

Archimedean Academy, Inc.  
Board of Directors of Archimedean Schools:  
Archimedean Academy, Archimedean Middle Conservatory,  
Archimedean Upper Conservatory

Board Meeting: **Wednesday, March 24, 2021**

**Board Meeting Minutes**

**Attending Board members:** Dr. G. Kafkoulis / Jeff Taraboulos / Frank Berrizbeitia / Chris Korfiatis / Lambros Katsoufis and the C.E.B.O. Dimitri Bardoutsos both attended via Zoom.

The meeting of the Board of Directors was called to order at 8:00 pm.

AGENDA:

- READING of the Minutes of the previous meeting February 24, 2021
- Committee Responsibilities
- Strategic Plan implementation
- BOARD MEMBERS BY-LAWS

DISCUSSIONS:

- The minutes of the previous meeting were unanimously approved.
- The Chairman informed that Board membership was a privilege and required multiple responsibilities
- Board Member Lambros Katsoufis presented a draft outlining the content to be considered in the creation of the by-laws of the organization as follows:

**1. Purpose**

- a. State Purpose of Board
- b. State Powers of Board
- c. State Limitations of Board

**2. Membership**

- a. Eligibility – is Board open to public candidates or only by

invitation?

- b. Application Process – how can prospective Board members be welcomed to apply
- c. Acceptance and Orientation
  - i. how are new Board members inducted
  - ii. how are new Board members welcomed (By Laws/Conflict of Interest Policy/Code of Ethics)
- d. Number, Term and Limits
  - i. Minimum and Maximum no. of Board members
  - ii. Are Members elected for fixed term after which they must be reelected or do Members remain until removed or resign?
  - iii. Is there maximum no. of terms?
- e. Board Member Resignations – define process
- f. Removal Process – define process - majority of Board approval?
- g. Honorary Membership – should we include for certain individuals to have authority as committee members but no voting power?

### **3. Meetings**

- a. General Meetings – define dates and duration, quorum requirements and attendance availability
- b. Special Meetings – define exceptions needed
- c. Notice – define notice requirements for both General and Special Meetings
- d. Voting by Proxy – not permitted?
- e. Records of Proceedings – define procedure for setting agenda and recording meetings
- f. Annual Records – define what is required by Board Members

### **4. Officers, Committees, Outside Experts**

- a. Define offices and responsibilities
- b. Are Committees needed?
- c. Do we need a policy for use of outside experts?

### **5. Conflict of Interest Policy** – define Board position on the following:

- a. Duty to Disclose
- b. Compensation of Board members
- c. Nepotism
- d. Financial Interest

### **6. Code of Ethics Policy**

- a. Define expectation of Board members' interaction with Parents, Faculty and Staff

The meeting was adjourned until further notice.

Respectfully Submitted,

**ARCHIMEDEAN ACADEMY INC.**

A handwritten signature in blue ink, appearing to read "Frank Berrizbeitia", with a stylized flourish at the end.

By: **Frank Berrizbeitia**  
Corporate Secretary  
Archimedean Schools Board of Directors.

**Archimedean Academy, Inc.**  
Board of Directors of Archimedean Schools:  
Archimedean Academy, Archimedean Middle Conservatory,  
Archimedean Upper Conservatory

Board Meeting: **Wednesday, March 10th, 2021**

**Board Meeting Minutes**

The meeting of the Board of Directors was cancelled due to lack of quorum.

Respectfully Submitted,

**ARCHIMEDEAN ACADEMY INC.**



By: **Frank Berrizbeitia**  
Corporate Secretary  
Archimedean Schools Board of Directors.

# **Archimedean Academy, Inc.**

**Board of Directors of Archimedean Schools:  
Archimedean Academy, Archimedean Middle Conservatory,  
Archimedean Upper Conservatory**

**Board Meeting: Wednesday, February 24, 2021**

## **Board Meeting Minutes**

**Attending Board members:** Dr. G. Kafkoulis / Jeff Taraboulos / Frank Berrizbeitia / Chris Korfiatis / Lambros Katsoufis and the C.E.B.O. Dimitri Bardoutsos both attended via Zoom.

The meeting of the Board of Directors was called to order at 7:55 pm.

### **AGENDA:**

- READING of the Minutes of the previous meeting February 19, 2021
- Committee Responsibilities
- Strategic Plan implementation
- BOARD MEMBERS BY-LAWS

### **DISCUSSIONS:**

- The minutes of the previous meeting were unanimously approved.
- The Chairman informed that Board membership is a privilege and the Board is to review the policy and By-laws to define when members can be excused from their non-participation and attendance at the Board meeting on campus. Our Strategic Plan requires participation and our leadership and guidance are suffering as a result of a high number of Board members who are not participating on the committees or attending Board meetings.

The Board discussed the revision of the By-laws and requested that Lambros Katsoufis return with a proposal to be discussed concerning possible reforms of By-laws; policies; procedures and obligations.

It also **RESOLVED THAT:**

- The Provisions of the School's By-Laws concerning the Board members participation requirement and the frequency of the Board meetings were agreed to remain twice a month on the second and fourth Wednesday of the month. The discussion will be continued at the following Board Meeting.
- Chris Korfiatis would head the engineering committee responsible for the building of the GYMNASIUM.
- Sunshine Law requires that we establish committees to be open to the Public that encourage participation by friends and families of the ARCHIMEDEAN Schools.
- The Vice President had raised concern about forming the Schools' Alumni program and it was decided that a committee would be formed to review placing Board members on key committees to oversee the Strategic Plan mandated by our Accreditation program.

Meeting adjourned at 10:00 pm

Respectfully Submitted,

**ARCHIMEDEAN ACADEMY INC.**



By: **Frank Berrizbeitia**  
Corporate Secretary  
Archimedean Schools Board of Directors.

Archimedean Academy, Inc.  
Board of Directors of Archimedean Schools:  
Archimedean Academy, Archimedean Middle Conservatory,  
Archimedean Upper Conservatory

Board Meeting: **Friday, February 19, 2021**

**Board Meeting Minutes**

**Attending Board members:** Dr. G. Kafkoulis / Aleco Haralambides / Frank Berrizbeitia / Chris Korfiatis / Also the C.E.B.O. Dimitri Bardoutsos

The meeting of the Board of Directors was called to order at 7:47 pm.

**AGENDA:**

- READING of the Minutes of the previous meeting January 27, 2021
- TEACHERS ATTENDANCE AT SCHOOL
- BOARD MEMBERS BY-LAWS
- INSURANCE CLAIMS

**DISCUSSIONS:**

- The minutes of the previous meeting were unanimously approved.
- The Chairman informed that the Principals have requested the Board to review the policy adopted on September 30 describing conditions where teachers can be excused from working on campus. The status of teachers claiming COVID exemptions are causing a burden on the school. Instruction is suffering as a result of a high number of teachers who haven't returned to campus.

The Board discussed the revision of the relative policy and **RESOLVED THAT:**

All previously granted requests for flexibility to teach/work from home is revoked unless:

1. the teacher/staff has a personal underlying medical condition supported by medical evidence that states that their condition places them at a higher risk if infected with COVID-19.

2. Employees who are pregnant, or who have newborns that they are breastfeeding.

The employees that do not fall under either of the above categories are required to report in person to work on/or before Monday, March 1, 2021 pursuant to the school schedule. If an employee wishes to express a justified concern, they should do so in writing to their immediate supervisor within the next 24 hours.

Synchronous remote instruction should not be used as a substitute for in-person instruction for faculty members who need to be away from the school on a particular day for any personal/health reasons

- A discussion started regarding the Provisions of the School's ByLaws concerning the Board members participation requirement and the frequency of the Board meetings. The discussion will be continued at the following Board Meeting.
- The Vice President raised a concern about the Schools Insurance policy and its coverage related to Mental health related claims. Furthermore, the Board, regarding the Mental Health Awareness **Resolved that:**

At a minimum bi-annually, the trust counselor(s) shall hold an assembly/meeting with each of the schools to raise awareness among the student body, staff and school community about mental health issues and abuse issues.

Meeting adjourned at 10:00 pm

Respectfully Submitted,

**ARCHIMEDEAN ACADEMY INC.**



By: **Frank Berrizbeitia**  
Corporate Secretary  
Archimedean Schools Board of Directors.



**Archimedean Academy, Inc.**  
Board of Directors of Archimedean Schools:  
Archimedean Academy, Archimedean Middle Conservatory,  
Archimedean Upper Conservatory

Board Meeting: **Wednesday, February 10th, 2021**

**Board Meeting Minutes**

The meeting of the Board of Directors was cancelled due to lack of quorum

Respectfully Submitted,

**ARCHIMEDEAN ACADEMY INC.**



By: **Frank Berrizbeitia**  
Corporate Secretary  
Archimedean Schools Board of Directors.

**Archimedean Academy, Inc.**  
**Board of Directors of Archimedean Schools:**  
Archimedean Academy, Archimedean Middle Conservatory,  
Archimedean Upper Conservatory

Board of Directors Meeting: **Wednesday January 27<sup>th</sup>, 2021**

**Board Meeting Minutes**

**Attending Board members:** Dr. G. Kafkoulis / Catherine Hernandez/ Jeff Taraboulos / Frank Berrizbeitia / Chris Korfiatis / Nick Monocandilos / Also the C.E.B.O. Dimitri Bardoutsos

Meeting was called to order at 7:30 p.m.

**AGENDA:**

- Preparation for the Accreditation Committee District Visit Scheduled for Feb. 1-4,2021.

**Discussions:**

- The minutes of the previous meeting were unanimously approved.
- The Chairman gave a brief explanation of this renewal visit and the amount of work that the Administration and teachers had put in establishing a proper presentation. The Strategic Plan for the next five years was discussed and a timeline for completion was decided.

**Action:** A resolution was submitted to the Board to present by latest August 1, 2021 the STRATEGIC PLAN 2021-2025 based on all the workshop(s) performed and the Protocols established in the process to perfect the timeline for this aforementioned **Strategic Plan**.

The appropriate appointments were handed out to the participating Board members and a mock Q & Q session ended the meeting.

Respectfully Submitted,

**ARCHIMEDEAN ACADEMY INC.**



By: **Frank Berrizbeitia**  
Corporate Secretary  
Archimedean Schools Board of Directors.

**Archimedean Academy, Inc.**  
**Board of Directors of Archimedean Schools:**  
Archimedean Academy, Archimedean Middle Conservatory,  
Archimedean Upper Conservatory

Board of Directors Meeting: **Wednesday January 27<sup>th</sup>, 2021**

**Corporate Resolution**

**Board of Directors Resolution dated Wednesday January 27<sup>th</sup>, 2021.**

The undersigned hereby certifies that he is the Acting Recording Secretary of **Archimedean Academy Inc**, a not-for-profit corporation organized and existing under the laws of the State of Florida and that the following is a true and correct copy of a resolution adopted by the Governing Board of **Archimedean Academy Inc.** at a meeting held Wednesday **January 27<sup>th</sup>, 2021.**

RESOLVED by the Governing Board to adopt and ratify the **"Strategic Plan 2021-2025 dissemination timeline and Process"** as it appears in the 'ARCHIMEDEAN SCHOOLS Strategic Plan 2021-2025 Accreditation Process.

Furthermore, the Board requested that all ARCHIMEDEAN schools be cognizant of the implementation process so that a timeline is adapted to present the final version latest August 1, 2021.

The foregoing resolution was adopted by the Board of ARCHIMEDEAN ACADEMY, INC. and this resolution was approved unanimously.

Furthermore, the Adoption of said resolution was in all respects legal and that said resolution is in full force and effect and has not been modified or rescinded.

DATED This **Wednesday January 27<sup>th</sup>, 2021**

**ARCHIMEDEAN ACADEMY INC.**



By: **Frank Berrizbeitia**  
Corporate Secretary  
Archimedean Schools Board of Directors.

**Archimedean Academy, Inc.**  
Board of Directors of Archimedean Schools:  
Archimedean Academy, Archimedean Middle Conservatory,  
Archimedean Upper Conservatory

Board Meeting: **Wednesday, January 13, 2021**

**Board Meeting Minutes**

The meeting of the Board of Directors was cancelled due to lack of quorum

Respectfully submitted,

**ARCHIMEDEAN ACADEMY INC.**



By: **Frank Berrizbeitia**  
Corporate Secretary  
Archimedean Schools Board of Directors.