

# CLASSICAL PREPARATORY SCHOOL

## EXECUTIVE BOARD MINUTES

September 25, 2019, at 10:00 a.m.

Classical Prep campus, Borealis Building, Pasco County, Florida

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**MEMBERS PRESENT:** Robert White, Cristina Johnston, Jamie Grant (by phone)

**STAFF PRESENT:** Tina Errthum, Stacie McIntyre, Mary Ferrante

**OTHERS PRESENT:** Anne Corcoran, Susan Pigeon (parent)

### Call to Order

The meeting was called to order at 10:04 a.m.

### Approval of Minutes

- Motion by Bob White, seconded by Cristina Johnston, to approve 6/26/19 Minutes and 7/24/19 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.*

Susan Pigeon, parent, spoke to the Board regarding the concern of some parents that the lunchroom is running out of some lunch options on certain days. She also asked about the possibility of one day having a full-service kitchen. Ms. Pigeon also suggested that Board Meetings be held in the evening so working parents can attend and also mentioned the idea of offering 'Town Hall' meetings.

### Discussion and Decisions

#### *Principles and Policy Items*

- The names of out-of-field teachers were presented to the board for approval per DOE requirements.
- Bob White, seconded by Cristina Johnson, made a motion to approve.
- The motion passed unanimously.
- A transportation proposal was presented to expand the current bus service from one bus to two buses.
- Bob White, seconded by Cristina Johnston, made a motion to approve the transportation proposal.
- The motion passed unanimously.
- An amendment to the Financial Policies and Procedures was recommended to include the Volunteer and Event Coordinator as an approved person to be issued a P-card with a \$500 limit to be used for incidentals.
- Bob White, seconded by Christina Johnston, made a motion to approve the amendment.
- The motion passed unanimously.
- A calculation for Valedictorian and Salutatorian was recommended that would include some weight for AP scores and SAT/ACT scores, along with the primary factor being GPA. This would allow the school to encourage high performance in critical thinking assessments as well as through in-class

performance which is in line with its liberal arts focus. A waiver would need to be requested from the district to allow the school, which follows the district's Progression Plan, to have this separate criteria, and then it would need to be included in the Family Handbook as an amendment.

- Bob White, seconded by Cristina Johnston, made a motion to request a waiver and amend the Family Handbook if the waiver is granted.
- The motion passed unanimously.
- The 2018-19 Financial Audit prepared by King & Walker was presented.
- Bob White, seconded by Cristina Johnston, made a motion to approve the audit.
- The motion passed unanimously.
- An email retention policy was presented.
- Bob White, seconded by Cristina Johnston, made a motion to adopt.
- The motion passed unanimously.

#### *Monitoring and Reporting Items*

- Ms. McIntyre presented the variance report for August.
- Financial statements for the period of August 2019 were reviewed. Budget-to-actual for the same period was also reviewed.
- It was noted that construction on the new building will be commencing soon.
- The public meeting was adjourned at 10:38 a.m.

#### *Executive Session*

- At 10:38 a.m., the meeting went into Executive Session.
- Mrs. McIntyre presented the school's findings for the Florida Safe School Assessment Tool.
- The board made a motion to pass the Florida Safe School Assessment Tool findings.
- The motion passed unanimously.
- Mrs. McIntyre presented the Active Assailant Response Plan.
- The board made a motion to pass the Active Assailant Response Plan.
- The motion passed unanimously.

#### **Adjourn Meeting**

- Bob White, seconded by Cristina Johnston, made a motion to adjourn.
- The motion passed unanimously.
- Meeting was adjourned at 10:50 a.m.