



## Treasure Coast Classical Academy (TCCA)

Minutes for Special Meeting of the Board of Directors

May 25, 2023, at 7:00 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.	

1. Meeting was called to order at 7:07 P.M. by Mr. Tucker.
2. Attendance roll call
3. Agenda Adoption – Chairman added management company report and principal report. Scott King motioned to add discussion of signatories and financial accounts, seconded by Brandon Miller. Vote: unanimous.
4. Public Comment
  - a. Michelle Miller
  - b. Christopher Pollak
5. Motion to approve 4/10/23 and 4/25/23 minutes made by Brandon Miller, seconded by Gary Uber, vote- unanimous.
6. OptimaEd Report: Erika Donalds requested a single point of delegation or a memorandum of understanding to the existing contract to align with organizational changes approved recently by the board. Board and Thomas Sternberg discussed changes to org chart, communications between Optima, the principal, and the board. Mrs. Donalds advised that board approved changes resulted in the transfer of the principal evaluation from Optima to the board, and a process for completing the evaluation will be required.
7. Principal’s Report: Kirsten Pendleton reported on field day activities, pending FAST results, and the returning teacher rate of 94%.
8. Scott King discussed current bank account signers and the transferring of funds to other accounts due

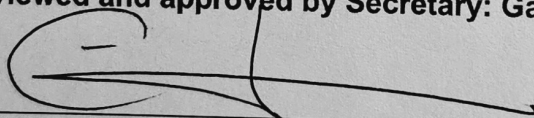
to the limits of FDIC coverage.

9. New Business

- a. Scott King made a motion to approve the “draft of the draft” 2023-2024 budget at 8% management fee, seconded by Brandon Miller, vote- unanimous.
- b. Motion made by Brandon Miller to approve policy 4800 General Financial Policies, with the addition of language regarding automatic renewals (C.4.), seconded by Scott King, vote- unanimous.
- c. RFPs
  - i. Construction of gymnasium: Mr. Tucker noted that all work product related to design agreement with Summit Construction has been received and completed. Scott King asked Erika Donalds about project financing, and Erika shared the need for an approved construction contract in order to engage serious investors. The board discussed timelines associated with the gym RFP. Motion made by Brandon Miller to approve the gymnasium RFP as presented with changes as discussed to the dates, seconded by Gary Uber, vote- unanimous.
  - ii. Exceptional Student Education Services- motion made by Gary Uber to approve the RFP as presented, seconded by Scott King, vote- unanimous.

10. Adjournment Meeting adjourned at 8:35 P.M.

**Reviewed and approved by Secretary: Gary Uber**



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*Signature*

8-7-23

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*Date*