

# CLASSICAL PREPARATORY SCHOOL

## EXECUTIVE BOARD MINUTES

March 15, 2016 at 3:00 p.m.

Classical Prep campus, Pasco County, Florida

---

**MEMBERS PRESENT:** Susan Gainer, Chris Nocco, Bob White

**STAFF PRESENT:** Ben Davis

**OTHERS PRESENT:** Anne Corcoran

### Call to Order

The meeting was called to order at 3:14 p.m.

### Approval of February 9, 2016, Minutes

- Motion by Susan Gainer to approve the 2/9/16 Minutes as recorded. Chris Nocco 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 informed the board that 9<sup>th</sup> grader Zach Brown won 2<sup>nd</sup> place at the Pasco County History Fair and will now advance to the state History Fair in Tallahassee.
- He also updated that the board that 100% of teachers indicated they would like to return for the 2016-2017 school year on their letters of intent.
- For the additional teaching positions opening for the 2016-2017 school year, Mr. Davis discussed the recent teacher recruitment trips to Hillsdale College and Ave Maria, both colleges with strong classical/liberal arts programs.
- He also reported that the FSA Writing portion given in the last week of February went well from an organizational standpoint.

#### New Business

- Mr. Davis recommended that the Board allow the school to obtain a credit card for flexibility purposes. Board members discussed that this made sense from an operational standpoint but said they did not want to move forward until policies and procedures were adopted for use of the card. Mr. Davis said he would draft these and present them at the next board meeting.
- Mr. Davis presented a lease with Redeemer Community Church for the 2016-2017 school year. It is similar to the lease for 2015-2106 but increases the amount of space for use by the school and, thus, increases the amount of rent by the amount of increased space used.

- Chris Nocco, seconded by Susan Gainer, made a motion to enter into the lease with Bob White signing in his capacity as board chair.
- The motion passed unanimously.
- Mr. Davis informed the board that the recent Charter Contract amendments passed by the Classical Prep board at a previous meeting were approved by the Pasco County School Board.
- Mr. Davis recommended based on class size calculations that the school request that the Pasco County School Board allow the school to amend its contract to increase its enrollment to 507 for the 2016-2017 over the 475 currently in the contract. He said this was based on bringing all classes up to the class size minimums and adding a kindergarten class.
- Chris Nocco, seconded by Susan Gainer, made a motion to request the amendment to the contract with Bob White signing the request in his capacity as board chair.
- The motion passed unanimously.
- Micheal Braun of Hamlin Capital Advisors, LLC telephoned into the meeting as previously scheduled to present a proposal for the school to investigate tax-exempt bond financing for expanding its facility space. He presented a general overview of such financing for charter schools, as well as a proposal for financing specific to Classical Prep's needs. This proposal was distributed to board members prior to the meeting for review. It was based on conversations with Anne Corcoran about projected student enrollment and facility needs.
- Board members questioned Mr. Braun about terms and interest percentages.
- Anne Corcoran presented an Excel spreadsheet with projected enrollment numbers for the next five years, as well as how Mr. Braun's projected mortgage payments compared to the maximum 15% of operating expenses that should be allocated to facility payment.
- Board members asked Mr. Braun what would be needed at this point to proceed.
- Mr. Braun said that he would need to turn in an FDFC bond application that would require financial and informational documents from the school.
- Board members asked if this would legally bind them to any monetary obligation.
- Mr. Braun said it would not. It would only be for the school to know if it qualified for such financing, similar to pursuing a possible mortgage on a house through a bank.
- Board members discussed the costs of portables based on the use of portables in the past and that the bond financing, based on Mr. Braun's overview, was more favorable to the school than renting portables. They also discussed that the bond structure, which according to the proposal allows the school to proceed with 0 percent down, as well as a low interest rate, appeared to be more favorable than most typical bank loans.

- Board member Chris Nocco, seconded by Susan Gainer, motioned to proceed with an FDFC bond application to find out possible terms of a low-interest loan for financing facility expansion.
- The motion passed unanimously.
- Mr. Davis discussed that he had reviewed the current content of the Human Growth and Development course and said he recommended proceeding with the content as it existed.

#### *Financial*

- Financial statements for the period January 1, 2015, through January 31, 2016, were reviewed. Budget-to-actual for the same period was also reviewed.
- Mr. Davis reported that the school recently received \$789.11 from participation in the Target RedCard Program.
- Mr. Davis also presented a current draft of the 2016-2017 budget, as previously discussed. He had made several changes, including an increase of \$11,000 in legal costs and additional costs for cleaning, teacher training, and student activities. The budget, even with the increases, still met the board's stated goal of saving 5% per year.
- He also recommended that the board consider cutting bus services because of the cost and work associated and that only 15% of students utilized this service.
- Board members asked for more specifics about students riding the bus (i.e. did they have other viable options, how far away generally did these students live from the school).
- Mr. Davis said he did not know with certainty the answer to these questions but that he would send out a survey and try to get answers and more information for the next board meeting.

#### *Development*

- The 3<sup>rd</sup> Annual Gala will be held April 9<sup>th</sup> 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 5:07 p.m.