - b. CSP guideline – All inventory purchased with grant must have an inventory sticker on it.
 - c. Other inventory - It is encouraged that all other inventory purchased with public funds have a LCS sticker on it, but it is still optional.
 - d. CSP grant amount is approximately \$550K but the total amount is not confirmed.
5. Principal's Report
 - a. Hiring Update – Steve Wright –
 - i. Needs: Kinder: - need 4, 1st/5th- need 2, 2nd - need 2, 3rd/4th - need 1; AP – need 1;
 - ii. Monday - Great Florida Teach In - attending to recruit teachers; Will be handing out information sheets with our mission, vision, virtues and key characteristics.
 - iii. Tomorrow application will be up Teacher to Teacher.
 - b. Met with principal of John Paul to utilize their sports/gym facilities. There is a minimal fee to use their fields, clarification tomorrow on actual cost and terms of use.
 - c. Draft Employee Handbook – Steve Wright - sent out to us; still in draft form. Please read and make comments. He is currently comparing it with LCS to ensure in alignment with LCS. Will re-issue another one with updates.
 - d. Enrollment Report – provided in board packet
 - e. Registration Report – provided in board packet
6. Business Manager's Report
 - a. Human Resources – Payroll, Retirement, Benefits – Jana Sayler; Payroll - Cost of program for quick books file for Heartland; \$150 startup fee with \$5 a month fee; Ben Graybar moved to first inquire with our rep is there any lee way on the \$150 and if there is the ability to wave setup fee, then motion to approve use of quick books. Joni Weideman seconded it. Unanimously approved.
 - b. Heartland Payroll does not work with Oppenheimer. There is an additional setup fee, etc. Steve Wright will talk with Greg Smyre about retirement.
 - c. Anike Cherry from FBMC has given us quotes for Dental, Vision, Health - Ben Graybar volunteered to look at them and work with Steve regarding the quote.
7. Board Audit Committee Report (F.A.C.E.)
 - a. Financials – nothing to report
 - b. Achievements – nothing to report
 - c. Compliance – nothing to report
 - d. Environment – nothing to report
8. Other Board Committee Reports
 - a. Inaugural Tallahassee Classic net proceeds – Jana Sayler - Net Proceeds \$7045.00

- b. Uniform Committee – Steve Wright, Adrienne Campbell –
 - c. Reached out to Lands’ End –
 - i. Price Comparison - with 30% off they are cheaper than Tommy Hilfiger. \$2000 in Gift Cards up front, 6% back at end of year with a 3year exclusive agreement, but only 5% if non-exclusive. Ford from Tommy Hilfiger says they would match 5% back.
 - ii. Ben Graybar moved to proceed with Lands’ End if the reimbursement is 6% and she could front us the \$3000.00 in gift cards (which would be later taken out of our cash back). Jennings DePriest seconded it. Unanimously passed.
9. Unfinished Business
- a. Uniform Committee - to present the dress code and dates of fittings by end of April.
 - b. Bridge loan – CLI Capital - close on April 18th, 2019.
 - i. Site plan got approved this past Tuesday.
 - ii. Tom says he will have a weekly check in call.
 - iii. Todd is coming on Monday for the DRC meeting and afterwards will discuss the proposed spec package with Jana Saylor.
 - c. Temporary Facility - Our financials were sent to the Landlord and he asked questions regarding proving that we will get our grant and funding. Need to put warming kitchen in Building C.
 - d. Worker’s Compensation insurance quote update – Jana Saylor -Wade Shapiro; Pay as we go, no down payment. Ben Graybar made motion to enforce worker's compensation policy, Joni Weideman seconded it. Unanimously approved.
10. New Business
- a. Draft Public Comments at Board Meetings policy – Kevin Kjellerup; Joni Weideman motioned to approve policy as written, Ben Graybar seconded it. Unanimously approved.
 - b. Draft Segregation of Financial Duties policy – Jana Saylor; Jennings DePriest moved to change the name to Separation of Financial Duties Policy and then accept policy as written, Ben Graybar seconded it. Policy approved with name change. Unanimously approved.
 - c. Lease for 2002 Old St. Augustine Road (Temporary Facility) – Jana Saylor - Did not get the lease to present; Steve Sellers to review lease prior to it being presented to the board for a vote.
11. Upcoming events and board meetings
- a. April 8, 9:00 am, Development Review Committee hearing, temporary facility
 - b. April 18, 5:45 pm, 2453 Mahan Dr. – board meeting
 - c. May 7, 6:00 pm, Planning commission hearing, temporary facility
12. 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

//E-signed Joni Weideman//

Submitted by Joni Weideman, TCS Board Secretary