

Thomas Jefferson Classical Academy: CFA

Board Meeting

03OCT17

Location: Upper Campus, Leitner Auditorium

Present: Paul Foley, Steve Herndon, Nick Longerbeam, Ray Maxwell, Elizabeth Sabolovic, Donna Trimble, Sally Harbin, Andy Francis, Jerald DeLaGarza , & Tony Robbins.

Others Present: Joe Maimone, headmaster; Jason Cole, grammar school principal; Tessa Waldrep, grammar school assistant principal; Mike Fair, upper campus assistant principal; and Jeff Ziegler, academic dean.

Opening:

The meeting opened at 5:47pm.

Pledge

Moment of silence

Public Comment:

Donna Trimble read a letter on behalf of the bus drivers and teacher assistants from the grammar school. They are confused about the pay scale and they did not know about the changes. They feel they are losing money because they are driving during normal work hours. They will meet with Mr. Blake, Mr. Cole, and Mrs. Bridges to discuss the situation.

Chairman's Moment:

Ray Maxwell opened the meeting by recognizing that everyone gives back and makes TJ great. He reminded everyone how important it is to adjust our focus sometimes, lest we forget to notice what really matters in life. He thanked everyone who makes a difference.

Minutes (att. 1):

The September board meeting minutes were presented. Andy Francis made the motion to accept the minutes and Paul Foley seconded the motion. The motion passed unanimously.

Financial Report (att. 2a-d):

Paul Foley noted the finance committee had met earlier in the day. The budget through August 31 was reviewed and everything is in order. The final ADM is 1295. The current budget has a surplus of \$96,270.85. Paul Foley made the following motions:

1. Recommends approval of the June 2017-2018. Andy Francis seconded the motion. The motion passed unanimously.
2. Recommends purchasing 2 used buses for \$51,500. Andy Francis seconded the motion. The motion passed unanimously.
3. Recommends replacing 2 HVAC units at the high school for \$17,000. Jerald DeLaGarza seconded the motion. The motion passed unanimously.

Continuing Business:**Team CFA Update:**

Paul Foley noted that CFA will have 3 new schools in North Carolina: Wilmington, Holly Springs, and Charlotte. The network continues to grow. There are 2 new schools approved and ready to open in 2018.

FORUM Report (att. 3):

Elizabeth Sabolovic noted that the Forum had met and the Forum will meet on the second Tuesday of every month in the Grammar School cafeteria at 0815. McTeacher night raised \$633. The Fall Festival will be October 19th. The forum also installed water bottle fill stations at the grammar school.

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

Joe Maimone stated that TJ is still receiving new applications which brings the total to 511. He stated that for the NC Report Card, TJ did not meet growth. There is a need to understand how growth is measured. There will be a staff meeting November 9th 1:00-4:00pm to discuss how school growth is measure. He noted that RHI Foundation declined our grant request. He provided an update on the USDA application. To facilitate the USDA application the TJCA board will absorb the governance duties of TJCEF. Our charter is up for renewal in 2019, and we are currently working on self-assessment document that is due to DPI by November 3rd. There will also be a school site visit by DPI OCS staff in April of 2018 as part of the process, where staff, students, board members and parents will be interviewed.

Gary Blake introduced Susan White as the new finance director. He stated that the temporary bleachers will be replaced and there will be more grading for handicap access. He noted that there will be staff and student appreciation lunches prepared by the administrative staff. He also noted that there have been few disciplinary infractions.

Jason Cole stated the Fall Festival will be October 19th. He also noted that the book fair raised \$5000. The YMCA will be moving back to the grammar school campus October 1st. He stated the Firehouse from FCFD will be on campus for fire education.

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

Ray Maxwell noted the executive had met September 18th and a personnel issue had been addressed.

Community Relations (att. 5b-c):

Tony Robbins reminded everyone of several events scheduled: Homecoming October 6th with parade in Forest City starting at 4:00pm; Hilltop Festival October 7th; Fall Festival October 19th; Livermush Festival October 21st.

Curriculum:

Sally Harbin noted that the curriculum committee had met. She stated that the committee is a great team. The focus of the committee will be improving what we do.

Facilities:

Andy Francis noted that the facilities committee had met. The committee will prioritize the school's bus needs. The committee also discussed several needs: 1 more golf cart for \$2800; 48 inch lawn mower for \$4300. We received 3 bids for replacing HVACs. The bid went to a local business. The installation will take place October 6th & 7th. The WiFi issues are being looked into by Mr. Blanton. Options for the safe keeping of the money for athletic events will be discussed by Coach Caldwell, Officer Hernandez, and Mr. Blake. There is a possibility that an in-house after school program will be created at the grammar school. There will a proposal at the November meeting.

Fundraising:

Did not meet.

Legal Affairs:

Elizabeth Sabolovic noted that the committee had met. Dianna Bridges presented her findings regarding her review of employees' use of time keeping. Elizabeth stressed the need for TJ to be in compliance with non-exempt employees. Jason Cole stated that if a bus driver may not get paid if his/her route overlaps with his/her normal work hours. Ray Maxwell stated that keeping good records is important and if overtime is earned, then it must be paid. He also stated that we must look at options for both being compliant and ensuring employees are compensated fairly. Elizabeth Sabolovic made the motion that all non-exempt employees will use the time clock starting October 16th. Andy Francis seconded the motion. The motion passed unanimously.

Elizabeth stated that there needs to be a review of job titles to clarify groups this policy affects.

Elizabeth noted that we will ask our attorney if he can prepare an agreement with coaches that they are volunteering in exchange for only the stipend they receive.

Elizabeth also noted that the committee had reviewed the notes from David Hostetler and Joe Maimone. The committee has completed the first review of the bylaws template.

The committee would request an update on the audit and/or any findings from the audit.

Personnel/Policy (att. 6):

Did not meet.

Ad hoc Vision:

Paul Foley noted that the vision committee had met. Joe Maimone noted that staff has been asked to complete a survey concerning the needs of the new building. He also noted that the USDA is concerned about the reversion clause. He will work with the county on a possible resolution. He did state that other area banks have offered to assist the project. Clarification of the architect contract is needed. Teachers will visit Pinnacle to get ideas about classroom design. The feasibility study with Acadia will be finished shortly.

Continuing Business:

Upcoming meetings: November 7 (upper campus), December 5 (upper campus)

Personnel/Policy Updates:

The following policies were brought before the board for approval:

1. 2045 Whistleblower policy allows a staff member to take concerns to the HR director without fear of retribution.

2. 2600 Financial procedures includes a flat rate mileage cost for trips. Also, athletic costs will be approved by the principal.

Andy Francis made the motion to approve the 2 policies and Sally Harbin seconded the motion. Motion passed unanimously.

Ray Maxwell tabled the FMLA policy until the next meeting.

New Business:

Expediting Contracts: Joe Maimone opened a discussion regarding the need to expedite contracts for the 2020 Vision. The basis for expediting a contract will be when it is in the best interest of the 2020 Vision and the need falls between regularly scheduled board meetings. The contract in question must relate to the 2020 Vision and it cannot exceed \$50,000. The executive committee will be notified and the expedited contract will be placed on the agenda of the next regular board meeting. Jerald DeLaGarza made the motion to approve the expediting of 2020 Vision contracts and Andy Francis seconded the motion.

Elizabeth Sabolovic asked if the full board will be notified. Ray Maxwell stated that the full board will be notified by email, but there will be no dialogue among board members.

Paul Foley proposed the following amendment: Notification of the expedited contract will be sent by the board chair to the full the board with feedback only from the executive committee.

Andy Francis made the motion to accept the amended motion and Jerald DeLaGarza seconded the motion. Motion passed unanimously.

TJCEF Board merger: The Board of Directors of TJCA-CFA does hereby approve and accept the duties and responsibilities of the board of governance of the Thomas Jefferson Community Education Foundation (TJCEF) as of October 3, 2017. The TJCA Board of Directors is not accepting the TJCEF members onto its board. TJCEF will meet once per quarter.

Jerald DeLaGarza made the motion to accept the merger and Andy Francis seconded the motion. Motion passed unanimously.

NC Report Card: Jeff Ziegler present the information regarding the release of the NC Report card scores. Jeff Ziegler present the information regarding the release of the NC Report card scores. TJ received a score of 82 which is a B. We did not meet growth, but Jeff noted that since we maintain such high proficiency rates, it is harder to meet growth. He noted the need to better understand MAP growth versus EVAAS growth, since our MAP growth was the highest in our CFA network. Also, TJ administers 1750 exams in grades 3-11 when compared to schools which administer fewer tests.

Contracts: Acadia contract, survey contract, and Little Architecture contract are for information only. They will be presented for approval at the next meeting.

Andy Francis made the motion to go into closed session per NC 143-318.11 at 7:05 pm. Elizabeth Sabolovic seconded the motion.

After closed session discussion, a motion was made by Elizabeth Sabolovic to go back into open session and was seconded by Steve Herndon. The motion passed unanimously.

Then, Andy Francis made a motion to adjourn the meeting and Elizabeth Sabolovic seconded. The motion passed unanimously and the meeting adjourned at approximately 10:15 pm.