

CLASSICAL PREPARATORY SCHOOL

EXECUTIVE BOARD MINUTES

April 13, 2016 at 8:30 a.m.

Classical Prep campus, Pasco County, Florida

MEMBERS PRESENT: Susan Gainer, Chris Nocco, Bob White

STAFF PRESENT: Ben Davis

OTHERS PRESENT: Anne Corcoran

Call to Order

The meeting was called to order at 8:33 a.m.

Approval of March 16, 2016, Minutes

- Motion by Susan Gainer to approve the 3/16/16 Minutes as recorded. Chris Nocco 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 reported that the annual Summus Vesper performance will be June 6th at Crews Lake and will be in conjunction with a school art show.
- Mr. Davis discussed moving Morning Assembly to one morning a week because of the difficulty with younger elementary children transitioning smoothly. He said students would participate in Morning Assembly in their classrooms the other four days. Board members asked him to look into changing to the 4/1 format only for lower elementary. Mr. Davis said he would look into this option and report at the next meeting.
- Mr. Davis reported that he visited a kindergarten classroom for math facts drills one morning recently and that the students participated in a class competition showing a strong level of proficiency.
- He also informed the board that he has spoken to high school students who say they enjoy the world history course that is taught in large part based on primary texts and Socratic teaching.
- He also reported that he would be start offering returning teachers contracts next week.

New Business

- Mr. Davis reported that the school has completed all necessary steps to join the FHSAA; however, the board needed to adopt the FHSAA Bylaws to continue with the process.
- Chris Nocco, seconded by Susan Gainer, made a motion to adopt the FHSAA Bylaws. The motion passed unanimously.

- Mr. Davis discussed the Parent Survey that will be conducted by Survey Monkey in May. Board members reviewed a draft of survey questions.
- Board members discussed that planning for student clubs and prioritizing which ones should be offered that advance the school's mission should be included in the five-year Strategic Plan and asked Mr. Davis to propose prioritize clubs at the next meeting.
- Ms. Corcoran reported that she and attorney Barbara Wilhite met with county staff regarding moving the school entrance to be directly off of Shady Hills. They also discussed with county staff the process for getting approval for an additional 37,000 square foot building on the site. Barbara Wilhite is continuing to work with the county on whether the building process would follow the county permitting process or proceed through the county school board. Ms. Corcoran said she has requested a projected timeline regarding this process from Ms. Wilhite and will report at the next meeting.
- Ms. Corcoran presented Board Policies and Procedures for adoption. The majority of these policies and procedures were originally contained in the school's Bylaws but will now also be in the Board Policies and Procedures. In addition to wording from the school's Bylaws, the Board Policies and Procedures also reflect recommendations from last year's annual evaluation from the School Board of Pasco County.
- Bob White, seconded by Susan Gainer, made a motion to adopt the Board Policies and Procedures. The motion passed unanimously.
- Ms. Corcoran discussed renewing the contract for uniforms with JLA Sports.
- Bob White, seconded by Susan Gainer, made a motion to renew the contract subject to the changes discussed at a previous meeting, with Anne Corcoran to sign in her capacity as CEO.
- The motion passed unanimously.
- Ms. Corcoran presented an updated version of a standard Teacher Contract that had been reviewed and edited by the school's corporate attorney.
- Bob White, seconded by Chris Nocco, made a motion to adopt the new contract.
- Bob White, seconded by Chris Nocco, made a motion to put a plaque on a bench in the Forum commemorating facility manager Jeff Kores' hard work during the school's start-up phase. Ms. Corcoran agreed, noting Mr. Kores' dedicated work with the portable and surrounding property was critical during the first few months to a smoothly running organization. She also noted how he had been able to work with the district to acquire at no cost cabinets that had been scheduled for demolition as well as older furniture a time when the school did not have the financial ability to purchase these needed items. Board members agreed stating that Mr. Kores had been a great help to the school during his tenure and that he would be missed at the school as he begins his new job.
- The motion passed unanimously.

- Discussion was tabled until the next meeting of a new evaluation tool for the headmaster based upon one provided by True North Classical for use specifically at a classical charter.

Financial

- Financial statements for the period February 1, 2016, through February 29, 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 Third Draft of the Operational Budget, he made the following changes: increased money for sports, increased money for curriculum, and deletion of busing costs.
- Board members reviewed the Parent Survey on busing conducted through Survey Monkey recently and agreed that while busing was an expense to the school, they would like it put back into the budget for now. While only 4% total of the school participated in the survey (approximately 1/4 of all parents whose children rode the bus), 62% disagreed or strongly disagreed that they had other available options. Board members discussed that cutting a service that helped parents access a classical education should only be made when financially it was necessary. Therefore, at this point in the budgeting process, they wanted the busing money included.
- Board members also discussed that coaches for lacrosse and basketball would likely be more than currently budgeted and wanted the sports budget increased to reflect this in the next draft.
- Board members discussed staff benefits included in the budget and noted that feedback on the current Section 105 health plan and matching 3% for retirement through the 403(b) plan has been positive. However, they requested that a staff survey be conducted through Survey Monkey for additional feedback on staff benefits for the next board meeting.
- Mr. Davis reported that an additional \$60,000 was awarded as part of the start-up CSP grant and that this was slated to go to library books/furniture as well as artificial turf for the athletic field.

Old Business

- Mr. Davis presented a new proposed Organizational Chart based on the board's comments at the February and March meetings. Board members discussed configuration of administrative positions. Members agreed that one new administrative position, a Lower School Academic Dean, fit in well to the chart. However, while they liked the idea of a second new administrative position, they decided to postpone adopting a chart for further information at the next meeting. Board members also discussed where facility management should fall in the chart and what the job description should entail from a management standpoint.
- Mr. Davis said that he recommended adopting the job description for the Lower School Academic Dean at this meeting so that he could proceed with recruitment and interviews.

- Board members discussed that they liked the wording of the Lower Academic Dean job description and that this made sense in order for recruitment.
- Chris Nocco, seconded by Susan Gainer, made a motion to adopt the job description for the Lower School Academic Dean.
- The motion passed unanimously.
- Mr. Davis stated that he was still waiting to hear back from the district charter school office on including the school's request for amendment of its contract for 32 additional students in the 2016-2017 school year on the District School Board agenda for May.
- Board members tabled discussion of credit card policies and procedures until the next meeting.

Development

- Ms. Corcoran reported that the Gala was well-attended and well-organized. She noted that the PSC had done a wonderful job with the Silent Auction. She stated that fundraising for the event will total approximately \$25,000, and she will update the board on a final number at the next meeting.

Adjourn Meeting.

- Meeting was adjourned at 10:34 a.m.