



American Classical Education Tennessee

Board Minutes

July 17, 2025 at 6:30 p.m.

Tricia Stickel called the meeting to order at 6:30 pm.

Board members Michelle Garcia, Tricia Stickel, David Codevilla, Jackie Archer, Joey Hale, and Justin Greer were present. Darrel Woodward and Joe Hale were absent.

Phillip Schwenk, Yvonne Adkins and Amy Mohan.

Head of School, Phillip Schwenk read the school mission statement.

Public comment – There was no public comment.

Board President Report

Board President Stickel presented the amended and restated Bylaws with the revisions as follows:

- Section 8: Removed requirement for Foundation approval; retains two thirds board vote.
- Prior change (May): Voting language updated (e.g., officer changes no longer require Foundation approval).

Financial Report

Mr. Schwenk opened the financial discussion with a response to the Board's bank loan inquiry Phil Schwenck reported that he contacted Regions Bank about a line of credit; Regions declined because the school is has limited credit history, noting banks typically want 2–3 years of operating history before extending credit. No other banks have been approached yet.

Mr. Schwenk continued the discussion on private and short-term loans. In response to a question about private funding, Jackie Archer stated she would be in a position to make a short-term personal loan, if necessary. The Board thanked her; no action was taken pending exploration of institutional options and review with counsel.

Near-term cash flow discussion included IDEA funding (\$19,259) and future CSP (\$5,920) reimbursements were identified via Bill.com to assist short-term cash flow.

State of the School Report

Mr. Schwenk emphasized the Tennessee 177 instructional day requirement. He stated that four half days for Parent Teacher Conferences are not permitted. Calendar will reflect three P/T conference days; on at least one day, conferences will occur after school while students attend a regular instructional day.

Mr. Schwenk reviewed academic data and explained NWEA's percentile bands and color coding. He explained that growth magnitude varies and some students may remain in the same band despite gains.

Mr. Schwenk referenced that the school's ELL population is ~30% with wide skill variance (5th-95th percentile in same room), requiring scaffolding. He also stated that TCAP data showed several students close to proficiency, strong 4th grade math performance, and 5th grade math gaps. The plan for 2025-26 includes three NWEA windows, early target setting, and support for nine first year teachers.

Mr. Schwenk explained that 257 students represents new applications with accepted seats; 390 includes returning students. He stated that 100% of K-6 teachers and ELL positions are filled. He noted that the special education position remains open.

Mr. Schwenk reported new Business Manager hiring is underway and that Adkins and Company will continue compliance duties while onboarding occurs.

A&C Report

Ms. Adkins reported on CSP funding, federal dollars, operations support, and compliance. She stated that the school finally received IDEA funding in the amount of \$19,259, and after reviewing Bill.com, identified an additional \$5,920 in CSP reimbursements, which should help with cash flow.

She outlined ongoing assistance to the school leadership with various required submissions. She confirmed that she and Phil have been working on the handbooks and anticipate completing them before the next board meeting.

There was discussion as to roles and responsibilities between leadership, staff, consultants and the Board in development of the budget going forward vs. approval and oversight of the budget going forward. The team is looking forward to the coming year and true up of funding with accurate enrollment numbers.

Resolutions

President Stickel asked Ms. Adkins to read the list of resolutions for consideration, as reviewed and discussed during the meeting. The following resolutions were read:

A RESOLUTION TO APPROVE MEETING MINUTES FROM JUNE 19, 2025

WHEREAS, the Board of Directors conducted a meeting on June 19, 2025, and it has accurately documented the business and resolutions approved at that meeting; and

IT IS THEREFORE RESOLVED that the Board of Directors does hereby approve the Minutes of the board meetings and authorizes Yvonne Adkins to file the minutes in the school's permanent records.

A RESOLUTION TO APPROVE THE AMENDED AND RESTATED BYLAWS OF AMERICAN CLASSICAL EDUCATION TN.

WHEREAS, the Board of Directors has had counsel review its previously established organizational bylaws under which it operates; and

IT IS THEREFORE RESOLVED that the Board of Directors has reviewed and approves the amended and restated bylaws as presented by counsel, Amy Mohan.

A RESOLUTION TO ACCEPT THE MONTHLY FINANCIAL STATEMENTS

WHEREAS, the Board of Directors has heard the financial update for the school as presented for June 2025; and

IT IS THEREFORE RESOLVED, that the Board of Directors hereby accepts the financial reports for the school, as presented by Prestige Solutions.

A RESOLUTION TO ACCEPT THE STATE OF THE SCHOOL REPORTS

WHEREAS, the Board of Directors has heard the State of the School updates for the month including enrollment, student and operational performance, compliance, and marketing as presented by Phillip Schwenk; and

IT IS THEREFORE RESOLVED, that the Board of Directors hereby accepts the State of the School Report, as presented.

A RESOLUTION TO APPROVE THE UPDATED SCHOOL CALENDAR

WHEREAS, the Board of Directors is required to adopt an annual school calendar; and

IT IS THEREFORE RESOLVED that the Board of Directors has reviewed and approves the board calendar as presented by Head of School, Phillip Schwenk.

APPROVAL OF THE STAFFING LEVELS AND POSITIONS

WHEREAS, the Board of Directors has reviewed the staffing as presented by Head of School, Phillip Schwenk; and

RESOLVED, that the Board of Directors PROVISIONALLY approves following completion of the 2025-2026 Staffing plan and positions.

President Stickel called for a motion to approve the resolutions as presented. Board Member Codevilla made the motion, and Member Archer seconded it. The motion carried by unanimous vote approving all resolutions as read without further discussion.

Ms. Stickel reminded everyone that the next board meeting will take place on August 21, 2025.

Executive Session and Adjournment

There being no further business, Ms. Stickel moved to enter into executive session to discuss a personnel contract issue. Ms. Garcia seconded the motion, and the open session of the meeting was adjourned at approximately 7:30 p.m.

Ms. Stickel requested that the Board enter Executive Session. With a unanimous roll call vote, the Board entered into Executive Session at approximately 7:33 p.m. with no action taken, the Board exited executive session and adjourned the meeting at 8:39.

CERTIFICATION

The foregoing are true and correct minutes adopted by the Board of Directors of the School at a public Board meeting dated July 17, 2025.

American Classical Academy Rutherford

Tricia Stickel, Board President