

CLASSICAL PREPARATORY SCHOOL

EXECUTIVE BOARD MINUTES

August 3, 2016 at 3:30 p.m.

Classical Prep campus, Pasco County, Florida

MEMBERS PRESENT: Susan Gainer, Chris Nocco

MEMBERS ABSENT: Bob White

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

OTHERS PRESENT: Anne Corcoran

Call to Order

The meeting was called to order at 3:40 p.m.

Approval of July 13, 2016, Minutes

- Motion by Susan Gainer to approve the 7/13/16 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 updated the board on timeline implementation for the beginning of the school year. The first day of school is August 15th, a Meet and Greet will be held August 10th, and staff and faculty have currently started the two weeks of PD for first-of-the-year training. A copy of the Master Training Schedule for PD to be held July 28th through August 12th was distributed to board members. Also, as part of PD, faculty members are required this year to watch 12 one-hour courses provided online through Hillsdale College on classical education. Mr. Davis encouraged board members to also take the time to watch these courses.
- On operations, Mr. Davis introduced Kara Aeillo as the new facilities manager. He also said that podiums had been ordered for all upper school classrooms, maintenance and cleaning have been provided for all a/c's, the administrative building has been re-organized, water fountains updated, bathrooms repainted, and rubber mulch has been installed on the playground.
- On finance, Mr. Davis informed the board that the audit is scheduled to be completed on time by the end of August.
- Mr. Davis updated the board on the progress of the sports program for its first year of membership in the FHSAA. The school will offer volleyball, basketball, soccer, and track in order to compete with other schools. In addition, lacrosse clinics will be held in preparation for having a lacrosse team for the 2017-

2018 school year. Coach Gunter and Mr. Sobczak will be attending an FHSAA training in Gainesville next week.

- Mr. Davis discussed the option of having fees for athletics. Ms. Corcoran said that the school should research what public schools in the area have charged for athletic fees and follow their lead since charter schools are public schools and should only charge fees that public schools do.

New Business

- Ms. Corcoran recommended an amendment to the “Preferences” Policy in the Enrollment Procedures. She stated that the current preference does not define “sibling” explicitly, which has given rise to questions occasionally. Therefore, the new amendment will clarify the definition of “sibling” to include step-siblings, adopted and foster siblings and include by reference the definition of sibling included in 39.01(b) Fl. Stat. for “sibling” in a guardianship context.
- Chris Nocco, seconded by Susan Gainer made a motion to adopt the amendment to the “Preferences” Policy in the Enrollment Procedures.
- The motion passed unanimously.
- Mr. Davis presented an amendment to the Financial Policies and Procedures to allow for limited use of a credit card.
- Board members had several questions regarding additional procedures, including the possibility of limiting the use from three employees to one employee. There was discussion regarding whether this would allow the school to balance efficiency if only one employee had the ability to use the card. Board members wanted to revisit this policy at the next board meeting; however, with the start of school, board members discussed the need to allow for use of a credit card for certain purchases.
- Chris Nocco, seconded by Susan Gainer, made a motion to pass the amendment.
- The motion passed unanimously.
- Board members requested this be placed on the next agenda to continue discussion of additional limiting of use.

Facility

- Ms. Corcoran updated the Board on the progress of the bond, stating that the Site Plan is still in progress and that once the county receives it, the school will opt to proceed through the expedited Site Plan Review process. This will entail some additional fees but will allow the school to meet its deadline of having the facility completed by the 2017-2018 school year.

Financial

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

- Chris Nocco made a motion, seconded by Susan Gainer, to repay the \$3,900 loan by Ms. Corcoran to the school in July 2014.
- The motion passed unanimously.

Development

- Ms. McIntyre informed the board that the deposit for use of the Tampa Aquarium for the Feb. 18th Gala has been paid. Childcare can be provided at the facility, but the fee for cost of the room was cost prohibitive. Therefore, the PSC is looking into other option for childcare.
- Staff will book the venue and begin advertising and planning.

Old Business

- Headmaster Evaluation cannot be completed until VAM scores are released. Ms. Corcoran said these should be released by the end of August.

Adjourn Meeting.

- Susan Gainer, seconded by Chris Nocco, made a motion to adjourn.
- The motion passed unanimously.
- Meeting was adjourned at 5:02 p.m.