CLASSICAL PREPARATORY SCHOOL

EXECUTIVE BOARD MINUTES

June 21, 2018, at 11:00 a.m.

Classical Prep campus, Borealis Building, Pasco County, Florida

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MEMBERS PRESENT: Susan Gainer, Bob White

ABSENT: Chris Nocco

STAFF PRESENT: Tina Errthum, Stacie McIntyre, Leah Peake, Salena Power

OTHERS PRESENT: Anne Corcoran

Call to Order

The meeting was called to order at 11:03 a.m.

Approval of May 24, 2018, Minutes

- Motion by Susan Gainer to approve the 5/24/18 Regular Meeting Minutes. Bob White 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.*

Discussion and Decisions

Strategic Direction Items

- Strategic Plan for Academics: Goals for FSA (tutoring, new teachers, 9 components, teacher needs). Ms. Corcoran recommended that for the 2018-2019 school year, Dr. Errthum and she work on Quality Assurance documents for the board that can be reviewed throughout the school year on pacing, assessments, curriculum mapping, and professional development.
- Strategic Plan for Savings and Finances::Discussion of expenditures relating to construction and estimated revenue. Ms. Corcoran recommended having the Quality Assurance documents for the budget to include a discussion by PowerPoint by the COO each month of the budget and specifics of variances and goals met.
- Strategic Plan for Development: Half Marathon, Florida Orchestra event, fundraising plans are all in on pace for next year.
- Strategic Plan for Facilities: Gym. Construction is on pace to be completed in November.

Principles and Policy Items

- It is recommended to not have busing next year based on low community demand and off-setting costs and staff time associated. This will require notification to the district since the district oversees school busing plans. Stacie will send a letter to the district to comply with notification requirements.

- Ms. Peake recommended after research and review to have the YMCA Suncoast provide aftercare for the 2018-2019 school year.
- Bob White, seconded by Susan Gainer, made a motion to accept the recommendation.
- The motion passed unanimously.
- Ms. McIntyre recommended including in the 2018-2019 budget an option to lease a van for sports, etc.
- Ms. McIntyre made a motion to amend the Employee Handbook regarding instruction staff time-off policy to be seven days off in total.
- Bob White, seconded by Susan Gainer, made a motion to pass the amendment.
- The motion passed unanimously.
- Ms. Corcoran updated the board on the current legislative movements on ACA regarding the possible repeal/additional time to comply with the employer mandate.
- Ms. Corcoran updated the board on the status of the VPK loan from 2016-2017 and recommended a repayment schedule in new loan paperwork to include a total loan from 2016-2017 and 2017-2018 at an interest rate of 5 percent. The current VPK enrollment for 2018-2019 and the budget anticipate the loan being paid back in full within two years and going forward the extra revenue from the VPK would be included in the school revenue as anticipated when the loan was approved last year. The loan is from the non-FEFP funds.
- Bob White, seconded by Susan Gainer, made a motion for Anne Corcoran to sign the loan paperwork in her capacity as CEO.
- The motion passed unanimously.

Monitoring and Reporting Items

- Financial statements for the period of April 1, 2018, through May 31, 2018, were reviewed. Budget-to-actual for the same period was also reviewed.
- Ms. McIntyre presented the 2018-2019 Operational Budget for review, including the new changes to eliminate busing and lease a van.
- Bob White, seconded by Susan Gainer, made a motion to pass the 2018-2019 Operational Budget.
- The motion passed unanimously.
- Dr. Errthum presented the 2018-2019 parent survey. Seventy percent presented this year as opposed to 23 percent last year. Generally, parents were very positive about academics aligning with vision, that the staff is welcoming, and that children feel safe. She wants to send a parent letter regarding the results and anticipates that this would encourage further participation in further surveys.
- Ms. Corcoran recommended having King & Walker do the annual audit again.
- Bob White, seconded by Susan Gainer, made a motion to accept.
- The motion passed unanimously.

Adjourn Meeting

- Susan Gainer, seconded by Bob White, made a motion to adjourn.
- The motion passed unanimously.
- Meeting was adjourned at 12:40 p.m.