



Treasure Coast Classical Academy (TCCA)

Minutes for Regular Meeting of the Board of Directors

August 15, 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	Dr. Frank Raffone	Director	✓				
4	Mr. Gary Uber	Secretary		✓ via Monica Camejo's phone			
5	Ms. Maria Wells	Director	✓				

School Personnel in Attendance:	Optima Foundation 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.	(Tripp Scott)

1. Meeting was called to order at 6:01 P.M. by Mr. Tucker.
2. Attendance: Gary Uber absent.
3. Agenda Adoption – Scott King added Principal Evaluation and board resolution regarding banking relationships and motioned to approve the agenda as amended. Seconded by Maria Wells, vote-unanimous.
4. Public Comment
 - a. Michelle Miller
 - b. Christopher Pollak
 - c. Jessica Cavender
5. Scott King presented edits to the 07/17/2023 and 07/27/2023 minutes. Motion to approve as amended made by Frank Raffone, seconded by Maria Wells, vote- unanimous.
6. Chairman's Report- Mr. Tucker reported on coordination with Kirsten Pendleton and legal counsel on the school management RFP; communication with Wells Fargo; upcoming meeting with Hillsdale.
7. Treasurer's Report – Mr. King submitted a written report to the board, noted the need to update the school's Sunbiz account, and recommended the board vote on officers today. Discussion on internal control.
8. Principal's Report- Mrs. Pendleton reported on the first week of school and thanked the Facilities

Manager for his efforts. Mrs. Zettler provided a testing update. Mr. Foat provided an update on school culture and the upper school house system. Mrs. Pendleton noted that there are 52 pending offers to new students and shared questions on enrollment responsibility, noted additional pending budget questions, and shared extended day enrollment.

7:20 P.M., Mrs. Pendleton noted that board member Gary Uber had joined the meeting via her assistant's cell phone.

9. School Operation Manager's Report – Ms. Rader updated the board on the backflow inspection and need for repairs. The deadline per the county is end of September to complete repairs. Payment repair request for pump replacement submitted to Mr. Tucker. Ms. Rader read Policy 4200 and requested information from Optima on inventory.
10. Optima Report- Mrs. Turner noted that ESSER funding was reviewed at yesterday's meeting with Mr. King and Mrs. Pendleton. Textbooks, workbooks, and student supplies can be booked and tracked per the school's preference. Board discussion followed on enrollment.
 - a. Mr. Tucker asked Mr. Sternberg to advise on how board should address breach topic, and Mr. Sternberg explained Optima's response letter to TCCA notice of breach. Mr. King motioned to table a response until next board meeting. Ms. Wells motioned to schedule a board meeting on September 8, 2023 to discuss breach. Seconded by Mr. King, vote- unanimous.
11. New Business
 - a. 23-24 Budget- Mr. King reported on action to date on the 23-24 budget and questions staff still had. Mr. Tucker noted the deadline per the service agreement for approving the annual budget. Board directed staff to finalize the budget and present at later meeting. Ms. Pendleton requested the board's approval to reach out to a third-party vendor for assistance with the budget. Board advised that it was acceptable within current budget.
 - b. PTC Funding Requests – Ms. Pendleton explained that there is a policy against accepting cash, and PTC would like to take cash. PTC President reported on the group's need to accept cash as a form of payment. Mrs. Donalds noted that the current policy prohibiting cash is a board policy. Mr. Sternberg recommended not making a temporary exception to the policy; the policy should be amended if a change is desired.
 - c. Enrollment Plan – Ms. Pendleton requested clarification on who was in charge of the enrollment plan. Optima will provide an enrollment remediation plan for the board's consideration.
 - d. Wells Fargo Update – tabled until later agenda item regarding banking resolution.
 - e. Florida Statute 1003.42 – Mrs. Pendleton requested board approval on curriculum. Motion to approve curriculum made by Frank Raffone, seconded by Scott King, vote- unanimous.
 - f. Motion by Scott King to have Dr. Raffone lead principal evaluation with assistance from ESI. Seconded by Maria Wells, vote- unanimous.
 - g. Mr. King explained the need for a board resolution regarding banking and updated Sunbiz information. Mr. Sternberg recommended adding the board chairman and treasurer to have banking authority. Motion to approve the banking resolution as presented by Tripp Scott made by Scott King, seconded by Frank Raffone, vote- unanimous.
 - h. Motion to approve current slate of board officers made by Frank Raffone. Mr. Tucker

nominated Ms. Wells as vice chair. Seconded by Scott King. Vote: Tucker, yes. Wells, yes. King, yes. Raffone, yes. Uber, absent.

12. Meeting adjourned at 9:01 P.M.

Reviewed and approved by Secretary: Gary Uber

Signature

Date