

CLASSICAL PREPARATORY SCHOOL

EXECUTIVE BOARD MINUTES

February 9, 2016 at 3 p.m.

Classical Prep campus, Pasco County, Florida

MEMBERS PRESENT: Susan Gainer, Chris Nocco, Bob White

STAFF PRESENT: Ben Davis

OTHERS PRESENT: Anne Corcoran, Bridget Nocco

Call to Order

The meeting was called to order at 3:05 p.m.

Approval of January 5, 2016, and January 22, 2016, Minutes

- Motion by Chris Nocco to approve the 1/5/16 Minutes and 1/22/16 Minutes as recorded. Susan Gainer seconded. The motion passed unanimously.

Public Comment

- *Public comment is limited to three minutes per person. A group of persons collectively speaking on one subject is limited to 15 minutes. For an extended presentation, please contact the Board secretary at least seven days prior to a meeting.*

Reports

Headmaster

- Mr. Davis updated the board on Re-enrollment, reporting that 96% of students re-enrolled during the week-long Re-enrollment Period.
- He also updated the board on the January 15th Professional Development day for teachers, which included training on how to read and teach literature. Dr. Manolaraki from USF presented as part of the school's ongoing partnership with the Classics Department. She presented a seminar on Plato's *Menos* and its ramifications for teachers.
- The school also received the Suncoast Arts Fest Grant for \$497.11 for art supplies.
- On the facility, he reported that fencing is complete and gates will soon be added.
- The third FTE period is almost complete and the school is on pace to have all students counted.
- Tiered geography instruction is being added into the curriculum in a more systematic way for 2016-2017. It will be tiered by grade and aligned with history.

New Business

- Mr. Davis proposed adopting the IEW curriculum for additional writing instruction. Currently, the school is using Shurley English for writing instruction, and Mr. Davis suggested the addition of IEW would enhance the writing program further.
- Board members discussed that this curriculum is widely used in both private and charter classical schools.

- Chris Nocco, seconded by Bob White, made a motion to adopt the IEW curriculum.
- The motion passed unanimously.
- Mr. Davis discussed Parent Contracts for the upcoming year. Ms. Corcoran suggested using the original Parent Contract adopted by the board in 2014. The board agreed to review the contract and revisit this issue at the next meeting.
- Bridget Nocco presented additional uniform options and suggestions for updates to the Uniform section of the Parent Handbook. She and Ms. Corcoran met with the uniform vendor to discuss addressing several concerns, including additional dressing rooms, delivery options, and increased response times to school inquiries. The vendor said dressing rooms are being added at a new facility nearby and that he will deliver items to the school bi-monthly as well as mailing orders directly if desired as was done this school year. He is also adding requested items to the inventory. Plaid skirts and ties will now be ordered from French Toast because of issues with cost and delivery times this year.
- Board members agreed to revisit the uniform additions/updated requirements at the next meeting.
- Mr. Davis reported that he had been charting the use of his time for the last several weeks in an effort to determine how best to use an additional administrative employee for the 2016-2017 school year.
- He discussed with the board that he felt an additional administrator was needed for academic planning and oversight. Board members agreed that an additional administrative position was needed and discussed how this person would fit into the Organizational Chart. Board members agreed to revisit this issue at the next meeting for further discussion on a job description and amending of the Org Chart.

Financial

- Financial statements for the period December 1, 2015, through December 31, 2015 were reviewed. Budget-to-actual for the same period was also reviewed.
- Mr. Davis presented a preliminary 2016-2017 Operational Budget, which included a 2.8% raise average for teachers and a 2% increase in benefits. It also includes a recurring staff bonus in October for returning staff, tutoring, sports, and increased staff development and training.

Development

- The 3rd Annual Gala will be held April 9th and tables and tickets are now available for purchase. The PSC is working on putting together the Silent Auction.

Adjourn Meeting.

- Meeting was adjourned at 4:45 p.m.