

CLASSICAL PREPARATORY SCHOOL

EXECUTIVE BOARD MINUTES

October 12, 2016, at 10:30 a.m. – SPECIAL PLANNING MEETING

Classical Prep campus, Pasco County, Florida

MEMBERS PRESENT: Susan Gainer, Chris Nocco, Bob White

STAFF PRESENT: Ben Davis, Stacie McIntyre

OTHERS PRESENT: Anne Corcoran

Call to Order

The meeting was called to order at 10:30 a.m.

Topics of Discussion

Overall Marketing Plan

Discussion of the fact that while enrollment numbers are met and waiting lists are more than double the size of the school enrollment there are many people in the community still unaware of the existence of Classical Prep. Ms. Corcoran stated that the school had used a billboard for three months during the Enrollment Period in both 2014 and 2015 to boost name ID, as well as two mailers for direct marketing. Board members discussed that a billboard is expensive and, if used at all this year, its location should be moved to reach more people.

Organizational Structure/Staff Hiring Proposal 2017-2018 School Year

The school's enrollment will increase from 474 in 2016-2017 to 686 in 2017-2018. In addition, the school will be in two buildings rather than one. The VPK will remain in its building that is located four miles from the main campus.

Mr. Davis recommended adding 15-17 teachers – 13 at the Grammar Level and 5 at the Logic/Rhetoric levels.

He also recommended hiring an additional instructional assistant for ESE students, an additional receptionist,/clinic assistant, a part-time IT staffer rather than a contract person, an additional daytime custodian and evening custodian for the new building, and an additional bus driver. He also recommended changing the data entry position from part-time to full-time,

On administrative structure, he recommended hiring an additional administrative position and restructuring from an Academic Dean and an Administrative Dean to a Dean of Upper School, Dean of Lower School, and Dean of Instructional Philosophy.

He presented a proposed Organizational Chart with several changes to administrative structure which board members reviewed and discussed.

Adjourn Meeting.

- Meeting was adjourned at 12:35 p.m.