



Treasure Coast Classical Academy (TCCA)

Minutes for Special Meeting of the Board of Directors

June 19, 2025, at 10:00 a.m.

Location: 1400 SE Cove Road, Stuart, FL 34997 and via Zoom

	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. Brandon Forgione	Board Member		♦				
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	Diane Hutchings	Brent Grimmel, Egis Insurance and Risk Advisors	
Scott King		Michael Haggerty, Brown & Brown Insurance	
Bill Tennant			
Mark Greene			

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:** Meeting called to order by Chairperson, Maria Wells, at 10:00 a.m.

Attendance: Michelle Miller took attendance. Maria Wells, David Snyder, Frank Raffone, Michelle Miller, and Brandon Forgione were all present via zoom.

Pledge of Allegiance, Prayer, and Reading of the Mission Statement were all led by Mark Greene.

II. **Public Comments:** NONE

III. **Adoption of the Agenda for June 19, 2025 Special Board Meeting:** Motion to Adopt the Agenda for June 19, 2025 Special Board Meeting was made by Frank Raffone; seconded by Michelle Miller. **The motion passed 5-0.**

IV. **Adoption of the Minutes.** Motion to approve the meeting minutes as listed below was made by Brandon Forgione; seconded by Frank Raffone. **The motion passed 5-0.**

A. 2025-06-09 Monthly Governing Board Meeting Minutes

V. **Consent Agenda:** The motion to approve Consent Agenda items A, B, and C, as listed below was made by Michelle Miller; seconded by Brandon Forgione. **The motion passed 5-0.**

A. 2025-2026 Comprehensive Evidence Based Reading Plan (CERP).

B. 2025-2026 Student Progression Plan.

C. 2025-2026 Advanced Degree Retention Supplements.

VI. **Head of School Reports:** NONE

VII. **Ancora Reports:** NO ACTION REQUIRED FYI ONLY

A. Monthly Financial Report

VIII. **Old Business:**

A. Insurance Renewal. TCCA employee, Mark Greene presented to the Board the options for insurance coverage at TCCA for the 2025-2026 school year, effective July 1, 2025. Representatives from Brown & Brown Insurance, Michael Haggerty, and from Egis Insurance and Risk Advisors, Brent Grimmel, went over their proposals and answered questions from the Board. After discussion, the motion to accept Brown & Brown Insurance to provide insurance coverage for the 2025-2026 fiscal year was made by David Snyder; seconded by Brandon Forgione. **The motion passed 3-2, with Maria Wells and David Snyder dissenting.**

IX. **New Business:**

- A. IT Purchase of one hundred scholar utilized Chromebooks in classrooms. The motion to approve the recommended purchase of one hundred scholar Chromebooks from the preferred vendor, Lenovo, includes one hundred Chrome licenses, three-year accidental damage protection, and three-year courier/carry in warranty service. in the amount of \$56,179.00, was made by Brandon Forgione; seconded by Frank Raffone. **The motion passed 5-0.**
- B. IT Purchase of thirty (30) Staff Computers. The motion to approve the staff recommended purchase of thirty (30) staff computers from the preferred vendor, Lenovo, which includes a three-year on-site warranty service. in the amount of \$32,331.60, was made by Michelle Miller; seconded by Frank Raffone. **The motion passed 5-0.**
- C. Governing Board Annual Disclosures. The motion to approve the 2025/2026 annual disclosures (*Conflict of Interest* and *Code of Conduct*) to be completed electronically by each Board Member was made by Michelle Miller; seconded by Frank Raffone. **The motion passed 5-0.**
- D. Audit Committee Recommendations. Dr. Raffone informed the Board that the audit committee had met and accepted the proposed RFP to use to solicit bids from outside vendors to be returned by June 30, 2025. The motion to approve delegating Head of School, Kirsten Pendleton, to review and approve the vendor for the TCCA audit was made by Frank Raffone; seconded by Michelle Miller. **The motion passed 5-0.**
- E. RFP Review of Third-Party Vendors. Head of School was tasked with convening an administrative team, which consisted of Kirsten Pendleton, Jen McCluskey, Donna Fletcher, Bill Tennent, and Scott King, to review the current third-party vendors to find potential cost savings for TCCA.
- a. Professional Development: After TCCA administrative team review, recommendation by staff is to continue professional development for the 2025/2026 school year with True North. After board discussion, the motion to approve True North as the professional development provider for the 2025/2026 school year, was made by Michelle Miller; seconded by Brandon Forgione. **The motion passed 4-1; Frank Raffone dissented.**
 - b. Financial Services: After TCCA administrative team review, recommendation by staff is to enter into an agreement with Building Hope for the 2025/2026 school year. After discussion, the motion to approve Building Hope as the financial services provider for the 2025/2026 school year, was made by Michelle Miller; seconded by Brandon Forgione. **The motion passed 4-0; David Snyder abstained.**

- c. Human Resources Services: After TCCA administrative team review, recommendation by staff is to enter into an agreement with ExtensisHR for the 2025/2026 school year. After board discussion, the motion to approve ExtensisHR as the Human Resources provider for the 2025/2026 school year, was made by Michelle Miller; seconded by Brandon Forgione. **The motion passed 3-1; Maria Wells dissented and David Snyder abstained.**
- F. Agreement with Hillsdale College, through its K-12 Education Office - Member School vs. Curriculum School status. After discussion, the motion to approve the Curriculum School License Agreement whereas TCCA will become a Curriculum School only and remove the Member School status with Hillsdale College, through its K-12 Education Office, effective July 1, 2025, was made by David Synder; seconded by Frank Raffone. **The motion passed 5-0.**
- G. Reserve Bonus 2024/2025 Allocation. After discussion, the motion to reserve \$300,000 of the current amount unallocated in the budget from the \$414,669 millage funds that is to be used in the bonus pool for 2024/2025 TCCA employees in 2025/2026 school year, was made by Frank Raffone; seconded by Brandon Forgione. **The motion passed 3-0. Michelle Miller and David Snyder lost connection during this portion of the zoom meeting.**
- H. Authorization to enter into settlement with Fowler regarding roof. After discussion, the motion to approve delegating Head of School, Kirsten Pendelton, to approve the settlement offer from Fowler for the roof, with advice from internal/external counsel, before the beginning of the roof repair before June 30, 2025, was made by Brandon Forgione; and seconded by Frank Raffone. **The motion passed 3-0. Michelle Miller and David Snyder lost connection during this portion of the zoom meeting.**
- I. Two-Month Service Agreement Extension with Ancora Management, LLC, through August 31, 2025. The motion to approve the two-month service agreement with Ancora Management, LLC through August 31, 2025, was made by Frank Raffone; seconded by Brandon Forgione. **The motion passed 3-0. Michelle Miller and David Snyder lost connection during this portion of the zoom meeting.**

X. **Board Member Comments:** NONE

XI. **Upcoming Meetings**

Monthly Governing Board Meeting
 Date and Time: July 17, 2025, 9:00 a.m.
 Location: via Zoom Only

XII. **Adjournment** 11:45 a.m. Chairperson, Maria Wells adjourned the meeting at 11:45 a.m.

Michelle Miller
Michelle Miller (Aug 3, 2025 19:12:37 EDT)

Michelle Miller, Board Secretary

08/03/2025

Date

PLEASE SIGN: 2025.06.19 Special Board Meeting Minutes

Final Audit Report

2025-08-03

Created:	2025-07-28
By:	Ancora Management (info@ancorafoundation.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXHvrvgCRAFBAcuPxXtksU3_p1wq00nqu

"PLEASE SIGN: 2025.06.19 Special Board Meeting Minutes" History

 Document created by Ancora Management (info@ancorafoundation.net)

2025-07-28 - 2:45:14 PM GMT

 Document emailed to michelle.miller@thetcca.net for signature

2025-07-28 - 2:45:24 PM GMT

 Email viewed by michelle.miller@thetcca.net

2025-08-03 - 11:12:07 PM GMT

 Signer michelle.miller@thetcca.net entered name at signing as Michelle Miller

2025-08-03 - 11:12:35 PM GMT

 Document e-signed by Michelle Miller (michelle.miller@thetcca.net)

Signature Date: 2025-08-03 - 11:12:37 PM GMT - Time Source: server

 Agreement completed.

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