



Treasure Coast Classical Academy (TCCA)

Minutes for Regular Meeting of the Board of Directors

1400 SE Cove Rd, Stuart, FL 34997

April 20, 2020 at 1:00PM

Due to COVID-19, meeting held via Communications Media Technology: phone 1-262-404-7960, PIN 949614514, and video link: meet.google.com/mwp-otpx-ocu

MINUTES

Members in Attendance

- Maria Wells
- Lynda Daniel
- Laura Pate
- Joseph Featherstone
- Joan Hoffpauir

Members Absent

1. **Meeting Called to Order** – Chairperson

- a. Ms. Lynda Daniel called the meeting to order at 1:04PM.
- b. Agenda approved without objection.

2. **Review and Approval of Minutes**

- a. Motion to approve the board meeting minutes of 3/20/2020 with change as noted: Motion to approve the budget amendment 2 was made by Maria Wells.
- b. Motioned by Maria Wells.
- c. Seconded by Joseph Featherstone
- d. Vote: unanimous

3. **Community Comments**- no community comments.

4. **Treasurer's Report**

Ms. Wells presented the Treasurer's report with no significant changes noted. The school continues to seek additional funds for fiscal year 2020.

- a. Motion to receive the Treasurer's Report
- b. Motioned by Laura Pate.
- c. Seconded by Joan Hoffpauir.
- d. Vote: Unanimous.

5. **Principal's Report**

Ms. Swearingin gave a detailed report on the status of home learning. Student attendance has been very high, with an average of 90% engagement in each class. There is a learning plan in place for ESE students; engagement remains high among ESE pupils.

Current student retention for next year is 100%.

BCSI continues to provide support to administration and instructional staff.

Six TCCA teachers were eligible for Best & Brightest awards based on last year's evaluations.

6. **School Operation Manager's Report**

Ms. Estes reported that a few members of the operations team continue to report to work at the school, as deep cleaning and sanitizing projects continue. Staff are also working on projects throughout the building that normally would have waited until the summer months. Food service program planning continues in anticipation of higher enrollment in August. All incoming calls and emails are being answered promptly.

7. New Business

1. Ms. Daniel provided her resignation to the board, remarked on her joy and pride in leading TCCA, and shared her confidence in the school's continued success. The board discussed next steps in obtaining new board member, as well as appointment of chair. Mrs. Donalds explained BCSI's caution on parent board members.
 - a. Motion to accept the resignation of board chairperson, Ms. Lynda Daniel.
 - b. Motioned by Laura Pate.
 - c. Seconded by Maria Wells.
 - d. Vote: unanimous
2. In light of Ms. Daniel's service and dedication to TCCA, the board discussed a new role for her.
 - a. Motion to appoint Lynda Daniel as Chairman Emeritus.
 - b. Motioned by Maria Wells.
 - c. Seconded by Laura Pate.
 - d. Vote: unanimous.
3. Mrs. Donalds explained the pending Wells Fargo line of credit available to the school. Amount will up to \$100,000.00. Loan is currently in the underwriting process; terms are pending.
 - a. Motion to approve the Wells Fargo line of credit up to \$100,000.00 (one hundred thousand dollars).
 - b. Motioned by Maria Wells.
 - c. Seconded by Joseph Featherstone.
 - d. Vote: unanimous.
4. Mrs. Donalds explained the status of the SBA's Paycheck Protection Program (PPP). TCCA has applied through Ready Capital and has recently received an SBA application number. Most of the loan proceeds will go to cover payroll expenses and mortgage interest. All funds are expected to be forgivable.
 - a. Motion to accept the PPP loan up to \$600,000 (six hundred thousand dollars).
 - b. Motioned by Maria Wells.
 - c. Seconded by Laura Pate.
 - d. Vote: unanimous.
5. The preliminary fiscal year 2021 budget was presented by Mrs. Donalds. Revenue and expense assumptions were explained for next year; impact of pending borrowing was reviewed; fundraising goals were outlined. Mrs. Donalds answered questions regarding the FY21 budget from the board.
6. Board discussed potential meeting dates for 2020-2021. Optima will bring proposed meeting schedule to board in June.
 - a. Motion to meet June 22, 2020 and review board meeting schedule at June meeting.
 - b. Motioned by Maria Wells.
 - c. Seconded by Joan Hoffpauir.
 - d. Vote: unanimous.
7. Mrs. Donalds reviewed the history of the Martin County School District's sales tax referendum. The referendum language called for security enhancements at all schools, which would include TCCA. However, TCCA is not receiving a share of sales tax funds. Current review of proposed expenditures indicates that 79% of the sales tax proceeds are planned for recreational purposes at various MCSD schools.
 - a. Motion to authorize TCCA's attorney to explore legal action on Martin County School District's sales tax revenue sharing.
 - b. Motioned by Maria Wells.
 - c. Seconded by Joseph Featherstone.
 - d. Vote: unanimous.

8. Policy Updates
 1. 2400 TCCA Medical Policies
 - a. Motion to approve changes to 2400 TCCA Medical Policies.
 - b. Motioned by Laura Pate
 - c. Seconded by Joseph Featherstone.
 - d. Vote: unanimous (Joan Hoffpauir absent).
 2. 2500 TCCA Extracurricular Activities
 - a. Motion to approve changes to 2500 TCCA Extracurricular Activities.
 - b. Motioned by Laura Pate.
 - c. Seconded by Maria Wells.
 - d. Vote: unanimous (Joan Hoffpauir absent).
 3. 2200 TCCA Attendance
 - a. Motion to approve changes to 2200 TCCA attendance.
 - b. Motioned by Joseph Featherstone.
 - c. Seconded by Maria Wells.
 - d. Vote: unanimous (Joan Hoffpauir absent).
 4. Code of Student Conduct
 - a. Motion to approve changes to the Code of Student Conduct.
 - b. Motioned by Maria Wells.
 - c. Seconded by Laura Pate.
 - d. Vote: unanimous (Joan Hoffpauir absent).
9. Good of the Order – none.
10. Announcements – Ms. Wells complimented Ms. Daniel on her board leadership.
11. Board Comments- none.
12. Meeting adjourned at 2:40 P.M.