

CLASSICAL PREPARATORY SCHOOL

EXECUTIVE BOARD MINUTES

May 11, 2016 at 4:00 p.m.

Classical Prep campus, Pasco County, Florida

MEMBERS PRESENT: Susan Gainer, Chris Nocco

MEMBERS ABSENT: Bob White

STAFF PRESENT: Ben Davis, Tom Sobczak, Jasmine Brightman

OTHERS PRESENT: Anne Corcoran

Call to Order

The meeting was called to order at 4:25 p.m.

Approval of April 13, 2016, Minutes

- Motion by Chris Nocco to approve the 4/13/16 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.*
- Jeff Kores addressed the board regarding Redeemer Community Church and asked that the church be notified if the school met with the county regarding any ingress and egress matters that might affect church property. Ms. Corcoran said that she had communicated with the church in the past on these matters and would continue to do so in the future.

Reports

Headmaster

- Mr. Davis reported that School Recognition Funds were received yesterday and will be included in employee paychecks in May.
- He also discussed that the Charter School Start-up Grant will officially close out May 20th and that all is on schedule in terms of spending funds.
- Mr. Davis reported that the artificial turf field is being installed next week.
- FSA tests have been completed, and EOC testing is ending this week, and all has proceeded smoothly.

New Business

- Mr. Davis discussed approval of a credit card and proposed Financial Policies and Procedures relating to its use. Ms. Corcoran recommended tabling the issue until the next meeting for more extensive review by board members of the policies and procedures.
- The motion passed unanimously.
- Mr. Davis presented a job description for a Director of Operations.
- Chris Nocco made a motion to approve the job description as written. Susan Gainer seconded.
- The motion passed unanimously.

- Board members reviewed the Parent Survey.
- Ms. Corcoran recommended having a letter be sent to parents on behalf of the board detailing future plans for sports, facilities, extracurricular activities, and high school planning since parents had questions in the survey about future plans on these issues.
- The board agreed, and the letter will be sent out before the end of the year by email to parents.
- Board members stated that Parent Survey indicated that parents were pleased with the direction the school was headed and the education their children were receiving.
- Board members reviewed the Employee Survey and noted that the faculty and staff voiced a high level of satisfaction with the school as a workplace. The board did note that they were glad that the administration would have additional members next year to ensure that the faculty had a strong support system so that administrators could spend more time in the classroom offering teachers support.
- Board members discussed the FCPCS Administrator Evaluation, as well as work done by another classical charter school in Florida on preparing an evaluation instrument specific to classical charter schools. Ms. Corcoran noted that the evaluation instrument is not ready to be used as a tool for this year, but it is helpful for preparing the third section of the FCPCS evaluation.
- Ms. Corcoran reported that French Toast will be the uniform vendor for next year and that the school is looking into a local vendor for PE uniforms.
- Ms. Corcoran recommended tabling several amendments to the Employee Handbook until the next meeting.
- Mr. Davis presented an Amendment to the Parent Contract that would encourage parents to volunteer several hours a year. He noted that it was not mandatory but recommended that the language be put into the contract in order to stress the importance of parent involvement.
- Susan Gainer, seconded by Chris Nocco, made a motion to amend the Parent Contract as presented by Mr. Davis.
- The motion passed unanimously.
- Mr. Davis presented an amendment to the 2016-2017 Calendar that would move the spring teacher planning day from the 27th to the 17th.
- Chris Nocco, seconded by Susan Gainer, made a motion to amend the calendar.
- The motion passed unanimously.
- Mr. Davis recommended extending the annual contract with Bradstreet Sports, the school's aftercare provider, for another year.
- Board members discussed the pros and cons of having the school provide the service itself.
- Ms. Corcoran stated that the school had looked into this several times over the last two years and researched the issue by speaking with other charter schools that provide the service themselves. She

said they indicated that it was a large investment of time on the part of staff and required a level of oversight that at this time it would be difficult for the school to undertake.

- Chris Nocco, seconded by Susan Gainer, made a motion to renew the contract with Bradstreet Sports.
- The motion passed unanimously.
- Ms. Corcoran presented a Reimbursement Resolution that had been drafted by the school's employment law firm in preparation for a possible bond issuance for purchase of facilities. The resolution stated when the school could be reimbursed through the bond issuance for certain funds expended for the purpose of securing the bond.
- Chris Nocco, seconded by Susan Gainer, made a motion to adopt the Reimbursement Resolution.
- The motion passed unanimously.

Facility

- Ms. Corcoran updated the Board on a recent meeting with the county regarding permitting of the proposed facilities. Currently, the school is waiting to meet with the county again until a Site Plan and Traffic Survey are completed for the proposed project.

Financial

- Financial statements for the period March 1, 2016, through March 31, 2016, were reviewed. Budget-to-actual for the same period was also reviewed.
- Mr. Davis presented a current draft of the 2016-2017 budget, as previously discussed. In this Fourth Draft of the Operational Budget, he made the following changes: increased money for transportation, additional money for a Director of Operations as recommended by the Board, increased funding for curriculum, and increased funding for classroom supplies. With these increased, the budget surplus would be 5.1%.

Old Business

- Mr. Davis presented a new proposed Organizational Chart based on the board's comments at the February, March, and April meetings. Board members discussed the chart and recommended waiting to adopt it until further consideration of where to include the Director of Operations position.
- Board members tabled discussion of credit card policies and procedures until the next meeting.

Adjourn Meeting.

- Chris Nocco, seconded by Susan Gainer, made a motion to adjourn.
- The motion passed unanimously.
- Meeting was adjourned at 6:04 p.m.