

Thomas Jefferson Classical Academy: CFA

Board Meeting

February 5, 2019

Location: Upper Campus, Leitner Auditorium

Present: Jerald DeLaGarza, Andy Francis, Jay Friedman, Jen Halliday, Steve Herndon, Ray Maxwell, Tony Robbins, Elizabeth Sabolovic, and Donna Trimble

Not Present: Paul Foley, Sally Harbin, Nick Longerbeam, and Christine Sutton

Others Present: Dianna Bridges, upper campus principal; Jason Cole, grammar school principal; Susan White, finance director; and Michael Smith, academic dean

Opening:

The meeting opened at 5:49 p.m.

Moment of Silence

Pledge of Allegiance

Public Comment: none

Chairman's Moment:

Ray Maxwell noted that a couple of board members had recently lost family members. He asked that we keep them in our thoughts and prayers and share a word of encouragement.

Minutes:

The January board meeting minutes were presented. Elizabeth Sabolovic noted that minor grammatical changes needed made. Andy Francis made the motion to approve the minutes with corrections. Jay Friedman seconded the motion which passed unanimously.

Introduction of Academic Dean:

Dianna Bridges introduced Michael Smith as the new academic dean. She said he was selected from five applicants. Mr. Smith taught at the school from 2004-2011 and returned about a year and a half ago. He noted he is honored to serve as the academic dean and hopes to play at least a small role in TJ's noble mission.

Continuing Business:**Team CFA Report:**

Mr. Foley will report at the March meeting.

Forum Report:

Elizabeth Sabolovic noted the Forum has teacher appreciation lunches planned for both campuses the week of Valentine's Day. She encouraged everyone to support the Dine-Out Day at Pleasant City in Shelby this Thursday. Jason Cole added that the next McTeacher Night will be at the Forest City McDonald's on Tuesday, March 12.

Next meetings: Ray Maxwell reminded everyone the next few meetings will be at 5:45 p.m. March 5, April 2, May 7, and June 4, in Leitner Auditorium of the upper campus.

Committee Reports:**Executive Committee:**

Did not meet.

Finance Committee:

Elizabeth Sabolovic made a motion from the finance committee that the board approve spending up to \$17,000 on a wireless smoke detection system for the middle school building, cafeteria, and John Adams Hall to comply with the insurance company's requirements. Andy Francis seconded the motion which was approved unanimously.

Mrs. Sabolovic noted the school was also going to have locks repaired on four doors on the upper campus.

She also made a motion from the finance committee to approve an invoice of \$5,136 to Conner Computer Consultants for services related to checking the school's current computer set-up and filling in for the IT position for 80 hours. Andy Francis seconded the motion which passed unanimously.

Community Relations/Public Outreach Committee:

Did not meet. The next meeting is set for tomorrow (Feb. 6) at the grammar school.

Curriculum Committee:

Did not meet, but will be soon.

Facilities Committee:

Andy Francis shared the good news that the auditorium roof has been fixed. Other items the committee discussed at its recent meeting were painting fire lines and replacing light bulbs at the grammar school parking lot, upgrading the gymnasium floor at the upper campus, trying again to get bids for ticket booths for the football stadium, and continuing to look for newer buses. Mr. Francis said the decision on the smoke detection system will be made as soon as the second bid which is expected is received.

Fundraising Committee:

Did not meet.

Legal Affairs Committee:

Did not meet. Planning to meet as soon as a contract with Casper's Closet is received.

Personnel/Policy Committee:

Ray Maxwell reported this committee met recently to cover several items. A brief discussion was held about the open IT position, including the job description with possibly extending it to include technology training for staff, and the selection of the new academic dean.

Hiring Policy 2024 was discussed because of the caliber of candidates who are being interviewed. Mr. Maxwell said, "We are making a concerted effort to get employees up to competitive rates." Policy 2024 already provides a list of conditions in which approval is needed from the personnel committee for new staff. Mr. Maxwell made the motion from the personnel committee that revisions include that administration should notify the personnel committee chairman of any offer made for over \$50,000, and completion of form 2024b is required when the salary package reaches \$60,000 or more. Jerald DeLaGarza seconded the motion which was unanimously approved.

The committee also brought to the board the possibility of hiring an intern from Gardner-Webb University. Activities could include taking photos at school events, posting to social media sites, and helping with IT needs. The intern could be paid a small stipend to help cover costs and travel expenses and would report to the new IT person. It was suggested that the Community Relations/Public Outreach Committee look at setting up parameters for the job description.

Looking at brokers for cafeteria employee benefits was also discussed. Mrs. Bolin is working on possibilities to help improve employee benefits.

The committee would also like to look at grant writing, especially with the new building project coming up. Staff or parents can help with writing grants, conducting research, or searching for appropriate grants. CFA is also going to be expanding their grant offering.

Mr. Maxwell made a motion from the committee that April 12 be changed from a half day to a full day to help make up some of the instructional time missed because of snow days. Steve Herndon seconded the motion which was unanimously approved.

2020 Vision Ad hoc Committee:

Ray Maxwell noted the committee discussed permitting and is waiting on DOT to send requirements. Mr. Maxwell noted final adjustments have been made to the floor plan and adjacent properties have been discussed.

Website Ad hoc Committee:

Did not meet.

Continuing Business:

Stadium Parking Repair Process: Andy Francis reported that quotes for the project have been requested, but only two were received. One was for the total project, but included only a 3-inch base.

The other quote was for labor only. Mr. Francis said we would have to have the gravel brought in, and noted there is a parent who may be able to assist with the hauling. A recommendation will be presented to the board at the March 5 meeting.

Technology Security Audit: The school may be able to receive this service for free from the state.

Director's Report:

Upper Campus: Mrs. Bridges reported the Gryphon Archers recently competed in a tournament in Advance, NC. Sully Bright and Landon Allen took home combined scholarships of \$130,000 in the high school division. Spring sports are getting underway. Yearbook sales will continue through Feb. 14. The Middle School Academic Team won the middle-school division of the 29th Annual Dorman Cavalier Academic Challenge. The same team also placed fourth in the state at the Twelve Academic Competition. Total scholarships at this time are \$4,120,300. March 1 will be the Open House for students interested in attending TJ. Lottery applications are due by March 1 with the lottery on March 25.

Grammar School: Mr. Cole reported that it's a good time of year at the grammar school with winter MAP testing completed. He noted the archery team has some state champions who he hopes will be recognized at the board's March meeting. He also said that over 985 families have already responded with their letters of intent, and 95 kindergarten applications have been received to this point.

New Business:

OCS Complaint Closure Discussion: Ray Maxwell said that the Office of Charter Schools (OCS) has reviewed the grievances filed against the board. They had sent a list of questions to which the board responded. This response prompted more questions to which the board also responded. OCS found no issues with grievances about the board, with public notices, use of the purchased canopy, with the by-law amendments, or Mr. Foley's term as treasurer, and it was found no board member receives compensation for their service.

OCS made suggestions to the board, including the attendance of board governance training. OCS also made some recommendations for best practice, including continuing to post board and committee minutes on the school website, practicing caution when board members meet for other reasons that school matters are not discussed, assessing conflict of interest at the beginning of meetings, adding a section to the website about policy on hearing grievances against the board, and submitting by-law amendments to OCS in a timely manner. Mr. Maxwell noted the board has already done some of these and that others will be good to put into practice.

Andy Francis made the motion to adjourn. The motion was seconded by Jerald DeLaGarza and was passed unanimously. The board adjourned at 6:49 p.m.