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CLASSICAL PREPARATORY SCHOOL

EXECUTIVE BOARD MINUTES

Board of Directors Meeting- July 31, 2025, at 10:00 a.m.

Classical Prep Campus (Borealis building) and Google Meet call

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MEMBERS PRESENT: Will Rodriguez (by phone), Brennan Garcia (by phone)

MEMBERS ABSENT: Alex Garcia

STAFF PRESENT: Stacie McIntyre, Nichole Pockrus(by phone), Shannon Cinisomo

OTHERS PRESENT:

Call to Order

The meeting was called to order at 10:01 a.m.

Approval of Minutes

- Motion by Bennan Garcia, seconded by William Rodriguez, to approve the June 23, 2025, 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

- The recommended personnel changes for the 2025-26 school year were presented for approval.
- Brennan Garcia, seconded by William Rodriguez, made a motion to approve the recommended changes.
- The motion passed unanimously.
- The recommended updates to the attendance policy were presented to the board for approval. The policy describes the importance of good attendance and adds steps for the school to mitigate attendance concerns. This policy was crafted with the assistance of the school's legal counsel.
- Brennan Garcia, seconded by William Rodriguez, made a motion to approve the recommended updates.
- The motion passed unanimously.
- The recommended updates to the 2025-26 Family Handbook were presented to the board for approval. Updates were made in 12 sections of the handbook, including Scholar Welfare Policy,

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Digital Communication & Social Media Policy, Policy on Chronic Student Absenteeism, Student Support Services, Homework guidelines, Walker/Bike Rider Policy, and Emergency Procedures.

- Brennan Garcia, seconded by William Rodriguez, made a motion to approve the recommended updates.
- The motion passed unanimously.
- The recommended updates to the Walker/ Bike Rider policy were presented to the board for approval. Due to the Quail Ridge walker gate being located at the new construction, K-5 is no longer able to be a walker/bike rider unless they have a 6th-12th grade scholar escorting them with a permission slip on file with the school.
- Brennan Garcia, seconded by William Rodriguez, made a motion to approve the recommended updates.
- The motion passed unanimously.
- It was recommended to the board that Classical Prep adopt the District's administration and teacher evaluation plan for the 2025-26 school year. We have used this plan for the past two years.
- Brennan Garcia, seconded by William Rodriguez, made a motion to adopt the plan.
- The motion passed unanimously.
- The recommended updates to the Financial Policy were presented to the board for approval. The sections that were updated were Processing Bills, P-Card, Payroll procedures for holiday pay, and Final Paychecks.
- Brennan Garcia, seconded by William Rodriguez, made a motion to approve the recommended updates.
- The motion passed unanimously.
- It was recommended that the board approve a Scholar Welfare Policy, in compliance with HB 443 (2025),§1002.33(16)(b)(17), F.S. and Rule 6A-6.0791, Florida Administrative Code, which was drafted by the school's legal counsel.
- Brennan Garcia, seconded by William Rodriguez, made a motion to approve the policy.
- The motion passed unanimously.
- It was recommended that the board approve a Threat Management Policy in accordance with Section 1006.07(7), F.S. This policy will be included in the Employee Handbook.
- Brennan Garcia, seconded by William Rodriguez, made a motion to approve the policy.
- The motion passed unanimously.
- It was recommended that the board approve a Policy on Staff Arrest Reporting, in compliance with §1012.22 F.S., Chapter 435 F.S., Rule 6A-10.081 F.A.C., and other applicable laws and administrative rules. This policy will be added to the Employee Handbook.

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- Brennan Garcia, seconded by William Rodriguez, made a motion to approve the policy.
- The motion passed unanimously.
- It was recommended that the board approve a Policy on Wireless Communication and Other Electronic Devices. In compliance with HB 1105 (2025) and §1006.07(2)(n), Florida Statutes, this policy establishes rules for scholar use of wireless communication devices to promote a safe and distraction-free learning environment.
- Brennan Garcia, seconded by William Rodriguez, made a motion to approve the policy.
- The motion passed unanimously.
- The recommended updates to the Employee Handbook were presented to the board for approval. The updates were shared as a read-ahead to the board, with one addition at the meeting regarding clarification on tuition reimbursement eligibility.
- Brennan Garcia, seconded by William Rodriguez, made a motion to approve the updates.
- The motion passed unanimously.
- The recommended updates to the Parent Grievance Policy were presented to the board for approval. Another level was added (Level III) to the levels of resolution to include the Deans, so that they have a chance to resolve the grievance before it goes to the Head of School.
- Brennan Garcia, seconded by William Rodriguez, made a motion to approve the updates.
- The motion passed unanimously.

Academics Report

- There were no academic updates to report at this time.

Monitoring and Reporting Items

- The June 2025 Variance report with budget-to-actual numbers was presented to the board for review, and minimal variances were addressed.

Adjourn Meeting

- Brennan Garcia, seconded by William Rodriguez, made a motion to adjourn.
- The motion passed unanimously.
- The meeting was adjourned at 10:09 a.m.

Signature: Signed by: Brennan Garcia 290EBF36EAB44C1...

Date: 9/23/2025