



Treasure Coast Classical Academy (TCCA)

Minutes for Regular Meeting of the Board of Directors

1400 SE Cove Rd, Stuart, FL 34997

June 23, 2020 at 10:30AM

Due to COVID-19, meeting held with attendance option via Communications Media Technology

MINUTES

Members in Attendance

- Maria Wells – via CMT
- Laura Pate
- Joseph Featherstone
- Joan Hoffpauir
- Brandon Tucker- via CMT

Members Absent

1. **Meeting called to order at 10:39 A.M.**

- a. Mrs. Donalds served as chair until vote taken for chairman.

2. Attendance taken.

3. Motion to approve board meeting minutes of April 20, 2020 and May 19, 2020.

- a. Motioned by Laura Pate.
- b. Seconded by Joan Hoffpauir.
- c. Vote: unanimous (Brandon Tucker abstained.)

4. Motion to appoint Mr. Brandon Tucker to the board.

- a. Motioned by Joan Hoffpauir.
- b. Seconded by Laura Pate.
- c. Vote: unanimous.

5. Motion to appoint Mr. Joseph Featherstone to board chairman.

- a. Motioned by Laura Pate.
- b. Seconded by Joan Hoffpauir.
- c. Vote: unanimous.

(Meeting now chaired by Mr. Featherstone.)

6. Election of Officers

- i. Motion to reappoint Laura Pate to vice-chairwoman.
- ii. Motioned by Maria Wells.
- iii. Seconded by Joseph Featherstone.
- iv. Vote: unanimous.

- v. Motion to reappoint Joan Hoffpauir to secretary.
- vi. Motioned by Maria Wells.
- vii. Seconded by Laura Pate.
- viii. Vote: unanimous.

- ix. Motion to appoint Brandon Tucker to treasurer.
- x. Motioned by Maria Wells.

- xi. Seconded by Joan Hoffpauir.
- xii. Vote: unanimous.

- xiii. Motion to renew Joan Hoffpauir's term, and adjust all term end dates to July 31.
- xiv. Motioned by Maria Wells.
- xv. Seconded by Joseph Featherstone.
- xvi. Vote: unanimous.

- xvii. Motion to renew Joseph Featherstone's term.
- xviii. Motioned by Maria Wells.
- xix. Seconded by Joan Hoffpauir.
- xx. Vote: unanimous.

7. **Treasurer's Report-** Ms. Wells provided an update on the school's finances. PPP loan funds were received, which improved the days of cash on hand. Mrs. Donalds confirmed that the loan will be 100% forgivable. Mrs. Donalds provided an update on the Martin County School District sharing of sales tax funds; Arnold Law is still working with the district on this matter.
- a. Motion to accept the Treasurer's report made by Laura Pate.
 - b. Seconded by Joseph Featherstone.
 - c. Vote: unanimous.
8. **Principal's Report-** Ms. Swearingin reported that student attendance remained strong during the last few weeks of school. Retention rate for pupils is 98% for next year. Benchmark testing will be added for math and reading next year to track progress and communicate information to parents. Some teachers attended Hillsdale teacher training in Michigan recently, and others will attend the Hillsdale training at Jacksonville Classical Academy next month. BCSI leadership calls continue and provide support and ideas for principals.
- Ms. Swearingin presented the plan for the return to school in August. Protocols for students and staff were outlined, as well as a phased-in approach to in person classes. Parents will be given options to fit the needs of their students. Ms. Swearingin has been in contact with teachers for their feedback. Parents will be provided with a checklist prior to the start of school to aid in health screenings.
9. **School Operations Manager Report-** Mrs. Donalds outlined a board member knowledgebase website for access to all information the board may need. All documents and reports are uploaded and viewable anytime.
10. **Community Comments-** Ms. Carrie Jenkins shared concerns about COVID-19 and asked questions related to virtual instruction options. Board members have received emails from parents, who shared similar thoughts.
11. **New Business**
- A. Chairman- Contract & Bank Signing Authority**
 - a. Motion to grant contract and bank signing authority to Joseph Featherstone.
 - b. Motioned by Laura Pate.
 - c. Seconded by Maria Wells.
 - d. Vote: unanimous.
 - B. Mental Health Assistance Allocation Plan**
 - a. Motion to approve 20-21 Mental Health Assistance Allocation Plan.
 - b. Motioned by Laura Pate.
 - c. Seconded by Joan Hoffpauir.
 - d. Vote: unanimous.

C. Review of Parent Survey Results- Mrs. Donalds presented the data from the parent survey. Responses represented 65% of students. Data showed tremendous satisfaction with the school. Hillsdale College provided input and assistance on analysis of the data.

D. CARES Act Funding

- a. Motion to approve TCCA's participation in CARES Act funding.
- b. Motioned by Laura Pate.
- c. Seconded by Maria Wells.
- d. Vote: unanimous.

E. Hillsdale College Loan: Mrs. Donalds explained the additional funding needs of the school, and pending loan from Hillsdale College.

- a. Motion to approve accepting Hillsdale College loan of \$250,000.00 at a rate of 0%, with final terms pending.
- b. Motioned by Maria Wells.
- c. Seconded by Brandon Tucker.
- d. Vote: unanimous.

12. Policy Updates

I. Motion to approve 2300 Behavioral Policies.

- a. Motioned by Laura Pate.
- b. Seconded by Brandon Tucker.
- c. Vote: unanimous.

II. Motion to approve 3300 Grading Policies.

- a. Motioned by Laura Pate.
- b. Seconded by Brandon Tucker.
- c. Vote: unanimous.

III. Motion to approve 5200 Emergency Policies.

- a. Motioned by Laura Pate.
- b. Seconded by Brandon Tucker.
- c. Vote: unanimous.

IV: Motion to approve 6600 Employee Rights and Responsibilities.

- a. Motioned by Laura Pate.
- b. Seconded by Brandon Tucker.
- c. Vote: unanimous.

V. Motion to approve 6900 General Staff Policies.

- a. Motioned by Laura Pate.
- b. Seconded by Maria Wells.
- c. Vote: unanimous.

VI: Motion to approve the 2020-2021 Student Progression Plan.

- a. Motioned by Laura Pate.
- b. Seconded by Maria Wells.
- c. Vote: unanimous.

13. Board Meeting Calendar & Audit Committee Meeting Schedule

- a. Motion to approve the meeting calendar with one change to October 13, not October 12.
- b. Motioned by Laura Pate.

- c. Seconded by Joseph Featherstone.
- d. Vote: unanimous.

14. Motion to meet as Audit Committee on October 13, 2020 at 10:00 A.M.

- a. Motioned by Laura Pate.
- b. Seconded by Brandon Tucker.
- c. Vote: unanimous.

15. Annual Conflict of Interest Statements

- a. Distributed to be signed by all board members.

16. Good of the Order – none.

17. Announcements – none.

18. Board Comments- Ms. Pate requested survey results be sent.

19. Meeting adjourned at 12:23 P.M.

Board Secretary Signature _____

Date _____