



Treasure Coast Classical Academy (TCCA)

Minutes for Annual Meeting of the Board of Directors

July 17, 2023, at 6:00 P.M.

Location: 1400 SE Cove Rd, Stuart, FL 34997 with Zoom option

	Name	Office	Present In-person	Present via Zoom	Absent	Arrived Late	Departed Early
1	Mr. Brandon Tucker	Chairman	✓				
2	Mr. Scott King	Vice Chairman	✓				
3	Mr. Brandon Miller	Director			✓		
4	Mr. Gary Uber	Secretary		✓			
5	Ms. Maria Wells	Director	✓				

School Personnel in Attendance:	OptimaED Personnel in Attendance:	Guests in Attendance:
Ms. Kirsten Pendleton, Principal	Mrs. Erika Donalds, CEO	Mr. Thomas Sternberg, Esq.
Mr. Sam Foat, Dean of Students, Upper School	Mrs. Susan Turner, Director of Compliance & Gov.	Mr. Jeff Wood, Esq.
Ms. Hannah Rader, School Operations Manager		

1. Meeting was called to order at 6:00 P.M. by Mr. Tucker.
2. Attendance
3. Agenda Adoption – Ms. Wells motioned to move financial information in #10 after public comment and to remove from consent 5d, 5f, 5g, 5h, 5i, 5j, 5k. Ms. Wells also motioned to limit public comment to 2 minutes. Seconded by Scott King. Vote- unanimous. (Gary Uber absent.)
 - a. Consent agenda items approved: 05/25/23 board meeting minutes, board member resignation, annual board member conflict of interest forms, 2021 990.
4. Public Comment
 - a. Michelle Sanderson
 - b. Chris Pollak
 - c. Michelle Miller
5. Financials: Scott King made a motion to instruct Optima to provide the answers to forty-nine (49) budget questions within 30 days to the board. Seconded by Maria Wells. Scott King amended his motion to receive a response within 10 days. Seconded by Maria Wells. Vote- unanimous.
6. Consent Agenda: Motion to approve items 5 a, b, c, and e made by Scott King, seconded by Maria Wells, vote unanimous. The board and administration discussed high school attrition, affordability of gym, and school culture. Scott King requested to edit the meeting minutes for 05.25.23; minutes should be edited (9a) to read- approve “draft of the draft.”
7. Review of authorize unique correspondence from Martin County Public Schools (none)
8. Principal’s Report- Mrs. Pendleton reviewed student FAST scores from 2022-2023.

Mrs. Pendleton and Mr. Foat asked for clarification on who is responsible for academic compliance and contracts. Mr. Tucker would like the school to have sovereignty and utilize Optima or attorney if desired. Board reviewed TCCA and Optima language regarding compliance. Kirsten asked about her contract, and Thomas Sternberg noted that the board should provide the principal contract and Optima should no longer evaluate her per changes to the organization structure. Mr. Tucker asked who should evaluate the principal. John Snyder from ESI noted that ESI could implement a review team to address the principal evaluation. Mrs. Pendleton requested to add Hannah Rader (SOM) to bill.com for approvals. Mrs. Pendleton requested to add a part time staff member to help upper school dean with discipline. 25 hours/week- \$24,000- ESI did a cost analysis and employee would do level I and level II discipline. John Snyder advised that the school could afford the hiring. Mr. Tucker made a motion to amend the staffing plan per Kirsten's request, \$24,437.50, to add one part-time staff member, seconded by Maria Wells. Vote- unanimous.

9. School Operation Manager's Report- Kirsten Pendleton introduced Hannah Rader.
10. OptimaEd Report – Erika Donalds recommended the school hire an executive director to provide the level of support needed, regardless of management company or structure of management. Mrs. Donalds clarified Optima's versus the school's role in maintaining the school's website.

[Gary Uber exited the meeting at 7:47 P.M.]

11. Financials, July 2022- June 2023

12. New Business

- a. Audio Visual Equipment for board meetings- motion to table the topic made by Maria Wells, seconded by Scott King, vote- unanimous.
- b. 23-24 Board Meeting Schedule- motion to approve with change to September meeting to 19th made by Maria Wells, seconded by Scott King, vote- unanimous.
- c. 23-24 Property insurance and SRO – budget amendment- Mr. Brent Grimmel from Egis provided an update on the school's insurance, premium increases, and structure and benefits of the insurance trust in which TCCA and 200+ other schools participate in. Motion to approve 23-24 policy and SRO contract made by Maria, seconded by Scott King, vote- unanimous.
- d. 23-24 Mental Health Assistance Allocation Plan- motion to approve as presented made by Maria Wells, seconded by Scott King, vote- unanimous.
- e. 23-24 Student Progression Plan – Mr. Foat will bring the Progression Plan and Code of Conduct to a later meeting for approval.
- f. Request for Proposals
 - i. School Safety Services (SRO)
 - ii. IT Services – Scott King stated he wanted to bring IT services in house and table the consideration of the RFP.
 - iii. HR Services – Scott King requested to table until the next meeting.
 - iv. Charter School Management Services RFP – motion to approve made by Maria Wells, seconded by Scott King, vote- unanimous.
- g. Responses to RFP

- i. ESE Services- motion to approve the Stepping Stones proposal made by Scott King seconded by Maria Wells, vote- unanimous.
- ii. Food Service Management Proposal- motion to approve the Whitsons proposal made by Maria Wells. Scott King asked to table the agenda item until the next meeting. Ms. Wells withdrew her motion. Board revisited this item at end of meeting and Tripp Scott indicated their review of the proposal. Maria Wells motioned to approve the Whitsons contract, seconded by Scott King, vote- unanimous.
- iii. School Safety Services (School Resource Officer)- motion to recognize SRO services as sole source service made by Maria Wells, seconded by Scott King, vote- unanimous.
- iv. Gymnasium- Mr. Tucker reviewed the proposals provided by three vendors. Mr. King requested to table the item. Board discussed. Mrs. Donalds recommended a strategic planning workshop to consider project prior to September board meeting.

h. Optima Foundation assignment/subcontract to OptimaEd issue- During discussions, Erika Donalds stated they were in breach of the contract. Motion made by Scott King to notice Optima Foundation of breach and thirty days to cure, seconded by Maria Wells, vote- unanimous.

i. Parent Representative- Mr. Tucker motioned to nominate Scott King as the parent representative, seconded by Maria Wells, vote- unanimous.

j. Principal Stipend- John Snyder recommended a 3% increase and summer school stipend payment for Kirsten Pendleton. Scott King motioned to approve the raise and stipend payment, seconded by Maria Wells, vote- unanimous.

k. New Board member- Mr. King motioned to nominate Dr. Frank Raffone to the board, seconded by Maria Wells, vote- unanimous.

l. Review of board member terms and election of officers – tabled to next meeting.

m. Principal Evaluation- John Snyder from ESI will provide an evaluation of the principal to the board. Brandon Tucker motioned to issue the principal contract and issue a 3% raise, seconded by Scott King, vote- unanimous.

n. Budget Assumptions and Calculations (Scott King)

o. TCCA Data/IT – Motion by Scott King to terminate current IT agreement and allow Kirsten Pendleton to hire IT personnel, seconded by Maria Wells, vote – unanimous.

p. Financial procedures, banking, and insurance of TCCA accounts- Scott King proposed to add board secretary to school bank accounts. Mr. Tucker motioned to add the board secretary as signatory on all accounts, and have Scott King evaluate banks and bring recommendations to the board, seconded by Maria Wells, vote – unanimous.

q. Improper Coding issue- Scott King stated item was already covered.

r. By-law revisions and board packet postings- Mr. King would like to see the emergency meeting provision removed from bylaws, and board packets posted a week in advance.

13. Board Comments

14. Meeting adjourned at 9:36 P.M.

Reviewed and approved by Secretary: Gary Uber



Moonshadow Tamas (Sep 15, 2023 05:50 EDT)

Signature

Sep 15, 2023

Date