



## Classical Education Network (CEN)

Minutes for Meeting of the Board of Directors  
October 4<sup>th</sup>, 2022, at 2:30 P.M. via Zoom

### MINUTES

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#### Members in Attendance

- Mr. Christopher Hudson
- Mr. Glenton Gilzean
- Dr. Laura Pate

#### School Personnel in Attendance

- Mrs. Erika Donalds, Executive Director
- Dr. Dan Sturdevant, Head of School
- Ms. Fallon McLaughlin, School Operations Manager

#### Members Absent

- Ms. Yvonne Caldwell
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1. Meeting called to order at 2:32 p.m. by Mr. Hudson
2. Roll call attendance conducted by Mr. Hudson.
3. Approval of meeting minutes: 9/6/2022 [vote]  
***Motion to approve the 9/6/2022 meeting minutes made by Dr. Pate, seconded by Mr. Gilzean, vote: unanimous.***
4. OCA Head of School's Report – Dr. Sturdevant reported on the current enrollment data and marketing efforts, teacher training, professional development, the goal to get all faculty ESE certified, iReady and IXL testing, and headset supplier agreement. Dr. Sturdevant gave a shout-out to OCA counselors for efforts to offer resources and pastoral care during the hurricane and shared Operations team accomplishments this month including school store, plan for extracurricular clubs, yearbook, in-person family meet-up planned for November, continued onboarding and surveys of withdrawn students for feedback.
5. Optima Foundation Report – Mrs. Donalds reported on the hurricane impacts and support for OCA, and that Optima started a fund for employees and families impacted by the storm. Mrs. Donalds also provided updates on the two approved charters in Lee County and storm impacts on construction timelines. Estero Classical academy just opened enrollment. Discussions with Lee County around using Optima Classical academy as a stopgap for students impacted by the hurricane and fundraising to cover costs. Still moving forward with the fundraising event on December 4<sup>th</sup> at 7:00 p.m. benefitting Lee County.
6. New Business –
  - a. Appointment of Board Secretary - (vote) Yvonne Caldwell has agreed to serve as Secretary.  
***Mr. Gilzean motioned to approve the appointment of Yvonne Caldwell as Board Secretary, Dr. Pate seconded, vote: unanimous***
  - b. OTTER evaluation tool approval - (vote) Optima has created its propriety evaluation tool customized to classical education which ties into the Teacher professional development plan with evaluations.  
***Motion made by Mr. Gilzean to approve the OTTER tool, seconded by Dr. Pate, vote: unanimous***

- c. ESI Agreement - (vote) ESI is the professional employment organization for HR management and benefits. Revision to the agreement necessitated by insurance compliance needs. Optima is in the process of bringing HR in-house effective January 1, 2023.  
***Motion made by Mr. Gilzean to approve the ESI agreement as presented, Dr. Pate seconded, vote: unanimous***
  - d. OptimaEd Agreement Revision - (vote) Revisions necessitated by insurance compliance.  
***Mr. Gilzean motioned to approve the OptimaEd Agreement revisions as presented, Dr. Pate seconded, vote: unanimous***
  - e. 22-23 Survey 2 October Out of Field List - (vote)  
***Motion by Dr. Pate to approve the Out of Field List as presented, seconded by Mr. Gilzean, vote: unanimous***
7. Board Comments –
- a. Dr. Pate is sad to learn of the employees affected and their losses due to the storm and asked for the Optima hurricane assistance fund link. Still planning for the NCA visit on November 1<sup>st</sup>.
  - b. Mr. Gilzean is thankful we are okay and sad to hear of the family losses and devastation. Prayers out to everyone for a speedy recovery.
8. Adjournment – the meeting was adjourned at 3:44 p.m.

*NCA Tour/Workshop/Board Meeting: Tuesday, November 1st, 2022, 11:30-4:00.*