

# CLASSICAL PREPARATORY SCHOOL

## EXECUTIVE BOARD MINUTES

July 14, 2016 at 3:00 p.m.

Classical Prep campus, Pasco County, Florida

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**MEMBERS PRESENT:** Bob White, Susan Gainer

**MEMBERS ABSENT:** Chris Nocco

**STAFF PRESENT:** Ben Davis, Tom Sobczak, Jasmine Brightman, Gabrielle D'Virgilio, Stacie McIntyre, Salena Power

**OTHERS PRESENT:** Anne Corcoran, Leah Peake (PSC)

### Call to Order

The meeting was called to order at 3:35 p.m.

### Approval of June 14, 2016, Minutes

- Motion by Susan Gainer to approve the 6/14/16 Minutes as recorded. Bob White seconded. The motion passed unanimously.

### Public Comment

- *Public comment is limited to three minutes per person. A group of persons collectively speaking on one subject is limited to 15 minutes. For an extended presentation, please contact the Board secretary at least seven days prior to a meeting.*

### Reports

#### Headmaster

- Mr. Davis discussed that school grades were released this week, and Classical Prep was an A school again.
- Teacher training will take place during the two weeks prior to school starting. New staff will start several days earlier.
- Pasco County School Board voted to extend Classical Prep's contract with the district for 15 years at the last district board meeting, which includes increasing enrollment as requested by the school.
- Mr. Davis reported that he and staff are working to incorporate the purposeful teaching of organizational skills and responsibility in a more strategic and comprehensive manner throughout the curriculum scope and sequence. As a part of this, a Studies Skills course will be added in 6<sup>th</sup> grade, modeled partially on a similar course offered by Great Hearts.
- Faculty and staff members recently hired in the past month include a logic/rhetoric teacher, an advanced math teacher, a teacher for the new third section of 3<sup>rd</sup> grade, a daytime custodian, and an executive assistant to the headmaster.

- Mr. Davis reported that staff has worked this summer on facility issues that are difficult to address during the school year, including landscaping, painting, reorganization of the administrative building and storage, and re-waxing floors.
- The district will change over from its TERMS system to MyStudent this month.

#### *New Business*

- Mr. Davis submitted a revised organizational chart with a new facility manager in place of a Director of Operations. Susan Gainer seconded by Bob White, made a motion to approve. The motion passed unanimously.
- Mr. Davis submitted an amendment to the Employee Handbook to include in the Social Media Policy that staff cannot use a social media account to communicate with students.
- Susan Gainer, seconded by Bob White, made a motion to approve the amendment.
- The amendment passed unanimously.
- Anne Corcoran recommended approving an Employment separation agreement under the terms provided.
- Bob White, seconded by Susan Gainer, made a motion to approve the separation agreement

#### *Facility*

- Ms. Corcoran recommended opting into the Interlocal Agreement with the Pasco County School Board that allows a charter school in Pasco County to assign certain construction duties of siting, construction, and operation to the district. She said that the board is only voting on opting in for the address of the current building, not any future buildings and/or sites. Once the board opts in for a specific address, all such duties are then taken over by the district for that site.
- Bob White, seconded by Susan Gainer, made a motion to enter into the Interlocal Agreement for the current school building only.
- The motion passed unanimously.
- Ms. Corcoran updated the board on the progress of bond financing, stating that almost all aspects are complete except for approval of the Site Plan and a final GMP contract. These are progressing, and she is hopeful that at the next meeting she will be able to provide an estimated date for the beginning of construction this fall.

#### *Financial*

- Financial statements for the period May 1, 2016, through May 31, 2016, were reviewed. Budget-to-actual for the same period was also reviewed.
- Mr. Davis presented a First Amended Operational Budget with a change to include income from the VPK that will result from the additional enrollment allowed by the larger VPK facility. This will increase the projected end-of-year surplus to 8%.

- Susan Gainer, seconded by Bob White, made a motion to adopt the 2016-2017 First Amended Annual Operational Budget.
- The motion passed unanimously.

#### *Development*

- The PSC presented their research on different options for venues for the Gala, including a dinner cruise, the Tampa Aquarium, and hosting it at the VPK building.
- Board members agreed that the Tampa Aquarium provided a lovely venue at an affordable price. It also allowed time for set-up of the Silent Auction, unlike the cruise.
- Board members and PSC members discussed dates and agreed that February 18<sup>th</sup> was the date that worked best.
- Staff will book the venue and begin advertising and planning.

#### *Old Business*

- Mr. Davis recommended tabling the policies and procedures for a school credit card until the next meeting.
- Headmaster Evaluation cannot be completed until VAM scores are released. Ms. Corcoran spoke with Mr. Yungmann at the district who said these should be released sometime in August.

#### **Adjourn Meeting.**

- Susan Gainer, seconded by Bob White, made a motion to adjourn.
- The motion passed unanimously.
- Meeting was adjourned at 4:26 p.m.