



Treasure Coast Classical Academy (TCCA)

Minutes for Special Meeting of the Board of Directors
 August 1, 2024, 2024, at 8:30 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		♦			9:45am	

School Personnel In Attendance:	Ancora Personnel In Attendance via Zoom:	Guests in Attendance:	
Kirsten Pendleton	Amy Miller	Mike Hess, Charter Sage CPA	
Monica Terzuoli	Jana Saylor		
Mark Greene	Dina Sakowski		
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 8:30a.m., followed by attendance taken by Michelle Miller, an invocation by David Snyder, and reading of the Mission Statement by Dr. Frank Raffone.
- II. **Public Comments:** NONE.
- III. **Adoption of the Agenda for August 1, 2024 Regular Board Meeting:** Scott King requested to add Item F to Old Business to discuss a Cash Management Account. Motion to Adopt the Agenda for the August 1, 2024 Special Board Meeting with the addition of Item F under Old Business to discuss a Cash Management Account was made by Dr. Frank Raffone; and seconded by Scott King. **The motion passed 5-0.**
- IV. **Approval of the Meeting Minutes from July 18, 2024.** The motion to approve the Meeting Minutes from July 18, 2024 was made by David Snyder; and seconded by Scott King. **The motion passed 5-0.**
- V. **Consent Agenda:** The motion to approve Consent Agenda was made by Scott King and seconded by Dr. Frank Raffone. **The motion passed 5-0.**
 - A. Enrollment Deadline Change from
 - B. Student Progression Plan (24-25)
 - C. Mental Health Plan (24-25)
 - D. Audit Engagement Letter 2024
 - E. Cleaning Contract Proposal
- VI. **Head of School Reports:** Kirsten Pendleton
 - A. Kirsten noted that TCCA was rated an “A” school. Congratulations from all.

VII. **Ancora Management Reports to the Board:** None.

VIII. **Old Business:**

- A. 2024-2025 Revised Budget: Board discussion regarding reserves in 23-24 and 24-25 budget. The motion to approve the 24-25 revised budget was made by Scott King; and seconded by Michelle Miller. **The motion passed 4-0.**
- B. Shade Structure Proposal: Kirsten Pendleton provided an overview of the Shade Structure project and why it is required. An RFP was published, and bids are being received. TCCA is requesting \$102,000.00 one-time expense for the project and authorization for Kirsten Pendleton to move forward with selecting a vendor. After board discussion, the motion to approve the \$102,000.00 expense and allowing the Head of School to move forward was made by David Snyder; and seconded by Michelle Miller. **The motion passed 5-0.**
- C. Fence Proposal: A perimeter fence is required to meet state security requirements. An RFP was published, and bids are being received. TCCA is requesting \$60,000.00 one-time expense for the project and authorization for Kirsten Pendleton to move forward with selecting a vendor. The motion to approve the \$60,000.00 expense and allowing the Head of School to move forward was made by Scott King; and seconded by Michelle Miller. **The motion passed 5-0.**
- D. SRO Contract Renewal: The SRO contract renewal from Martin County Sheriff's Office for \$136,348.56, a 7.6% increase from the previous school year, was presented. The motion to approve the \$136,348.56 expense was made by Scott King; and seconded by Michelle Miller. David Snyder abstained from voting. **The motion passed 4-0.**
- E. Purchase of Performance Matters: An overview of the Performance Matters product was presented/discussed by Kirsten Pendleton and Dr. Frank Raffone. Long and short-term benefits were presented. The cost of the program is \$19,940.31, with annual ongoing expenses of \$7995.96. The contract is a 3-year contract that cannot be cancelled. The motion to approve the \$19,940.31 one-time expense, and annual ongoing expenses of \$7995.96 was made by Scott King; and seconded by Dr. Frank Raffone. **The motion passed 5-0.**
- F. Cash Management Account: Item added to agenda. Scott King expressed a need to have a Resolution to allow KP to close the Wells Fargo account and move any remaining funds to a Truist account. The request to create a Cash Management Account with existing signatures was requested. The motion to approve closing the Wells Fargo account, moving funds to a Truist account and creating a new Cash Management account was made by Scott King; and seconded by Dr. Frank Raffone. **The motion passed 5-0.**

IX. **New Business:** None.

X. **Board Member Comments:**

- A. New Gymnasium Project Discussion. Maria Wells reviewed the project with Bob Raynes. Plans need to be presented to the county by January as it may take up to five (5) months to go through the approval process. A workshop dedicated to this topic was requested. Michelle Miller, Kirsten Pendleton and Amy Miller will work together to get preliminary information (architect, construction, financial info, etc.) to the Board.


XI. **Upcoming Meeting**

Monthly Governing Board Meetings

September 5, 2024, 9:00 a.m. – 11:00 a.m.

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

XII. **Adjournment** Chairperson Maria Wells adjourned the meeting at 9:52a.m.


[Michelle Miller \(Sep 6, 2024 14:12 EDT\)](#)

Michelle Miller, Board Secretary

09/06/24

Date

2024.08.01 Special Board Meeting Minutes

Final Audit Report

2024-09-06

Created:	2024-09-05
By:	Dina Sakowski (dsakowski@ancorafoundation.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAakYqIP4rnOurrduwzdS0yxDDRbPcdrfF8

"2024.08.01 Special Board Meeting Minutes" History

-  Document created by Dina Sakowski (dsakowski@ancorafoundation.net)
2024-09-05 - 5:25:20 PM GMT
-  Document emailed to Mchelle Miller (michelle.miller@thetcca.net) for signature
2024-09-05 - 5:25:31 PM GMT
-  Email viewed by Mchelle Miller (michelle.miller@thetcca.net)
2024-09-06 - 6:12:01 PM GMT
-  Document e-signed by Mchelle Miller (michelle.miller@thetcca.net)
Signature Date: 2024-09-06 - 6:12:37 PM GMT - Time Source: server
-  Agreement completed.
2024-09-06 - 6:12:37 PM GMT