

Thomas Jefferson Classical Academy: CFA

**Board Meeting**

**04APR17**

**Location:** Grammar School, Music Room

**Present:** Paul Foley, Steve Herndon, Nick Longerbeam, Ray Maxwell, Elizabeth Sabolovic, Paula Staley, Jerald DeLaGarza, Steve Herndon & Donna Trimble

**Not Present:** Erina Byers

**Others Present:** Joe Maimone, Headmaster; Gary Blake, upper campus principal; Jason Cole, grammar school principal; Tessa Waldrep, grammar school assistant principal; and Jeff Ziegler, academic dean.

**Opening:**

The meeting opened at 5:47pm.

Pledge

Prayer

**Public Comment:**

None

**Chairman's Moment:**

Paula Staley thanked the administration for balancing the everyday needs of both campuses.

**Minutes (att. 1):**

The March board meeting minutes were presented. Andy Francis made the motion to accept the minutes, and Ray Maxwell seconded the motion. The motion passed unanimously.

**Financial Report (att. 2a-d):**

Paul Foley noted the finance committee had met earlier in the day and the budget is on target. Andy Francis made the motion to accept the current budget and Steve Herndon seconded the motion. The motion passed unanimously. Paul Foley made the motion for 2 amendments. First amendment is to increase capital budget by \$20,000 and the second amendment is to increase the technology budget by \$20,000. Andy Francis seconded the motion. The motion passed unanimously.

**Continuing Business:**

**Team CFA Update:**

Mr. Maimone noted that we had received a grant letter from TeamCFA for 26 staff members to attend the CFA Conference in Montana June 28-July 1.

**FORUM Report (att. 3):**

Elizabeth Sabolovic noted that \$400 had been raised at the most recent Dine Out Night. There will no Dine Out Night in April. She also noted that the Spirit Rocks have raised \$800.

**Director's Report (att. 4a, b):**

Joe Maimone reported that we have received a total of 397 applications for the new school year. He stated that 193 new applicants have been invited, 110 of which are Kindergarten. He noted that the capital campaign now totals \$ \$311,763.69 and that we have received the fourth of five Stonecutter checks for \$50,000. He announced that the Burgundy & Gold Scholarship Committee will host a fundraiser golf tournament on April 28 at Cleghorn.

**Committee Reports:****Executive Report (att. 5a):**

Paula Staley stated that a confidential letter and personnel issue had been resolved.

**Community Relations (att. 5b-c):**

Tony Robbins noted the Burgundy and Gold Scholarship Committee will have a fundraiser golf tournament. He stated that Mayfest will be May 6<sup>th</sup>. We need volunteers and there are 2 hour time slots available.

**Curriculum:**

Did not meet. Sally Harbin noted there will be an important meeting later this month. The committee will discuss several important issues.

**Facilities:**

Ray Maxwell noted that the Facilities committee had met. The focus of the meeting was to discuss the purchase of a tractor. The committee is reviewing bids. There are several general maintenance items: installing LED lights at the grammar school, soundproofing Mr. Blake's office, and putting up a chain link fence on the visitor's side of the football field.

**Fundraising:**

Joe Maimone noted that there is a new online Give Campus Program. However, it is expensive and more research is needed. The Haas Group is waiting for design plans for the new building, so that a fundraising plan can be developed.

**Legal Affairs:**

Paula Staley stated that the legal affairs committee had met to discuss the issue of a prayer a graduation. She stated that the law is clear regarding prayer at graduation and TJ will follow the law. There will not be a prayer at graduation. She also stated that our lawyer will conduct a comprehensive legal audit of all school policies. The committee also discussed the employment contract that all TJ teachers sign each year. The committee discussed the duties of the teachers during the summer at TJ as teachers are in fact employed for the entire calendar year. Lastly, the committee discussed the FMLA policy and the proper application of the policy.

**Personnel/Policy (att. 6):**

Did not meet.

**Ad hoc Vision:**

Paul Foley noted that members of the committee visited the new Pinnacle site and met with Mark Patterson. Paul Foley reported the committee had met prior to the board meeting. The committee continues to explore properties. An on-site drilling study will be done on the current upper campus. The committee will seek building proposals from 3 architects. The meeting with Mr. Knight is on hold until we have a better idea of our building plans.

**Continuing Business:**

**Upcoming meetings:** The next few board meetings are scheduled for 5:45 p.m. May 2 (upper) and June 6 (grammar).

**New Business:**

Joe Maimone noted that TJCA is compliant in all areas of the Charter School Performance Framework. Joe Maimone stated the need to improve on the measure for meeting or exceeding expected growth.

Joe Maimone presented the following new policy for the Student Handbook:

Section: 3000 - Students & Parents

Title : Assignment Weighting Policy

Number: 3195

Status: Active

Adopted: March 2017

No single graded assignment may count for more than 20% of a trimester's average, with the exception of the final presentation of the senior rhetoric thesis. Different components of a larger assignment may receive separate grades that total more than 20% (for example, 10% for a paper outline, 15% for rough draft, and 20% for final copy)

Joe Maimone presented the following revised policy:

Section: 3000 - Students & Parents

Title : ACADEMIC INTEGRITY POLICY and PLAGIARISM POLICY

Number: 3220

Status: Active

Adopted: Revised: March 2017 Instances of plagiarism are disciplinary matters and should be reported to the principal or his designee along with supporting documents. The principal will inform the student and teacher of the disciplinary consequence in accord with the seriousness of the offense.

There are two types of plagiarism offenses.

1. Sloppy citation occurs when a student fails to include all necessary in-text citations or turns in a works-cited page that has errors or is incomplete. Depending upon the extent of the offense, the principal or his designee, after consulting with the teacher, may award the student a reduced grade on the assignment or administer some other penalty at administrative discretion.

2. Fraud, the deliberate presentation of a source's ideas or words as one's own, is a serious offense. Fraud is a serious offense and includes, but is not limited to,

- copying and pasting material from a source without quotation marks or citation (penalty: following consultation with the teacher, a failing grade of 0-59, at the discretion of the principal or his designee, depending on seriousness of the offense)
- copying and pasting material and changing a few words, again without quotation marks or citation, to make it sound as if the work is the student's own work (penalty: following consultation with the teacher, a failing grade of 0-59, at the discretion of the principal or his designee, depending on seriousness of the offense)
- other offenses, such as presenting a source's ideas as one's own without citation (penalty: following consultation with the teacher, a reduced grade on the assignment, or some other penalty at administrative discretion, depending upon the extent and seriousness of the offense)

TJCA-CFA encourages collaboration among teachers. When two teachers collaborate on an assignment that counts in both classes, each should assign a separate grade. Depending on nature and seriousness of the offense, a plagiarism penalty in such a case may affect one or both grades, at the discretion of the principal or his designee.

Paul Foley made the motion to accept both policies. Sally Harbin seconded. Motion passed unanimously.

Sally Harbin suggested that the Board recognize the senior students who are on the Academic Team at the May board meeting. Sally shared the story about how the Academic Team recused themselves from a recent completion when a member realized the team had already had the questions at a recent event.

Jerald DeLaGarza made the motion to adjourn. The board adjourned at 1853.