



Treasure Coast Classical Academy (TCCA)

Minutes for Regular Meeting of the Board of Directors
 July 18, 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			
Mark Green			

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 9:00 a.m., followed by an invocation by David Snyder, and reading of the Mission Statement by Michelle Miller.
- II. **Public Comments: NONE.** The meeting was held via zoom with four people attending virtually.
- III. **Adoption of the Agenda for July 18, 2024 Regular Board Meeting:** Motion to Adopt the Agenda for the July 18, 2024 Regular Board Meeting moving item V.A. to the Head of School Reports; Items VIII B. and E, and IX A. and B. tabled for future meeting was made by Michelle Miller; and seconded by David Snyder. **The motion passed 5-0.**
- IV. **Approval of the Meeting Minutes from June 19, 2024.** The motion to approve the Meeting Minutes from June 19, 2024 with the correction to remove *(75% of this to faculty and 25% to administration and staff)* and add a one-time “*formula based*” bonus was made by Scott King; and seconded by Michelle Miller. **The motion passed 5-0.**

Approval of the Meeting Minutes from June 19, 2024 Emergency Board Meeting. The motion to approve the Meeting Minutes from the June 19, 2024 Emergency Board Meeting was made by Michelle Miller; and seconded by Frank Raffone. **The motion passed 4-0, Scott King abstaining.**

Approval of the Meeting Minutes from June 28, 2024 Special Board Meeting: The motion to approve the Meeting Minutes from the June 28, 2024 Special Board Meeting was made by David Snyder; and seconded by Michelle Miller. **The motion passed 4-0, Scott King abstaining.**

- V. **Consent Agenda:** Consent Agenda Item A was pulled and moved to VI. Head of School Report for further discussion and individual voting. The motion to approve Consent Agenda Item B, as listed below was made by Frank Raffone; and seconded by Scott King. **The motion passed 5-0.**
- A. School Resource Officer (SRO) Contract Renewal for 2024/2025 school year - moved to Head of School Reports – tabled for future meeting.
 - B. Entity Administrator Letter for SAM.Gov (System for Award Management) for the Head of School, Kirsten Pendleton, to serve as the Entity Administrator. This is necessary in order to receive federal funds, such as National School Lunch Program reimbursements.
- VI. **Head of School Reports:** Kirsten Pendleton
- A. Enrollment Report – information only; no action required.
 - B. Roof Update. Options 1 and 2 were presented to the Board for consideration. The motion to proceed with Option 2 as the more comprehensive roof remedy option and have board members, Frank Raffone and Scott King, along with Head of School, Kirsten Pendleton as committee members was made by Michelle Miller; and seconded by Frank Raffone. **The motion passed 5-0.**
- VII. **Ancora Management Reports to the Board** (Amy Miller):
- A. Monthly Financial Report – information only; no action required.
 - B. Ancora Updates – information only; no action required.
 - C. Governing Board meeting dates. The motion for Treasure Coast Classical Academy’s Governing Board changing its meeting dates and times to the first Thursday of each month at 9:00 AM, starting September 5, 2024, including the board packets be completed two weeks in advance of these dates was made by David Snyder; and seconded by Michelle Miller. **The motion passed 5-0.**
- VIII. **Old Business:**
- A. New Gymnasium Project Discussion. After board discussion, the motion to send out an RFP, conduct a workshop, and appoint Michelle Miller as the contact person for the new gymnasium project was made by David Snyder; and seconded by Frank Raffone. **The motion passed 5-0.**
 - B. DRAFT Financial Policy – tabled for future meeting. Mr. King requested staff to investigate current policies to ensure that this and other policies are not already in place.
 - C. Shade Structure Proposal – tabled for future meeting. Ms. Pendleton presented to the Board a proposal that exceeds the \$50k threshold and will require RFPs for this project. Ms. Pendleton also advised the board that TCCA’s parent organization has raised approximately \$20k to be used for this project and proceeds from the National School Lunch Program can also be used for this project as long as it meets the NSLP parameters.
 - D. Purchase of Performance Matters – tabled for future meeting; budget impact information requested.
 - E. Governing Board Rules of Procedure (revised) - tabled for future meeting; Mr. King requested redline version of revised changes.

IX. **New Business:**

- A. Governing Board Policies (Policy on Board-Staff Linkage, Policy on Head of School Communication and Support to the Board, Treasure Coast Classical Academy Governing Board Code of Conduct) - tabled for future meeting.
- B. ByLaws Update – tabled for future meeting,
- C. Board Officer Elections for the 2024/2025 school year:
 - a. Chairperson. The motion to reappoint Maria Wells as Chairperson for the 2024/2025 school year was made by Frank Raffone; and seconded by David Snyder. **The motion passed 4-0; Maria Wells abstained.**
 - b. Vice-Chair. The motion to reappoint Frank Raffone as Vice-Chair for the 2024/2025 school year was made by Scott King; and seconded by David Snyder. **The motion passed 4-0; Frank Raffone abstained.**
 - c. Treasurer. The motion to reappoint Scott King as Treasurer for the 2024/2025 school year was made by David Snyder; and seconded by Frank Raffone. **The motion passed 4-0; Scott King abstained.**
 - d. Secretary. The motion to reappoint Michelle Miller as Secretary for the 2024/2025 school year was made by Scott King; and seconded by Frank Raffone. **The motion passed 4-0; Michelle Miller abstained.**
 - e. Parent Representative. The motion to reappoint David Snyder as Parent Representative for the 2024/2025 school year was made by Scott King; and seconded by Frank Raffone. **The motion passed 4-0; David Snyder abstained.**

X. **Board Member Comments:**

XI. **Upcoming Meeting**

Monthly Governing Board Meetings

September 5, 2024, 9:00 a.m. – 10:00 a.m.

Location: 1400 SE Cove Road, Stuart, Florida 34997 with a Zoom option

XII. **Adjournment** 11:09 a.m. Chairperson Maria Wells adjourned the meeting at 11:09 a.m.


Michelle Miller (Sep 5, 2024 15:06 EDT)

Michelle Miller, Board Secretary

09/06/24

Date

2024.07.18 Board Meeting Minutes

Final Audit Report

2024-09-06

Created:	2024-09-06
By:	Dina Sakowski (dsakowski@ancorafoundation.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAdMwbdobGHfaPYaF29LajBV77bh-RGE0r

"2024.07.18 Board Meeting Minutes" History

-  Document created by Dina Sakowski (dsakowski@ancorafoundation.net)
2024-09-06 - 7:01:54 PM GMT
-  Document emailed to Michelle Miller (michelle.miller@thetcca.net) for signature
2024-09-06 - 7:02:31 PM GMT
-  Email viewed by Michelle Miller (michelle.miller@thetcca.net)
2024-09-06 - 7:02:50 PM GMT
-  Document e-signed by Michelle Miller (michelle.miller@thetcca.net)
Signature Date: 2024-09-06 - 7:06:30 PM GMT - Time Source: server
-  Agreement completed.
2024-09-06 - 7:06:30 PM GMT