

# CLASSICAL PREPARATORY SCHOOL

## EXECUTIVE BOARD MINUTES

February 24, 2020, at 10:00 a.m.

Classical Prep campus, Borealis Building, Pasco County, Florida

12836 Shady Hills Road, Spring Hill, FL 34610

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**MEMBERS PRESENT:** Jamie Grant (by phone), Bob White

**MEMBERS ABSENT:** Cristina Johnston

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

**OTHERS PRESENT:** Anne Corcoran

### Call to Order

The meeting was called to order at 10:07 a.m.

### Approval of Minutes

- Motion by Jamie Grant, seconded by Bob White, to approve the December Minutes.
- The motion passed unanimously.

James Grant

### 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*

- Results of the new mid-year Winter Parent Survey were discussed. Parents mentioned teachers, curriculum, content, and adherence to procedure as positive things about the school. There were quite a few questions from elementary and middle school parents wanting more information about the high school. High school staff had already been working on an information night, and this was confirmation that there was a lot of interest in more information from parents. There were also a number of questions on how to get volunteer hours done. Staff is in the process of doing more meetings on this and has recently introduced a new app for parents to track volunteer opportunities.
- An Off-Campus Activity Waiver form was proposed which would release the school from liability for off-campus activities. The school staff worked with an attorney to

draft language to address these circumstances, in particular when school staff transports students to and from sporting events in their personal vehicles.

- Bob White, seconded by Jamie Grant, made a motion to approve.
- The motion passed unanimously.
- A policy for Lost or Damaged Textbooks was proposed to have a standard procedure for how to deal with replacement costs in this situation. It would be placed into the Family Handbook if it passes.
- Jamie Grant, seconded by Bob White, made a motion to approve the amendment.
- The motion passed unanimously.
- A change to Upper School fees was proposed to make the science fee consistent between Logic School and Rhetoric School.
- Jamie Grant, seconded by Bob White, made a motion to approve the amendment.
- The motion passed unanimously.
- It was recommended that an RFQ be done in regards to the Aftercare contract. Currently there has been some discussion that an Aftercare provider that provides better service should be considered for next year.
- Bob White, seconded by Jamie Grant, made a motion to amend.
- The motion passed unanimously.
- A Summer Academy offering sports, creative writing, art, band, choir, drama, and several academic subjects is going to be rolled out to the school community in the next month. Staff has been working on the content and set-up for several weeks and is very excited about the program.

#### *Monitoring and Reporting Items*

- The variance reports for December and January were reviewed.
- Financial statements for the period of December 2019 and January 2020 were reviewed. Budget-to-actual for the same period was also reviewed.
- Variances remain minimal and cash-on-hand projections continue ahead of pace for the end of the year.
- A draft of a proposed budget for 2020-2021 will be discussed at the next meeting.

#### **Adjourn Meeting**

- Bob White, seconded by Jamie Grant, made a motion to adjourn.
- The motion passed unanimously.
- Meeting was adjourned at 10:33 a.m.

A handwritten signature in black ink, appearing to read 'J. Grant', is located at the bottom right of the page.