

CLASSICAL PREPARATORY SCHOOL

EXECUTIVE BOARD MINUTES

July 22, 2022, at 10:00 a.m.

Classical Prep Campus (Borealis building) and Google Meets call

- MEMBERS PRESENT:** James Blair (by phone), Carmen Mir (by phone)
- MEMBERS ABSENT:** Will Rodriguez
- STAFF PRESENT:** Stacie McIntyre, Jasmine Brightman, Mary Ferrante (by phone),
Nichole Pockrus
- OTHERS PRESENT:** Anne Corcoran (by phone), Jon Hage (by phone), Mark Barber (by
phone), Ed Pozzudi (by phone), Melissa McGinnis (by phone)

Call to Order

The meeting was called to order at 10:01am

Approval of Minutes

- Motion by Carmen Mir, seconded by James Blair , to approve the June 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.*
- No public comment

Discussion and Decisions

Principles and Policy Items

- It was recommended to approve the personnel changes for the 2022-23 school year. There were six staff members who no longer work at Classical Prep for the school year.
- Carmen Mir, seconded by James Blair, made a motion to approve the changes.
- The motion passed unanimously.
- The Final 2021-22 Operational Budget was presented.
- Carmen Mir, seconded by James Blair, made a motion to approve the final budget.
- The motion passed unanimously.
- It was recommended to adopt Pasco County's Crisis Response Plan for 2022-23.
- Carmen Mir, seconded by James Blair, made a motion to adopt the plan.
- The motion passed unanimously.
- It was recommended to update the wording and content of the Board Financial Policies and Procedures. The following updates were recommended:

- Section 1.I.B.2 Updated Deposit Validation to “A bank issued transaction receipt must be obtained for every deposit made within a branch.
 - Section V.A.1 The executive staff with company cards in Expenditures Procedures has been updated to remove Christian Ramirez and Jimmy Barbarise and add Logan Wall
 - Section 1.III: Added letters B, C, and D related to standard contracts
 - Section 1.F.2 Local Travel: wording updated to match Employee Handbook
 - Section 1.F.2 Meals, Entertainment, wording added “in the maximum amount of \$20 per diem” to match Employee Handbook
 - Section V.A.1 Documentation to support expenditures updated to be turned into the HR and Finance Director (not the COO)
 - Section 3.V.A.2 Changed to direct supervisor with approval from COO
 - Section 6 New section
 - Appendix 1 New section
 - Attachment 1 New section
- Carmen Mir, seconded by James Blair, made a motion to approve the updates.
 - The motion passed unanimously.
 - It was recommended that the school amend the Employee Handbook with updates for the 2022-23 school year. The following updates were recommended:

- Section 2.2. Relationships with Students: Added Principal, COO, or Dean
- Section 5.5 Performance Evaluations (b) Teachers: Changed wording to Principals’, along with the Dean of Academics’, job
- Section 5.6 Compensation Reviews: changed to P&C discussions; bolded last sentence.
- Section 6.1 Compensation: Removed “The overall performance will influence pay.”
- Section 6.3 Benefits Summary (d) Paid Time off Allowance: Specified full-time instructional employee will have unused PTO paid out at a rate of \$80/day on his/her June paycheck. Added: Non-classroom and non-instructional employees must use all of their PTO or it will be forfeited (specified which employees).
- Section 9.1 Work Schedules: Added: “Employees are expected to arrive and be ready to start work at their assigned report time unless otherwise approved by their supervisor. Team members that fail to arrive to work in a timely manner will be subject to disciplinary action up to and including termination.”
- Section 9.12 Unexcused Leave: Added: “Classical Preparatory School will discipline employees for unexcused absences including and up to termination of employment.”
- Section 10.1 Timekeeping: Added after Chair of the Board: Principal or Chief Operating Officer.
- Section 10.5 Travel and Business Expense Reimbursement: Added: “Classical Preparatory School will reimburse employees for reasonable expenses incurred during the period they are employed by Classical Preparatory School in connection with travel and other business on behalf of Classical Preparatory School, subject to the guidelines and procedures set out in this policy. A form of payment should be obtained from the school whenever possible. Any purchases outside this guidance must be approved by the COO in writing to be deemed reimbursable. Employees must obtain advance written approval from the COO and provide appropriate substantiating documentation for all travel and other business expenses incurred using personal payment methods. All reimbursements will be issued in a check form by the COO or the HR/Finance Director separate from payroll within 10 business days of receipt of all required documentation. Tax will not be reimbursed unless otherwise approved by the COO.”
- Section 11.1 Use of Classical Preparatory School’s Systems (a) Electronic Devices and Systems: Added: “Electronic storage accessed through your school issued email address is intended for school related business only. Personal data should not be saved on the school issued electronic storage drive as in the event of a public records request, it places an undue burden on administration and/or legal counsel to review and determine the nature of such items and whether these items would be deemed public record.

Access to electronic storage is revoked upon the end of employment. Former employees will not be granted access to their electronic storage drives.

On campus, only Classical Preparatory School-owned hardware or software may be used for Classical Preparatory School business, including the development of curriculum and lesson plans or communications with colleagues, parents, or others. If an employee wants to use a personal

computer at Classical Prep, permission must be granted by the Principal, Director of Human Resources or the Chief Operating Officer Director of Human Resources' designee.

- Section 11.1 Use of Classical Preparatory School's Systems c Ownership: Added: "The equipment, services, and technology provided to employees by Classical Preparatory School remain at all times the property of Classical Preparatory School. "
- Section 11.2 Using a Personal Device for Work Duties: Added/changed first sentence "11.2 Using a Personal Device for Work Duties

Unless written authorization is obtained from either the Principal, Director of Human Resources, or Chief Operating Officer, No personal devices, including but not limited to laptops, desktops, tablets, and smartphones, are permitted to be used to conduct school related business. A school issued laptop is the only acceptable device to be used for conducting such business, unless written authorization is received as indicated above."

Added: "Additionally, absent an emergency, scholars are not permitted to use a staff member's personal device(s) for any purpose including but not limited to placing outgoing calls, receiving incoming calls or texts, sending and/or receiving personal emails, or accessing social media accounts."

- Section 12.2 Privacy: Added: "Employees may not photograph or video students without prior written consent from the student's parent(s). Employees may share authorized photographs and videos with our Marketing team for review and posting to the schools official website and social media platforms. Employees may not use any captured materials on their personal social media accounts."
- Section 13.5 Favors and Gifts: Added: "Furthermore, the use of any Classical Preparatory School account for personal gain including but not limited to wholesale warehouse memberships, expedited shipping services, and online distributors is strictly prohibited."
- 13.10 Dress Code and Grooming: Remove five-pocket and keep "Casual pants of any kind." under Women & Changed wording for Men to allow for polos
- 15.9 Specific Security Practices: Changed first paragraph to read: "All employees receive a key to access the premises of Classical Preparatory School"
- 15.15 Safety and Security: Added: "It is the official responsibility of staff members to review the Safety and Security protocols at the start of the school year along with staying up to date with important reminders and updates provided during staff meetings and in staff emails. To ensure the safety and protection of all stakeholders, all doors and gates MUST remain closed and locked at all times. Propped doors will be considered being left open and unlocked unless being held open by a designee. Failure to adhere to this policy will result in disciplinary action up to and including termination."
- Section 17: Prohibited Political Activity - new section added:
"Classical Preparatory School encourages employees to participate in lawful political activities. Participating in these activities must be conducted on the employee's own time and should in no way suggest Classical Preparatory School's support. Vacation leave may be requested to conduct such activities.

The following activities are prohibited from being performed while on-duty: Demonstrating, Counting or recounting votes, Circulating petitions, Soliciting votes or contributions at any time in any working area of Classical Prep, Conducting or participating in opinion polls, Fundraising, All other activities not considered part of the employee's normal duties.

Employees may not use Classical Preparatory School's equipment or resources for making, copying or distributing political materials or messages.

Political messages that are inappropriate and offensive to co-workers are prohibited. Harassment of co-workers, customers or vendors regarding political preferences will not be tolerated."

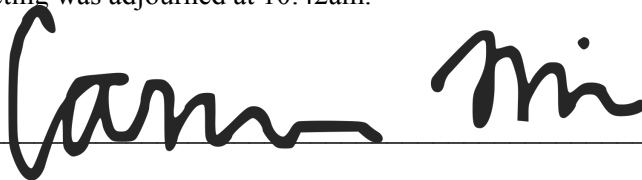
- Section 18.1 Return of Property: Added: "Employee's email will be disabled after completion of his/her last day of employment unless prior approval is given by the Director of Human Resources, Principal or Chief Operating Officer. All documents on employee's drive and contents of email will be Classical Preparatory School's property."
- Section 18.4 Immunity from liability for disclosure of information: Added this section from Board Policies: "An employer who discloses information about a former employee's job performance to a prospective employer of the former employee upon request of the prospective employer or of the former employee is presumed to be acting in good faith and, unless lack of good faith is shown by clear and convincing evidence, is immune from civil liability for such disclosure or its consequences, unless it was knowingly false or deliberately misleading, was rendered with malicious purpose, or violated any civil right of the former employee protected under chapter 760.

- Carmen Mir, seconded by James Blair, made a motion to approve the updates
- The motion passed unanimously.
- It was recommended that the board approve the FCPS Administrative and Instructional Evaluation Form for the 2022-23 school year.
- Carmen Mir, seconded by James Blair, made a motion to approve the evaluation tool.
- The motion passed unanimously.
- It was recommended that the board approve the Pasco County School District's Behavioral Threat Assessment Policy and Procedures by the Florida Department of Education for 2022-23.
- Carmen Mir, seconded by James Blair, made a motion to approve the policy and procedures.
- The motion passed unanimously.
- Mark Barber, an outside legal counsel representing Classical Prep, and Jon Hage with Charter Schools USA (CSUSA) presented a contract proposal for Classical Prep to enter into a one-year provisional contract for management by CSUSA for the 2022-23 school year.
- Mark Barber laid out the terms of the contract for the board from the school's perspective.
- Jon Hage then presented the contract to the Board and stated that CSUSA looked forward to the possibility of working with Classical Prep as a school which provides a liberal-arts education.
- Carmen Mir, seconded by James Blair, made a motion to approve the contract.
- The motion passed unanimously.
- The June 2022 Variance report was presented to the board for approval.
- Carmen Mir, seconded by James Blair, made a motion to approve the report.
- The motion passed unanimously.

Adjourn Meeting

- Carmen Mir, seconded by James Blair made a motion to adjourn.
- The motion passed unanimously.
- Meeting was adjourned at 10:42am.

Signature: _____



Date: _____

09/21/2022