

CLASSICAL PREPARATORY SCHOOL

EXECUTIVE BOARD MINUTES

October 12, 2016 at 8:30 a.m.

Classical Prep campus, Pasco County, Florida

MEMBERS PRESENT: Susan Gainer, Chris Nocco, Bob White

MEMBERS ABSENT: None

STAFF PRESENT: Ben Davis, Tom Sobczak, Gabrielle D'Virgilio, Stacie McIntyre, Salena Power, Kara Aeillo, Jackie Gibson

OTHERS PRESENT: Anne Corcoran, Shannon Turner (PSC), Leah Peake (PSC)

Call to Order

The meeting was called to order at 8:50 a.m.

Approval of September 14, 2016, Minutes

- Motion by Chris Nocco to approve the 9/14/16 Minutes as recorded. Susan Gainer 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

PSC

- Leah Peake from the PSC reported that the Tampa Aquarium is reserved for Feb. 18th for the Classical Prep Gala. The theme will be "20,000 Leagues Under the Sea." It will include an award for Teacher of the Year, and the three finalists for the award will be highlighted in a video at the event.
- The PSC is also looking into options for mobile bidding to allow participants to bid early and off-site.
- This year will also give participants who attend and do not win the items bid upon the opportunity to donate money to the school. In addition, there will be Engagement Stations staged throughout the auction area that further highlight aspects of the school such as Latin.
- Finally, the PSC is still looking into options for childcare that are affordable and accessible.
- Anne Corcoran also mentioned that the keynote speaker for the event is Dr. David Lake, the Isaac Thomas Chair of Classics at The Hill School outside of Philadelphia.

Headmaster

- A student who had received over 15 demerits addressed the board, per the school's discipline policy, on his past behavior and how he would rectify this as the school year continued. Sheriff Nocco and Mr. White discussed these issues with the student and mentioned ways this type of behavior in the future could adversely affect his life and offered constructive ways to encourage better choices in the future.

- Mr. Davis updated the board that K-5th grades will host Curriculum Days throughout the year that will allow teachers to concentrate ¼ to ½ days on literature and history. An example would be a Medieval Fair.
- Mr. Davis updated the board that Parent-Teacher conferences went well and that Classical Prep is the only school in the county that includes these purposefully on its calendar.
- Mr. Davis noted that this was FTE week and that it was proceeding well under the organizational leadership of Administrative Dean Tom Sobczak.
- He also noted that under the leadership of Facilities Manager Kara Aeillo the turf field has now been fenced.

New Business

- Mr. Davis, per state statute, presented to the board the teachers whose test scores qualified them for the Best and Brightest Bonus. He noted that Classical Prep had almost 30 percent of its teachers qualify, which was well above the state average of 3 percent.
- Chris Nocco, seconded by Susan Gainer made a motion to present these names to the state for the bonus.
- The motion passed unanimously.
- Mr. Davis presented several amendments to the Financial Policies and Procedures: (1) requiring electronically signed pre-approval from the Headmaster for all purchases, (2) updating the P-card policies to be included in the Financial Policies and Procedures, (3) requiring two signatures for checks in excess of \$500 (rather than the previous \$1,000), (4) requiring meal expenses to be pre-approved, (5) changing all specific references to King & Walker to “an outsourced accountant” for the purpose of avoiding needing to amend the policies if the school changed accountants, (6) adding under the Reconciliation section a requirement that the Financial Coordinator had to check accounts daily, (7) adding the CEO as an additional signatory on checks as well as the already included Headmaster, Financial Coordinator, and board members in order to ensure two signatories available.
- Ms. Corcoran recommended requiring that the “outsourced accountant” amendment include a qualifier that the accountant possess extensive experience in public and/or charter school accounting. Board members agreed to revisit at the next meeting.
- Chris Nocco, seconded by Susan Gainer made a motion to amend the Financial Policies and Procedures in accordance with the recommended amendments.
- The motion passed unanimously.
- Mr. Davis, as required by law, submitted the names of teachers teaching out-of-field to the board for approval. He noted that these teachers had been hired from a field that included many teachers who qualified as in-field, but that these teachers were chosen as the best candidates.
- Bob White, seconded by Chris Nocco, made a motion to approve the list.

- The motion passed unanimously.
- Bob White made a motion, seconded by Susan Gainer, to nominate Chris Nocco for another three-year term on the board.
- The motion passed unanimously.
- Bob White, seconded by Susan Gainer, made a motion to elect Chris Nocco for a three-year term.
- The motion passed unanimously.
- Mr. Davis proposed an option for employees to choose Aflac Insurance. It is offered at no cost to the school and will give employees the ability to have additional insurance options.
- Board members agreed with this idea, and Anne Corcoran noted that it should be noticed as an amendment to the Employee Handbook and voted on at the next meeting.
- Mr. Davis proposed the following amendments to the 2016-2017 Operational budget as a result of projected expenses from the original budget coming in above or below projections: reductions in classroom teachers expenses and health insurance for instructional staff; slight increase in librarian stipend, monthly costs for school insurance, and monthly bank and payroll fees; decrease in facility lease because instead of renting church building using extra space in VPK building; additional travel costs for teacher recruitment; additional salary for an executive assistant.
- Chris Nocco, seconded by Bob White, made a motion to amend the Operational budget.
- The motion passed unanimously.
- Mr. Davis proposed amending the 2016-2017 calendar to make Dec. 23, 2016, a full-day rather than a half-day. This is because the cancelled days for hurricanes earlier in the year require additional time to be added to the calendar.
- Susan Gainer, seconded by Bob White, made a motion to amend the calendar.
- The motion passed unanimously.
- Anne Corcoran updated the board on the completed Headmaster Evaluation. The school, per board vote, uses the FCPCS Administrator Evaluation. Under this System four areas are reviewed: Domain 1- Student Achievement; Domain 2 – Instructional Leadership; Domain 3 – Organizational Leadership; Domain 4 – Professional and Ethical Behavior. Ms. Corcoran noted that she has completed the evaluation and reviewed the results with Mr. Davis on October 11th, and his scoring under the criteria placed him at the Highly Effective level. On Student Achievement, Ms. Corcoran noted that Classical Prep’s VAM score was in the top 10% of the state and was Highly Effective. On Instructional Leadership, Ms. Corcoran noted that Mr. Davis has instituted a well-structured PD program and been very successful at recruiting new teaching talent; on Domains 3 and 4, she noted that he has worked well with the board on instituting strong organizational and professional policies and practices.

- All board members concurred with the results of the evaluation and stated they looked forward to working with Mr. Davis on continuing the work of Classical Prep in the future.

Facility

- Ms. Corcoran presented the board with the Site Plan that is slated for approval in the next three weeks under the county's expedited review process. Building permits are projected for issuance on or around the first week of November. Now that the process is nearing completion, she also suggested that board members schedule a meeting with the school's attorneys who have represented the school regarding the Site Plan and real estate/construction agreements so that board members can ask any questions they have relating to these documents. Board members can have the opportunity to ask questions regarding these documents. Board members discussed October 20th as a possible date.

Financial

- Financial statements for the period of September 1, 2016, through September 30, 2016, were reviewed. Budget-to-actual for the same period was also reviewed.

Development

- Ms. Corcoran stated that the school is working on publishing a bi-annual magazine to be distributed to the school community, as well as on a limited basis within the community in order to discuss the school's unique vision.

Old Business

- The requirements for Salutatorian/Valedictorian, the Library Acquisition Policy, and the Curriculum Review Process were tabled until the next meeting.

Adjourn Meeting.

- Bob White, seconded by Susan Gainer, made a motion to adjourn.
- The motion passed unanimously.
- Meeting was adjourned at 10:05 a.m.