

# CLASSICAL PREPARATORY SCHOOL

## EXECUTIVE BOARD MINUTES

January 24, 2016, at 9:00 a.m.

Classical Prep campus, Pasco County, Florida

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**MEMBERS PRESENT:** Susan Gainer, Bob White

**MEMBERS ABSENT:** Chris Nocco

**STAFF PRESENT:** Ben Davis, Tom Sobczak, Stacie McIntyre, Salena Power, Kara Aeillo

**OTHERS PRESENT:** Anne Corcoran, Janet Papageorgiou, Kate Corcoran (Student Government);  
Melody Santiago (Student Government), Amanda Marrero (Student Government),  
David Brickhouse

### Call to Order

The meeting was called to order at 9:02 a.m.

### Approval of December 14, 2016, Minutes

- Motion by Bob White to approve the 12/14/16 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.*

### New Business

- David Brickhouse, counsel representing the school in the bond offering, reported that the bonds were offered for purchase on January 23<sup>rd</sup>. The bonds oversubscribed almost three times, which was a “big achievement and means that the market views the school favorably.” As a result of the large demand, the school’s mortgage will be \$50,000 less annually than originally estimated in the budgets for the bonds.
- The closing of the bonds is scheduled for Jan. 31<sup>st</sup>.
- Mr. Brickhouse reviewed the proposed authorizing resolutions for the bonds and related transactions.
- Bob White made a motion to adopt the attached resolutions, with Anne Corcoran to sign in her capacity as CEO. Susan Gainer seconded.
- The motion passed unanimously.

### Reports

#### *Headmaster*

- Mr. Davis discussed an investor visit that took place last week before the sale of the bonds. Investors watched several classes, including Mr. Smith’s 5<sup>th</sup> grade Latin class and Dr. Avery’s English class that

was taught as a Socratic seminar. He reported that the investors mentioned several times that they were very impressed with the intellectual rigor of the school, as well as with the teachers.

- He reported that the school has recently formed an eight-person Medical Emergency Response Team (MERT) that has practiced safety and security crises drills that prepare for a medical emergency.
- He also updated the board on the Jefferson's Scholars gifted program which allows students who have all A's to read additional great books and have group discussions on these with a faculty member. Currently 7<sup>th</sup> grade JSP students are reading *The Time Machine* and 8<sup>th</sup> grade JSP students are reading *The Echo of Greece*.

#### *New Business*

- The 2016-2017 School Recognition Award funds were recently distributed to the school because Classical Prep was an A school for the last academic year.
- Mr. Davis reported that a staff survey was given asking staff how they would prefer the bonus to be given. Seventy percent of staff preferred a non-recurring bonus, as was given last year.
- Mr. Davis recommended that funds be dispersed in the manner voted on by staff.
- Susan Gainer, seconded by Bob White, made a motion to disperse School Recognition funds as a non-recurring one-time bonus.

#### *Old Business*

- Mr. Davis presented an Organizational Chart with the administration structured as was discussed at the annual meeting. Members agreed that this structure allowed a focus by administration on teacher mentoring and classroom learning. It also is financially efficient and allows the school to meet its mission and vision through providing the resources to mentor the new staff that will be hired over the next several years as the school grows.
- Bob White, seconded by Susan Gainer, made a motion to adopt the Organizational Chart for the 2017-2018 school year.
- The motion passed unanimously.
- Mr. Davis stated he would post the new administrative positions, including Lower School Dean, Upper School Dean, Assistant Upper School Dean, and Assistant Lower School Dean as soon as possible.

#### *Facility*

- Ms. Corcoran discussed the bi-monthly construction meeting that the owner's representative will be having with the builder. Mr. Davis and Ms. Aiello, along with Ms. Corcoran, will attend these on behalf of the school. Members discussed the timeline provided by the owner's representative

#### *Financial*

- Mr. Davis reported that the month's variance was only .28% from the first draft of the operational budget, resulting in a 6.5% surplus, which exceeds the board's goals for savings.

- Financial statements for the period of December 1, 2016, through December 31, 2016, were reviewed. Budget-to-actual for the same period was also reviewed.

*Development*

**Adjourn Meeting**

- Susan Gainer, seconded by Bob White, made a motion to adjourn.
- The motion passed unanimously.
- Meeting was adjourned at 9:59 a.m.