



**Treasure Coast Classical Academy (TCCA)**

Minutes for Regular Meeting of the Board of Directors  
 June 19, 2024, 2024, at 9:00 a.m.  
 Location: via Zoom only

	Name	Office	Present in Person	Present via zoom	Absent	Late Arrival	Early Departure	Excused Absence
1	Ms. Maria Wells	Chairperson		♦				
2	Dr. Frank Raffone	Vice-Chair		♦				
3	Mr. Scott King	Treasurer		♦				
4	Ms. Michelle Miller	Secretary		♦				
5	Mr. David Snyder	Parent Representative		♦				

School Personnel In Attendance:	Ancora Personnel In Attendance via Zoom:	Guests in Attendance:	
Kirsten Pendleton	Amy Miller		
Monica Terzuoli			
Tara Zettler			
Bill Tennant			

*The minutes of Sunshine Law meetings need not be verbatim transcripts of the meeting. These minutes are a brief summary of the events of the meeting.*

- I. **Call to Order and Reading of the Mission Statement:** Meeting called to order by Chairperson, Maria Wells, at 9:05 a.m., followed by an invocation, and reading of the Mission Statement.
- II. **Public Comments: NONE.** The meeting was held via zoom with approximately 20 people attending virtually.
- III. **Adoption of the Agenda for June 19, 2024 Regular Board Meeting:** Motion to Adopt the Agenda for the June 19, 2024 Regular Board Meeting moving V. Consent Agenda items A, B, C, and D to VI. Head of School Report was made by David Snyder; and seconded by Scott King. **The motion passed 4-0.**
- IV. **Approval of the Meeting Minutes from May 16, 2024:** Approval of the Meeting Minutes from May 16, 2024. The motion to approve the Meeting Minutes from May 16, 2024, was made by Scott King; and seconded by David Snyder. **The motion passed 4-0.**
- V. **Consent Agenda:** Consent Agenda Items A, B, C, and D were pulled and moved to VI. Head of School Report for discussion and individual voting. The motion to approve Consent Agenda Item E, as listed below was made by Scott King; and seconded by David Snyder. **The motion passed 4-0.**
  - E. 2023/2024 annual evaluation of Kirsten Pendelton, Head of School Kirsten Pendelton rated as Highly Effective.
- VI. **Head of School Reports:** Kirsten Pendleton
  - A. Annual Child Nutrition Program Agreement. The motion to approve the annual Child Nutrition Program Agreement for the 2024/2025 school year in conjunction with participation with the National School Lunch Program annual renewal application was made by Scott King; and seconded by David

- Snyder. **The motion passed 5-0.**
- B. UMB Bank, N.A. Incumbency Certification. The motion to approve designating TCCA Governing Board Chairperson, Maria Wells, and Head of School, Kirsten Pendelton, as authorized signers with UMB Bank, N.A. for official TCCA business (Account CTA Treasure Coast Academy 2019A & 2019B) was made by Scott King; and seconded by Frank Raffone. **The motion passed 5-0.**
  - C. Stepping Stones (SSO) Therapy Contract. The motion to approve the Stepping Stones Group Agreement for the 2024/2025 school year providing speech therapy, physical therapy, and occupational therapy was made by Scott King; and seconded by Michelle Miller. **The motion passed 5-0.**
  - D. Whitson's Nutrition, LLC Food Service Contract Renewal. The motion to approve the 2024/2025 school year food service contract, effective July 1, 2024 through June 30, 2025, with Whitson's Nutrition, LLC, as the National School Lunch Provider for TCCA was made by Scott King; and seconded by David Synder. **The motion passed 5-0.**
  - E. Enrollment Report – information only; no action required.
  - F. Discipline/Referral Report - information only; no action required.
  - G. 2023/2024 School Year Satisfaction Survey Results - information only; no action required.
  - H. TCCA Organizational Structure - information only; no action required.
  - I. Approval of 15-year charter school renewal between Martin County School District and TCCA at the June 18, 2024 school board meeting – information only; no action required.
- VII. **Ancora Management Reports to the Board** (Amy Miller):
- A. Monthly Financial Report – information only; no action required.
  - B. Strategic Oversight Calendar – information only; no action required.
  - C. Ancora Updates – information only; no action required.
  - D. Conflict of Interest Policy and Form. Annual completion of Conflict of Interest Form.
  - E. Public Hearing for Gymnasium Expansion – information only; no action required.
- VIII. **Old Business:**
- A. Playground Shade Area Discussion. Ms. Pendelton advised the Board that the project has been completed with new sod, new playground mulch, and is ready for the next school year. The proposed shade area will be addressed at the next board meeting, possibly with proposals of shade sails for interim use until the new gymnasium is built in the future.
  - B. Millage Allocation. The motion to use 50% of the \$848,000 millage allocation funds for teacher/staff retention as a one-time formulary bonus, via payroll, for those employees employed during the 2023/2024 school year who have signed their 2024/2025 annual contract by June 30, 2024 and are still employed by TCCA on October 14, 2024, will receive this one-time bonus with the board approved matrix (years of TCCA service and evaluations) in the second payroll of October 2024; the remaining 50% to be used at the Head of School discretion for professional development, mental health, etc. with proper board approval, was made by Frank Raffone; and seconded by Michelle Miller. **The motion passed 5-0.**

IX. **New Business:**

- A. Advance Speech Therapy Services, Inc. Contract for Speech Language Pathology Services. The motion to approve the Advance Speech Therapy Services, Inc. three-year contract with no rate increase during this three-year term commencing in the 2024/2025 school year was made by Frank Raffone; and seconded by Michelle Miller. **The motion passed 5-0.**
- B. DRAFT Financial Policy. No action required for informational purposes and discussion at future meeting.
- C. Vote on Board Secretary. The motion to approve Michelle Miller as the TCCA Board Secretary was made by Frank Raffone; and seconded by David Snyder. **The motion passed 4-0.** Michelle Miller abstained.
- D. Updated TCCA Employee Policy Manual. The motion to approve the updated TCCA Employee Policy Manual as presented to the Board was made by Frank Raffone; and seconded by David Snyder. **The motion passed 5-0.**
- E. Information Technology Enhancements for the phone system and training security software requested by Bill Tennant, IT Director. The motion to approve the three-year Comcast Business Voice Edge Contract for the monthly amount of \$1,368.20 and a one-time installation and set up fee in the amount of \$422.00; and the approval of the *KnowB4 Security Awareness Training* for cybersecurity training for a one-time cost of \$5,890.32, was made by Michelle Miller; and seconded by David Snyder. **The motion passed 5-0.**
- F. True North Classical Academy Service & Affiliation Agreement. The motion to approve entering into a one-year agreement (July 1, 2024 – June 30, 2025) with True North Classical Academy to collaborate and share best practices to lead to greater successes for TCCA, with clarification of deliverables by True North including revised contract terms to include a 30-day cancellation clause, for the monthly amount of \$12,500, was made by David Snyder; and seconded by Michelle Miller. **The motion passed 3-2,** with Frank Raffone and Scott King opposing.

X. **Board Member Comments:**

XI. **Upcoming Meeting**

Monthly Governing Board Meetings  
July 18, 2024, 9:00 a.m. – 10:00 a.m.  
Location: via Zoom for summer months

XII. **Adjournment** 12:17 p.m. Chairperson Maria Wells adjourned the meeting at 12:17 p.m.

  
Michelle Miller (Jul 25, 2024 07:45 EDT)

Michelle Miller, Board Secretary

07/25/2024

Date






# 2024.06.19 Minutes (Corrected)

Final Audit Report

2024-07-25

Created:	2024-07-23
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-  Document created by Dina Sakowski (dsakowski@ancorafoundation.net)  
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