

CLASSICAL PREPARATORY SCHOOL

EXECUTIVE BOARD MINUTES

August 21, 2018, at 10:30 a.m.

Classical Prep campus, Borealis Building, Pasco County, Florida

MEMBERS PRESENT: Bob White (by phone), Chris Nocco, Susan Gainer

ABSENT: None

STAFF PRESENT: Tina Errthum, Stacie McIntyre, Salena Power

OTHERS PRESENT: Anne Corcoran

Call to Order

The meeting was called to order at 10:30 a.m.

Approval of June 21, 2018, Minutes

- Motion by Susan Gainer to approve the 6/21/18 Regular Meeting Minutes. 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.*

Discussion and Decisions

Strategic Direction Items

- Strategic Plan for Academics: Quality Assurance documents this year will include Pacing and Assessment charts for all FSA-tested areas. The Components Chart was presented to keep board apprised of planning for each component and has been updated to ensure administration apprises the board when all planning areas are met. Curriculum mapping is being further delineated for all subjects and will be tracked through the Atlas curriculum program. Dr. Enthum will update board monthly on progress. Teacher surveys regarding teacher training at beginning of school year will be completed this month and results presented at next meeting. Dr. Errthum discussed her calendar and schedule planning and stated that she has specifically set aside two days every week to train, mentor, and evaluate teachers, as was the intent of the board when creating a Head of School position to focus specifically on academics since research supports that a primary school administrator focusing on teacher development and curriculum implementation is one of the most critical components in students' academic growth. Board members stated they were encouraged to see that Dr. Errthum was strategically setting aside this time and asked to be kept apprised of how this schedule progressed throughout the year.
- Strategic Plan for Savings and Finances: Quality Assurance documents for the budget now include that the monthly variance report will be presented by PowerPoint on overhead and color-coded in order to be as easy to read as possible rather than as just a read-ahead and hard copy at the meeting. COO explained

specific variances for the month in each category and planning for next month, as well as future monthly goals for the year. Board members agreed this was a productive use of time especially with the ongoing construction projects.

- Strategic Plan for Development: The planning for the Half Marathon fundraiser on Dec. 2nd is going well. Board members discussed the importance of having a well-run and fun event the first year in order to ensure its growth in future years. Florida Orchestra event planning for October park event is also on schedule.
- Strategic Plan for Facilities: Gym construction is on pace to be completed in November. Ms. Corcoran is working with Hamlin Investors regarding a potential bond offering for construction of an additional classroom building to be ready in 2019-2020 and closing on the purchase of the adjoining property for which the board recently entered into a Purchase Agreement. A survey, Phase I, and appraisal are currently being conducted as well as other metrics being compiled for a bond offering in November. Ms. Corcoran estimated that the agreement for the bond offering would be ready for board review in September or October. Board members asked to be updated timely on any relevant information as the process moves forward.

Principles and Policy Items

- The middle school health course has been revised in the district handbook to ensure compliance with the subjects required by statute to be covered. The school administration recommends complying with the state statute requirements in a slightly different course format to fit into the school's cmTent schedule and sequence for middle school. As presented, the course would meet all statutory requirements. Board approval is required because the course would be slightly different than that of the district's.
- Chris Nacco, seconded by Susan Gainer, made a motion to accept the Middle School Health Course changes as proposed.
- The motion passed unanimously.
- Ms. McIntyre also stated that to comply with FHSAA requirements a change needed to be made to the Handbook regarding student grades and eligibility.
- Chris Nacco, seconded by Susan Gainer, made a motion to amend the student Handbook to align to the grade and grade-point requirements of the FHSAA.
- The motion passed unanimously.
- Ms. McIntyre recommended an amendment to the Enrollment Policies and Procedures to include that after school starts, parents have 24-hours to confirm a spot and 48 additional hours to return paperwork. She said the registrar has recommended this because allowing longer for paperwork return slows down the time to enter students into the classroom, making it more difficult for students to make up any time previously missed.

- Susan Gainer, seconded by Chris Nocco, made a motion to adopt the amendment.
- The motion passed unanimously.

Monitoring and Reporting Items

- Financial statements for the period of July 1, 2018, through July 31, 2018, were reviewed. Budget-to-actual for the same period was also reviewed.
- Ms. Corcoran stated that the 2017-2018 audit should be ready by the September meeting for board review.

Adjourn Meeting

- Susan Gainer, seconded by Bob White, made a motion to adjourn.
- The motion passed unanimously.
- Meeting was adjourned at 11 :20 a.m.

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