



American Classical Education Tennessee

Board Minutes

December 18, 2025 at 6:30 p.m.

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

Board members Michelle Garcia, Tricia Stickel, Jackie Archer, David Codevilla, Darrell Woodard, Bryan Lewis, and Tom Biggs were present.

Guests present: Phillip Schwenk, Yvonne Adkins, Allen Beck, and Miranda Greer

The school mission statement was read.

Public comment

Susan Seiling addressed the Board and emphasized the importance of clear and timely communication with families. She encouraged regular updates on the state of the school, timely posting of Board meeting minutes, and opportunities for parent engagement, particularly as the school moves forward with the process of selecting a new Head of School.

Board President Report

President Tricia Stickel reviewed the agenda for the meeting and asked Board Members if there were any changes or additions. Hearing none, she noted that the agenda would be included with the resolutions to be voted on at the conclusion of the meeting.

President Stickel reviewed the October 16, 2025 Board Meeting minutes and asked if there were any corrections or amendments. Hearing none, she stated that approval of the minutes would be included with the resolutions to be voted on later in the meeting. The Board authorized Yvonne Adkins to file the approved minutes in the school's permanent records following approval.

President Stickel introduced Dr. Allen Beck as Interim Head of School.

President Stickel reviewed the policies and board documents that had been developed and circulated in advance of the meeting, including the School Leader Succession Plan. She asked Board Members if there were any questions, additions, or amendments to the policies and school lease, as presented. Hearing none, she noted that the policies and lease amendment would be included with the resolutions to be voted on at the conclusion of the meeting.

Financial Report

President Stickel transitioned to financial reports. Phillip Schwenk presented an update on the status of the first-year annual audit and reviewed the November 2025 financial report. Board Members discussed the report and asked questions.

The Board reviewed grant and federal funding updates as presented, including Facilities, Security, IDEA, Title II, and Title II ELL funding. President Stickel noted that acceptance of grant and federal funding and the fiscal agent's verification and reconciliation would be included with the financial resolutions to be voted on later in the meeting.

The Board was informed of an overpayment in TISA funding identified during the November true-up. Discussion was held regarding repayment. President Stickel stated that approval of the repayment would be included with the resolutions to be voted on at the conclusion of the meeting.

The Board reviewed the public contracting process and financial analysis related to the proposed food service contract to be further reported on later in the meeting.

State of the School Report

Phillip Schwenk presented the State of the School report, including enrollment, marketing, absenteeism, discipline, academic performance, operational updates, compliance status, management of the 403(b), and facilities updates. The Board requested quarterly academic reporting in written form, which Mr. Schwenk presented.

The Board reviewed proposed staffing levels and positions for the 2025–2026 school year, including the addition of a part-time or as-needed building substitute and a contracted nurse as well as the new special education teacher. The Board also reviewed the Separation Agreement for Phillip Schwenk and the Interim Head of School Agreement for Dr. Allen Beck. President Stickel noted that approval of staffing updates and agreements would be included with the resolutions to be voted on later in the meeting.

There were Board Member questions on staffing. At the conclusion of discussion, President Stickel called for Ms. Adkins to read the resolutions. Upon a motion made and seconded, the Board unanimously voted to approve the following resolutions:

- APPROVAL OF THE AGENDA
- A RESOLUTION TO APPROVE MEETING MINUTES FROM OCTOBER 16, 2025

WHEREAS, the Board of Directors conducted a meeting on October 16, 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 POLICY: ACAR-SP-10 SCHOOL LEADER SUCCESSION PLAN

WHEREAS, the Board of Directors has reviewed and considered the Head of School Succession Plan;

BE IT RESOLVED, that the Board of Directors approves the Plan as ACAR SP-10.

- A RESOLUTION TO APPROVE THE AMENDMENT TO LEASE AS PRESENTED

WHEREAS, the Board has worked diligently with ACE and counsel to confirm final terms for the school lease; and

BE IT RESOLVED, that the Board of Directors approves the final Lease as presented.

- A RESOLUTION TO APPROVE THE NOVEMBER FINANCIAL REPORT

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

IT IS THEREFORE RESOLVED, that the Board of Directors hereby accepts the financial reports for the school, as presented by the Head of School

- A RESOLUTION TO APPROVE GRANT AND FEDERAL FUNDING

WHEREAS, the Board of Directors has applied for and been granted the following funds; and RCS provided updated data for:

Facilities Grant	\$92,509.62
Security Grant	\$ 4,193.63
IDEA Federal Funding	\$35,309.34
Title II Funds	\$ 1,615.00
Title II ELL Funding	\$ 1,745.24

IT IS THEREFORE RESOLVED, that the Board of Directors hereby accepts the grant awards as received, and

IT IS FURTHER RESOLVED, that the Board of Directors accepts its financial agent's verification and reconciliation for ACAR FY25-26 funding as presented.

- A RESOLUTION TO APPROVE REFUND OF RCS OVERPAYMENT

WHEREAS, the Board of Directors was informed of an "overpayment" of \$587,257.11 in TISA Funding during the November Tru-up.

IT IS THEREFORE RESOLVED, that the Board of Directors hereby approves the repayment based on verification from ACAR fiscal agent attached.

- A RESOLUTION TO ACCEPT THE STATE OF THE SCHOOL REPORT

WHEREAS, the Board of Directors has heard the State of the School updates for the month including enrollment, marketing, absenteeism, discipline issues, student and operational performance updates, management of 403-b, and compliance update

including the annual report, and the facility updates, as presented by Phillip Schwenk; and

WHEREAS, the Board has requested quarterly Academic Reporting in a written report,

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

- 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 Interim Head of School Dr. Allen Beck; and

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

Addition of part-time / as needed building sub at \$130.00 a day
Addition of contracted nurse 8 hours a week at \$35.00 per hour
Acceptance of Separation Agreement - Phillip Schwenk
Approval of Interim Head of School Agreement - Dr. Allen Beck

Adjournment

There being no further business, a motion to adjourn was made by Jackie Archer, seconded by Bryan Lewis. The meeting was adjourned at 8:17 p.m.

CERTIFICATION

The foregoing are true and correct minutes of the Governing Authority of the School at a public Board meeting dated December 18, 2025.

American Classical Academy Rutherford

Tricia Stickel

Tricia Stickel, Board President