



Treasure Coast Classical Academy (TCCA)

Minutes for the Meeting of the Board of Directors

May 20, 2026 at 5:00 pm

Location: Virtual

	Name		Present in Person	Present via zoom	Absent	Late Arrival	Early Departure	Excused Absence
1	Dr. Frank Raffone	Board Chair	♦					
2	Mr. Brandon Forgione	Treasurer	♦					
3	Ms. Michelle Miller	Secretary & Parent Representative	♦					

School Personnel In Attendance:	SFS Personnel in Attendance:	Guests in Attendance:	
Kirsten Pendleton			
Bill Tennant			
Scott King			
Caitlin Parks			

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, Dr. Raffone, at 5:00pm.**

Attendance: Michelle Miller took attendance. Frank Raffone, Michelle Miller, and Brandon Forgione were all present.

Pledge of Allegiance, Prayer, and Reading of the Mission Statement

II. **Public Comments:** none

III. **Adoption of the Agenda for May 20, 2026 Board Meeting:** Motion to Adopt the agenda for May 20, 2026 Board Meeting was made by Michelle Miller; seconded by Brandon Forgione. **The motion passed 3-0.**

IV. **Approval of the Minutes.** The motion to approve the meeting minutes as listed below was made by Michelle Miller; seconded by Brandon Forgione. **The motion passed 3-0.**

A. 2026-04-22 Monthly Board Meeting Minutes

V. **Head of School Reports:** NO ACTION REQUIRED FYI ONLY

A. Enrollment Report

B. High School Plan

VI. **PTC Report**

VII. **TCCA Financials** NO ACTION REQUIRED FYI ONLY

A. April Financials

VIII. **New Business:**

A. **Summer Office Hours Change:** Motion to approve the proposed compressed summer work schedule for administrative and office staff from June 1, 2026 through July 24, 2026. *Motion made by Brandon, seconded by Michelle Miller. Passed 3-0.*

B. **Technology and Information System Policy:** Motion to approve the

Technology and Information System Policy dated May 20, 2026. *Motion made by Dr. Frank Raffone, seconded by Michelle Miller. Passed 3-0.*

- C. **School Financial Services Contract for 2026-2027:** Motion for the board to approve the Professional Services Agreement with School Financial Services, Inc. for the 2026-27 school year as presented in the attached documents and to designate authority to the Head of School or designee to sign and enter into the 2026-27 School Financial Services contract. *Motion made by Dr. Frank Raffone, seconded by Michelle Miller. Passed 3-0.*
- D. **2026-2027 Staffing Plan:** Motion to approve staffing plan as presented made by Michelle Miller, made by Brandon Forgione. **Passed 3-0.**
- E. **FY 2025-2026 Forecast** (Discussion Only)
- F. **Millage Employee Bonus Pool:** Motion for the Board to approve and commit \$300,000 from allowable voter approved Millage referendum revenues to the Millage Employee Bonus Pool/"Funds". The amount shall be expensed in Fiscal Year 2025-2026. The bonuses shall be paid on the last pay date in October 2026 or first pay date in November 2026 (Fiscal Year 2026- 2027) to eligible employees who remain actively employed with the School on the payment date. The Head of School is directed to develop the final allocation methodology, eligibility criteria, and individual bonus amounts, which shall be formally approved by the Board during FY 2026-2027. *Motion made by Michelle Miller, seconded by Brandon Forgione. Passed 3-0.*
- G. **GASB 42 Impairment Write-off of Soft Costs of Construction in Progress:** Motion for the board to approve the impairment write-off of soft costs of construction in progress up to \$670,200 in accordance with GASB Statement No. 42 and to designate authority to the Head of School and the Director of Finance and Legal, after consultation with the architectural firm and the school's independent auditor, to finalize the exact amount and record the appropriate GAAP adjustment for the 2025-2026 fiscal year. *Motion made by Dr. Frank Raffone, seconded by Michelle Miller. Passed 3-0.*
- H. **Maintenance and School Improvement:** Motion for the Board to approve and commit up to \$250,000 from the School's FY 2025-2026 operating budget surplus for the discrete maintenance and school improvement projects listed above as specific budget items. The amount shall be expensed in Fiscal Year 2025-2026 under the modified accrual basis of accounting. The Head of School is directed to initiate procurement and contracts as soon as possible and prior to June 30, 2026, oversee execution of the projects (which may continue into the following fiscal "school" year), and ensure total expenditures and accrued liabilities do not exceed the approved amount. *Motion made by Dr. Frank Raffone, seconded by Michelle Miller. Passed 3-0.*
- I. **Preliminary Fiscal Year 2026-2027 Budget for Bondholders:** Motion for the Board to approve the FY 2026-2027 budget summary as presented and attached hereto for submission to the bond holders in accordance with the bond requirements. The Board acknowledges that this budget will be subject to

further refinement and Board approval of a final detailed budget at a later date.
Motion made by Dr. Frank Raffone, seconded by Michelle Miller. Passed 3-0.

IX. **Board Member Comments:** Michelle Miller made comment.

X. **Upcoming Meetings**

Monthly Governing Board Meeting

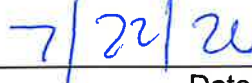
June 17, 2026 at 10:30 am

Location: Virtual

XI. **Adjournment.** The motion to adjourn at **6:29p.m.** was made by Michelle Miller and seconded by Brandon Forgione. **The motion passed 3-0.**



Michelle Miller, Board Secretary



Date

