



# Treasure Coast Classical Academy

## Minutes - Board of Directors Meeting: August 19, 2019

Location: Treasure Coast Classical Academy, 1484 SW 34<sup>th</sup> Street, Palm City, FL 34990

	<u>Present:</u>	<u>Absent:</u>	<u>Late:</u>
Lynda Daniel, Chairperson	✓		
Joan Hoffpauir, Secretary	✓		
Laura Pate	✓		
Maria Wells, Treasurer	✓		

### Opening Items

#### Agenda Item

#### Action

#### Who

#### Call to Order

1:33PM

Daniel

A quorum being present, the meeting was called to order.

Review and adoption of agenda

Daniel

Adoption of Board Minutes from 7/15/2019 without objection

### Reports of Officers and Standing Committees

**Treasurer:** Mrs. Donalds explained that the Treasurer's report for fiscal year end June 30, 2019 would be presented at the September meeting.

**Board Member Onboarding:** The new board member recruitment document was provided to the board members. Board members agreed to the process whereby the nominee will be contacted by the chair, the chair will receive requested materials from the candidate, and the materials would be distributed to board members by the executive director. The chair will determine whether to add the prospective board member to the meeting agenda for a vote.

#### Motion to Approve Board Member Onboarding Process

Moved:	Maria Wells
Second:	Laura Pate
Vote:	Unanimous

**Chairman:** Ms. Daniel played a Board Wiser podcast from Brian Carpenter and distributed Brian Carpenter's Board Wiser document: Navigating the Intersection of Governance and Management. Staff was requested to add the "15 Essential Documents" to the shared drive for board members to have easy access to them. Optima will handle this.

**Principal:** Ms. Swearingin reported on the start of school, staffing, enrollment, and implementation of the Hillsdale model.

**School Operations Manager:** Ms. Estes reported on staffing and the status of the temporary facility, including adjustments made to carline to address various concerns raised.

**Executive Director:** Mrs. Donalds gave an update on the permanent facility construction, stating that it is progressing on schedule.

### Unfinished Business

None

## New Business

### Before and After Care Program Coordinator Job Description

#### Motion to Approve Job Description with changes

Moved: Maria Wells  
Second: Laura Pate  
Vote: Unanimous

### Before and After Care Program Counselor Job Description

#### Motion to Approve Job Description with changes

Moved: Maria Wells  
Second: Laura Pate  
Vote: Unanimous

### Finance Committee Charter

#### Motion to Approve Finance Committee Charter with changes

Moved: Maria Wells  
Second: Laura Pate  
Vote: Unanimous

### Finance Committee Members

#### Motion to Approve Finance Committee Members:

**Maria Wells, Lynda Daniel, Joan Hoffpauir, Laura Pate, Erika Donalds, Susan Turner**

Moved: Maria Wells  
Second: Laura Pate  
Vote: Unanimous

### New Board Members

#### Motion to Approve adding Joseph Featherstone to the board

Moved: Maria Wells  
Second: Laura Pate  
Vote: Unanimous

## Policy Updates

### 2019-2020 – Wellness Policy

#### Motion to Approve Wellness Policy

Moved: Joan Hoffpauir  
Second: Laura Pate  
Vote: Unanimous

### Active Assailant Procedures

#### Motion to Approve Active Assailant Procedures

Moved: Joan Hoffpauir  
Second: Laura Pate  
Vote: Unanimous

## Board Comments

None.

**Meeting Adjourned at 11:45AM**

### **TREASURE COAST CLASSICAL ACADEMY MISSION & VISION**

Our mission is to train the minds and improve the hearts of young people through a content-rich classical education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue.

Our vision is to have a citizenry worthy of the legacy of our country's founders and the continuation of our American experiment, developed through a classical, great-books curriculum designed to engage the student in the highest matters and the deepest questions of truth, justice, virtue, and beauty.