

Thomas Jefferson Classical Academy: CFA

Board Meeting

Nov. 1, 2016

Location: Grammar School Music Room

Present: Erina Byers, Paul Foley, Andy Francis, Sally Harbin, Steve Herndon, Nick Longerbeam, Ray Maxwell, Tony Robbins, Elizabeth Sabolovic, Paula Staley and Donna Trimble

Not Present: Jerald DeLaGarza

Others Present: Joe Maimone, headmaster; Jason Cole, grammar school principal; Jeff Ziegler, academic dean; Gary Blake, dean of students; Tessa Waldrep, grammar school assistant principal; and Edith Shumate, finance officer/business manager

Opening:

The meeting opened at 5:48 p.m.

Pledge

Prayer

Public Comment:

No public comment

Chairman's Moment:

Paula Staley read two quotes from Helen Keller and Mahatma Ghandi.

Minutes (att. 1):

The October board meeting minutes were presented. Andy Francis made the motion to accept the minutes, and Nick Longerbeam 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 reviewed expenditures through September 30 and noted expenditures are on track for the year. He noted they reviewed all manual checks and had no updated retirement account information. Mr. Foley made a motion to accept the Sept. 30 budget report with a second by Erina Byers. The motion was unanimously approved. Mr. Foley also made a motion to purchase seven buses from the Charlotte-Mecklenburg School District for \$23,085. Sally Harbin seconded the motion which passed unanimously.

Continuing Business:

Team CFA Update:

Erina Byers noted that TeamCFA would soon have two new schools in North Carolina, and that they are trying to start schools in South Carolina. Paula Staley noted that Tony Helton is setting up a training session for the board at TJ sometime in the new year.

FORUM Report (att. 3):

Steve Herndon announced the final net proceeds of the Fall Festival were \$10,200. He noted the next Dine-Out Night would be from 5-8 p.m. at the Shelby Chick-Fil-A Monday, Nov. 7. Discussion followed about the informational request from the RC Catalyst and concerns which parents had brought to both Mr. Herndon and Elizabeth Sabolovic. Mr. Maimone had not received any parental concerns, but said he had to due diligence with legal and DPI representatives regarding the public records request because his number one priority was to protect the privacy of the staff. Mr. Maimone noted the executive committee had been involved in this since the first request back in August and that no one meant to keep anyone in "the dark" about the matter. We just wanted to be sure we were following proper legal protocol. Catalysts requests have been met to this point.

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

Joe Maimone reported that the average SAT score for TJ students was 1701 which is 250 points higher than the state average and 300 higher than the county average. He said this was thanks to the staff, administration and board being committed to maintaining high standards. Mr. Maimone also noted the school had a super turn-out for the Fall Festival and a great Homecoming. He noted Hayden Alexander was named Athlete of the Week and had was the western regional champion in track. Our new PR brochures are in, and work has started on the 30- and 60-second spots for TV.

Committee Reports:

Executive Report (att. 5a):

No report.

Community Relations (att. 5b-c):

Tony Robbins said the committee had not met recently, but TJ had been represented at the Rutherfordton and Shelby festivals. TJ also had a nice exhibit at the Cleveland County Fair and a good article recently in the Daily Courier. Military Appreciation went over well, and Nick Longerbeam is still counting donated coins.

Curriculum:

Sally Harbin noted the committee had a great meeting on Oct. 26, and while no action is requested, members are reviewing a number of items. She noted a need for a Singapore workshop to help staff become even more experience with the math curriculum.

Facilities:

Ray Maxwell informed the board that the new Lincoln Charter facility had been toured on Friday, Oct 28. The committee wanted to thank several parents for donations and to express appreciation that the contract with the YMCA has been approved. Donations will help pay for a basketball court in the back of the grammar school campus. The committee has looked into a time clock to be used for the federal overtime rules. Jason Cole noted the grammar school recently had mulch for the playground and stone for under the awning donated. Paula Staley asked if someone could create a drawing of

where various recreational items, such as a baseball field, football, field and basketball court, will be placed at the grammar school.

Fundraising:

Erina Byers also said the fundraising committee needs something to show in order to raise fund for the future. Fundraising brochures are also in and need distributed to various places and people.

Legal Affairs:

No report.

Personnel/Policy (att. 6):

Paula Staley noted the committee met recently to discuss anyone leaving TJ for CFA purposes need to take a personal day, looking into hiring a principal for the upper campus and the numbers grow, and hiring a charter law attorney so know we have the best policies and practices in place. Mrs. Staley made a motion to retain Lexis Legal. Tony Robbins seconded the motion which passed unanimously. Mrs. Staley explained items Lexis Legal will handle include overtime, auditing policies and procedures, and athletic questions. The school director and board chairman will be the two contact people. Paul Foley asked if when Lexis is contacted if the board could have a report over the findings. Mrs. Staley suggested that perhaps the legal affairs committee could report on this on a monthly basis.

When Andy Francis suggested the personnel committee begin to look seriously into a principal position at the upper campus, Mrs. Staley said that perhaps a job description needed to be drafted first. Elizabeth Sabolovic made a motion to revisit the principal's job description with a second by Paul Foley. Although a job description already exists for a principal position, Mrs. Staley said that the committee will bring a specific one for the upper campus since the board feels there is a difference in the job between campuses. The motion passed unanimously. Since the board was not going to meet in December, Mr. Foley made a motion to hold a meeting on Tuesday, Dec. 6, with a second by Nick Longerbeam. The motion passed unanimously. The need for a January meeting will be discussed at the December meeting.

Mr. Foley also asked if someone in administration not affiliated with TeamCFA was approving the personal days for those working with TeamCFA. He was informed Gary Blake is on the upper campus with Tessa Waldrep at the grammar school. Mr. Foley said this is just another level of transparency. Mr. Foley made a motion that anyone at TJCA who receives a stipend from TeamCFA and is taking time off for CFA work and applies for time off needs approval from Joe Maimone or Jason Cole and initialed by Gary Blake or Tessa Waldrep as secondary approval. Elizabeth Sabolovic seconded the motion which passed unanimously.

Ad hoc Vision:

Paul Foley reported the committee had met earlier that day and looked at old plans and the possibility of expanding on existing land. He noted a smaller committee will be formed to help create a viable plan and move faster in planning.

Athletic:

No report.

Continuing Business:

Upcoming meetings: The next few board meetings are scheduled for 5:45 p.m. Dec. 6 (upper campus), Feb. 7 (grammar school), and March 7 (upper campus).

New Business:

Policy Updates to refer to Policy Committee: Employee Compensation Policy update – new OT rules go into effect Dec. 1: This was referred to the personnel committee for the Dec. 6 meeting.

Testing Report, Fall 2016 SAT (att. 7): Jeff Ziegler presented the SAT report and noted the 1701 average was not only the highest to this date but also included a larger percentage of students testing. Tony Robbins asked when the SAT restructuring would take place, and Mr. Ziegler said it already had by lowering the maximum score from 2400 to 1600, essentially being a verbal and math test. Mr. Ziegler also said this is a nationally normed measure of the school's success and that we are beginning to see the effects of the Core Knowledge sequence.

Board Retreat Planning and Board Member Training: Paula Staley noted Tony Helton will make the training unique to TJ and a short survey will be sent to board members to check into what is of concern.

Andy Francis made the motion to adjourn. The board adjourned at 7:16 p.m.