

CLASSICAL PREPARATORY SCHOOL

EXECUTIVE BOARD MINUTES

January 5, 2016 at 3 p.m.

Classical Prep campus, Pasco County, Florida

MEMBERS PRESENT: Susan Gainer, Chris Nocco

MEMBERS ABSENT: Bob White

STAFF PRESENT: Ben Davis, Gabrielle D'Virgilio

OTHERS PRESENT: Anne Corcoran

Call to Order

The meeting was called to order at 3:12 p.m.

Approval of November 3, 2015, Minutes

- Motion by Chris Nocco to approve the 12/8/15 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

Headmaster

- Mr. Davis updated the board on fencing around the facility. He noted that the new fencing was paid for by the Parent Standing Committee.
- Mr. Davis discussed upcoming visits by administrative staff and selected teachers to other charter classical schools.
- Mr. Davis updated the board on preparations for the January 28th open houses.

New Business

- Mr. Davis presented several amendments to the FCPCS Teacher Evaluation system that had been recommended by FCPCS in its newest version of the evaluation system.
- Chris Nocco made a motion to accept the amendments. Susan Gainer seconded. The motion passed unanimously.
- Mr. Davis presented three recommended amendments to the Family Handbook: a homework policy with more specific guidelines, a promotion/retention policy with more specific guidelines, updates to the cold weather uniform policy, and the addition of mandatory dress-uniform days.
- Chris Nocco made a motion to accept the amendments. Susan Gainer seconded. The motion passed unanimously.

- Ms. D'Virgilio presented a change in the way instruction in 4th and 5th grade classrooms is currently structured. For the 2014-2015 and 2015-2016 school years, both grades have had one teacher for math/science and one teacher for Latin/English/history. Next year, the administration will change this so that students keep the same teacher for all subjects, with the exception of 5th grade history and science.
- Ms. Corcoran presented an overview of DOE's new school grades rule for the 2016-2017 school year.
- Ms. Corcoran presented to the board a proposed update to the Enrollment Policy that the school's registrar had recommended. After July 1st, parents/guardians would have a condensed timeline to respond to an offer of enrollment and to return required documents.
- Susan Gainer made a motion to accept the amendment. Chris Nocco seconded. The motion passed unanimously.
- Ms. Corcoran discussed the progress of the 501(c)(3) application for the VPK, as well as recommendations from the school's business law firm on legal structure and planning for the VPK as that organization grows.
- Ms. Corcoran discussed business options for having summer camp programs.
- Board members said they would like more information on any insurance implications. Ms. Corcoran said she would check on this and report at the next meeting.
- Ms. Corcoran presented the legal requirements and options for the disbursement of School Recognition Funds as a result of the school receiving an A-grade for the 2014-2015 school year.

Financial

- Financial statements for the period November 1, 2015, through November 30, 2015 were reviewed. Budget-to-actual for the same period was also reviewed.
- Mr. Davis presented a mid-year budget summary. Board members requested that these updated numbers be put up on the website. The numbers show the school to be on target to meet its annual goal of saving 5% of its operational budget each year
- Mr. Davis reported that based on the October FTE count, the per-pupil-revenue needed to be decreased by \$2,593.58 per month from the Second Amended Budget and proposed a budget amendment reflecting this change.
- Chris Nocco made a motion to accept the amendment. Susan Gainer seconded. The motion passed unanimously.
- Financial statements for the VPK for November were reviewed.

Development

- Mr. Davis said the SACS accreditation process is progressing and the formal accreditation training is scheduled in February. Based on this timeline, he expects the school to be accredited in the fall of 2017.

Adjourn Meeting.

- Meeting was adjourned at 4:35 p.m.