

# CLASSICAL PREPARATORY SCHOOL

## EXECUTIVE BOARD MINUTES

June 26, 2019, at 9:00 a.m.

Classical Prep campus, Borealis Building, Pasco County, Florida

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**MEMBERS PRESENT:** Cristina Johnston, Bob White

**ABSENT:** Chris Nocco

**STAFF PRESENT:** Stacie McIntyre

**OTHERS PRESENT:** Anne Corcoran (by phone)

### Call to Order

The meeting was called to order at 9:08 a.m.

### Approval of Minutes

- Motion by Bob White, seconded by Cristina Johnston, to approve 4/23/19 Minutes.
- 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

#### *Principles and Policy Items*

- Ms. McIntyre recommended adopting the General Record Schedule GS7 for Public Schools Pre-K-12 and Adult and Career Education as the record retention schedule for the school. She said it pertains to all school-specific records though certain general records, such as email, are not included, and she has asked an attorney to look into recommended guidelines to bring to the board.
- Bob White, seconded by Cristina Johnston, made a motion to adopt.
- The motion passed unanimously.
- Ms. Corcoran recommended forming a Financial Review Committee to meet annually in the summer to review policies, procedures, and filings to ensure compliance. It would have five members to include the board treasurer, CEO, COO, business manager, and registrar. It would report to the board its findings and any recommendations annually after its meeting.
- Cristina Johnston, seconded by Bob White, made a motion to form a Financial Review Committee and to update the Bylaws accordingly.
- The motion passed unanimously.
- Ms. McIntyre recommended updating the school's Cell Phone Policy in the Family Handbook to allow for purchase of YONDR cell phone pouches to lock student cell phones in during the day. This

will allow students to have possession of their cell phones during the day but still be in line with the school policy of not using them during school hours. It will reduce staff time, etc. that was taken up with students checking in and out cell phones.

- Cristina Johnston, seconded by Bob White, made a motion to amend the Family Handbook.
- The motion passed unanimously.
- Ms. Corcoran updated the board on health insurance.
- Ms. Corcoran updated the board on the schedule for the Head of School evaluation. VAM scores are not out yet so the evaluation cannot be completed until then.
- Bob White made a motion, seconded by Cristina Johnston, to appoint Cristina Johnston board treasurer and secretary.
- The motion passed unanimously.
- Ms. Corcoran updated the board on the progress of the bond, with a closing date projected sometime in August. She said a final approval and reimbursement resolution will be brought to the board in the next month or so with final numbers, etc.
- Ms. Corcoran recommended extending the purchase agreement with the church for another two months to ensure it fell within the time frame of the closing of the bond.
- Cristina Johnston, seconded by Bob White, made a motion to amend the purchase agreement to extend it another two months.
- The motion passed unanimously
- Dr. Errthum recommended an amendment the Homework Policy in the Family Handbook to apply the same make-up work policy to Logic School as Rhetoric School to ensure consistency.
- Cristina Johnston, seconded by Bob White, made a motion to amend.
- The motion passed unanimously.
- Ms. McIntyre updated the board on compliance with the school guardian rule and noted the school was in compliance.
- Ms. McIntyre and Ms. Corcoran presented a proposed budget for the 2019-2020 school year. They have been working on it for the past six months and have updated the board throughout the process.
- Cristina Johnston, seconded by Bob White, made a motion to adopt.
- The motion passed unanimously.

#### *Monitoring and Reporting Items*

- Ms. McIntyre presented the variance reports for April and May.
- Financial statements for the period of April 2019 through May 2019 were reviewed. Budget-to-actual for the same period was also reviewed.

#### **Adjourn Meeting**

- Bob White, seconded by Cristina Johnston, made a motion to adjourn.
- The motion passed unanimously.
- Meeting was adjourned at 9:49 a.m.