

CLASSICAL PREPARATORY SCHOOL

EXECUTIVE BOARD MINUTES

March 1, 2019, at 9:00 a.m.

Classical Prep campus, Borealis Building, Pasco County, Florida

MEMBERS PRESENT: Cristina Johnston, Bob White

ABSENT: Chris Nocco

STAFF PRESENT: Tina Errthum, Stacie McIntyre, Jimmy Barbarise

OTHERS PRESENT: Anne Corcoran, Salena Power, Dawn Stolz (parent)

Call to Order

The meeting was called to order at 9:07 a.m.

Approval of Minutes

- Motion by Bob White to approve 11/28/18 Regular Meeting Minutes, 2/7/19 Special Meeting Minutes

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

- Dr. Errthum updated the board on the 11 components and on curriculum mapping.
- She also updated the board on PD for the semester

Principles and Policy Items

- Coach Barbarise recommended passing an Athletics Cash Concession Stand Policy now that the new gym is in use for games. This would be added to the Financial Policies and Procedures.
- Bob White, seconded by Cristina Johnston, made a motion to adopt.
- The motion passed unanimously.
- Coach Barbarise recommended adding a credit card for athletics to comply with the same procedures outlined for other cards in the Financial Policies and Procedures. This would be added to the credit card section of the Financial Policies and Procedures.
- Bob White, seconded by Cristina Johnston, made a motion to adopt.
- The motion passed unanimously.
- Coach Barbarise recommended adopting a Use of Facilities Agreement that outside groups would have to sign if they were allowed to use the gym.
- Bob White, seconded by Cristina Johnston, made a motion to adopt.
- The motion passed unanimously.

- Coach Barbarise recommended adopting security procedures for the gym. This will go into Athletic Policies and Procedures.
- Bob White, seconded by Cristina Johnston, made a motion to adopt.
- The motion passed unanimously.
- Coach Barbarise recommended adopting transportation procedures for athletes by coaches. This will go into Athletic Policies and Procedures.
- Bob White, seconded by Cristina Johnston, made a motion to adopt.
- The motion passed unanimously.
- Ms. Corcoran recommended adopting a Use of Facilities Agreement for buildings other than the gym. Ms. McIntyre will research what policies and procedures guide to include this in.
- Bob White, seconded by Cristina Johnston, made a motion to adopt.
- The motion passed unanimously.
- Ms. McIntyre recommended adopting an update to the Electronics Policy in the Family Handbook based upon clarifications that would be helpful given parent and student input. This includes defining more clearly what an “electronic device” is and more clearly defining procedures once a teacher or administrator is made aware a student has brought an electronic device on campus.
- Bob White, second by Cristina Johnston, made a motion to amend the policy.
- The motion passed unanimously.
- Dr. Errthum recommended changes to the Uniform Policy for next school year in order to have more consistency and more formality to the code. This was based upon discussion and research into other charter classical schools, as well as research on how a more formal dress is conducive to a strong learning environment.
- Bob White, seconded by Cristina Johnston, made a motion to amend.
- The motion passed unanimously.
- Ms. Corcoran updated the board on the results of the responses received from management companies in response to the recent RFQ sent out in anticipation of the fact that she would no longer be able volunteer as much time to the school. The RFQ narrowed the responding companies to those companies managing over 10 charter schools in Florida with a strong academic and financial track record, which is estimated to be four companies. Three companies responded to the school: one did not end up sending in a proposal, another also did not send in a written proposal but had informal verbal discussions about possible fees, and one sent in written proposal. Based on the feedback, as well as Ms. Corcoran being less involved with the school over the last few weeks and encouraging staff to use outside financial and legal consultants as needed, Ms. Corcoran suggested for now not entering into any agreement with a management company. She said the current administration is doing very well with the utilization of

outside accountants and lawyers managing the school, and this option is much more economical than a management company.

- Ms. Brightman sent an update to the board about dual enrollment courses approved for the 2019-2020 school year. As of this date, four teachers have been approved for a total of approximately 10 classes.
- Ms. McIntyre recommended increasing the recommended volunteer hours from five to 10.
- Bob White, seconded by Cristina Johnston, made a motion to amend.
- The motion passed unanimously.
- Ms. McIntyre presented a First Amended Operational Budget for 2018-2019 prepared by King & Walker based on current expenditures to date.
- Bob White, seconded by Cristina Johnston, made a motion to amend.
- The motion passed unanimously.
- Ms. McIntyre recommended amending the Academic Calendar for 2019-2020 to include no half days for 9th through 12th grades. This is to ensure all academic hourly requirements are met.
- Bob White, seconded by Cristina Johnston, made a motion to amend.
- The motion passed unanimously.

Monitoring and Reporting Items

- Ms. McIntyre presented the variance report for November through January and discussed the projected DCOH and coverage ratio for 6/30/19 as required by the bond.
- Financial statements for the period of November 1, 2018, through January 31, 2019, were reviewed. Budget-to-actual for the same period was also reviewed.
- Ms. McIntyre updated the board on budget planning for the 2019-2020 fiscal year. Currently she and staff are working on a budget to present by May.
- The lottery will be run next week, and there is a waiting list of over 500 for less than 100 spots.
- The Fun Run is scheduled for this coming month.

Adjourn Meeting

- Bob White, seconded by Cristina Johnston, made a motion to adjourn.
- The motion passed unanimously.
- Meeting was adjourned at 10:18 a.m.