

Thomas Jefferson Classical Academy: CFA

Board Meeting

Dec. 6, 2016

Location: Leitner Auditorium in the Middle School

Present: Erina Byers (via phone), Jerald DeLaGarza, Paul Foley (via computer), Andy Francis, Sally Harbin, Steve Herndon, Nick Longerbeam, Ray Maxwell, Tony Robbins, Elizabeth Sabolovic, Paula Staley and Donna Trimble

Others Present: Joe Maimone, headmaster; Jason Cole, grammar school principal; Jeff Ziegler, academic dean; Gary Blake, dean of students; and Tessa Waldrep, grammar school assistant principal

Opening:

The meeting opened at 5:45 p.m.

Pledge

Prayer

Public Comment:

No public comment.

Chairman's Moment:

Chairman Paula Staley noted that 55 TJ high school students were designated as AP scholars by the College Board this past school year because of their exceptional achievement on the college-level Advanced Placement Program Exams.

Students attending the board meeting were recognized with a certificate of achievement. Elijah Hornback was honored for National AP Honors, averaging a score of 4 or higher of all AP exams. AP Scholars with Distinction Awards, averaging a 3.5 on all AP exams, were presented to Lauren Brown, Alex Harrelson, Elijah Hornback, Kerina Patel, and Gabe Turner. Andrew Hoyle was recognized as an AP Scholar with Honor for averaging 3.25 on all AP exams, and the AP Scholars who completed three or more AP Exams were Robert Capaldo, Ali Huston, Nicholas Longerbeam, Peter Oliphant, Jordan Proctor, and Lesley Ann Wells.

Minutes (att. 1):

The November board meeting minutes were presented. Joe Maimone noted a date correction for the tour of the Lincoln Charter facility to Oct. 27. Andy Francis made the motion to accept the amended minutes, and Nick Longerbeam seconded the motion. The motion passed unanimously.

Financial Report (att. 2a-f):

Paul Foley noted the finance committee had met earlier in the day and reviewed the budget through Nov. 30. He noted everything seemed to be in order, and the committee had no recommendations for the board. Mr. Foley also said the retirement account information was reviewed and was in order.

Continuing Business:

Team CFA Report:

Erina Byers noted a long-term goal for TeamCFA was to open 50 schools in the United States. She noted that there were currently some charter schools in North Carolina who would like to join TeamCFA. The annual conference is set for June 29-July 1 at Big Sky Resort in Montana. Ron Clark will be the keynote speaker. No date has been set for the TJ board training. Mr. Maimone added that the TeamCFA luncheon will be at the upper campus beginning at 1 p.m. on Friday, Dec. 16, and will be catered by Copper Penny in Forest City.

FORUM Report (att. 3):

Steve Herndon said the Forum talked again about a basketball court at the back of the grammar school. A parent has offered to raise half of the funds, and the Forum will match whatever money is raised by the parent. Elizabeth Sabolovic noted the Forum is working on a Dine-Out night at Rogers Diner at the Equestrian Center sometime in January, and that the Chick-Fil-A night raised over \$500.

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

Joe Maimone noted several highlights including welcoming back Katie Quispe to the staff, asking the board to officially approve the principal position at the upper campus for which he recommended Gary Blake, noting we are almost halfway through the 2020 Vision timeline, and have been updating EC policies and procedures which have been approved by the Office of Civil Rights. At the end of his report, Mr. Maimone showed the board and audience the new ad which will run on Northland Cable beginning in January for the application period. Sally Harbin made the motion to promote Mr. Blake to principal of the upper campus with Mr. Maimone staying on as headmaster and superintendent of the schools. Jerald DeLaGarza seconded the motion which passed unanimously.

Committee Reports:

Executive Report:

No report.

Community Relations:

Tony Robbins said the committee met that day to view the new TV ad created by Ryan and Terry Watts, school parents, which will run on a couple of networks. He noted the cheerleaders had participated in Christmas parades in Forest City and Shelby, and that about \$1,200 had been raised for the Special Warriors Operation. Mr. Maimone reported that an ad for the school will be posted on the Community Communicator billboards in Forest City and Shelby the last week of December and first

week of January to promote our application process.

Curriculum:

No report.

Facilities:

Ray Maxwell reported the committee had met to talk about a number of items. One was that a parent has approached TJ about donating about half the cost of a running/walking track at the grammar school. Mr. Maxwell noted the committee passed a motion in favor of supporting this project. Mr. Cole explained that there were several phases involved in a project at the grammar school. The first has been completed with reseeding the football field area and providing a shelter for the teachers by the playground. The second phase would include the basketball court and the track. The third phase would include additional parking. He noted Mrs. Waldrep has been working on fundraisers and donation letters to try to raise the remaining funds needed for the track. Discussion involved bringing the track up to specifications needed to make it usable for the high school track and field team. Tony Robbins made a motion that the board consider the finances and details needed to have a track which meets the requirements with a second by Nick Longerbeam. The motion passed unanimously. Mrs. Staley asked Mr. Foley if the finance committee could check to see if there are any funds that could be put toward the track.

Fundraising:

Joe Maimone noted that the committee had a brief email meeting in which the year-end fundraising letter was shared. It will be sent out the week of Dec. 12.

Legal Affairs:

No report.

Personnel/Policy (att. 5a-i):

Paula Staley noted the committee had met three times recently to create the principal position, work on the headmaster's annual review, and update the board bylaws. Andy Francis made the motion to change the bylaws to reflect updated language for the board of directors' bylaw (1130). The motion was seconded by Sally Harbin and passed unanimously. Sally Harbin made a motion for the bylaw update to the Board Member Development Policy (1500). Nick Longerbeam seconded the motion which passed unanimously. Changes were also proposed to the overtime policy for non-exempt employees, in particular noting the difference between non-exempt and exempt employees. Mrs. Staley noted all of the work has been completed even though the school does not have to put the policies in place right now because of the delay in the implementation of the rules. Jerald DeLaGarza made the motion to accept the updates to the overtime policy. Sally Harbin seconded the motion which passed unanimously.

Ad hoc Vision:

Paul Foley reported the committee had met Nov. 10 and 21 and Dec. 6 and have made good progress in narrowing the parameters for a recommendation. The committee asked Mrs. Staley or Mr. Maimone if the legal council could do some investigation on the deeds of the various properties owned by TJ concerning restrictions, etc. Andy Francis made a motion that the legal firm be asked to conduct this investigation. Sally Harbin seconded the motion which passed unanimously. Mr. Maimone will contact him. Mr. Foley said a meeting has also been held with the county about the

sanitary system and several concerns about the system have been alleviated.

Athletic:

No report.

Continuing Business:

Upcoming meetings: The TeamCFA lunch for board, staff and administration will be at 1 p.m. Friday, Dec. 16, in the high school gym. It will be catered by Copper Penny of Forest City. The next couple of board meetings are scheduled for 5:45 p.m. Feb. 9 (grammar school) and March 7 (upper campus).

New Business:

Policy Updates: Employee Compensation Policy Updates: 2480 Timekeeping (6a), 2490 Overtime (6b), 2255 Paid Holidays (6c), 2485 Work Hour Approval Forms (6d): Andy Francis made a motion to accept all of the policy updates with a second by Ray Maxwell. The motion passed unanimously.

Policy Update: EC and 504 Policies and Procedures: Joe Maimone noted the school wanted formal approval before the policies and procedures went live on the school website. Andy Francis made a motion to approve the policies and procedures with a second by Nick Longerbeam. The motion passed unanimously.

Review of Principal Job Description (att. 7): More editing will be done to distinguish between the two campuses.

AP Testing Report (att.8): Jeff Ziegler presented the report which he said was an attachment to the State Board of Education's November meeting. Mr. Ziegler noted TJ's percent participating was well above other area schools with TJ students passing rate being well above state and national averages. Mr. Maimone noted the increase in AP participation came while the state was paying for the cost of testing, and we would have to wait to see if students begin to take the community college route rather than AP classes.

Board Retreat Planning and Board Member Training: No date has yet been set.

Andy Francis made the motion to adjourn. The board adjourned at 6:55 p.m.