

The Classical Academy  
975 Stout Road  
Colorado Springs, CO 80921

Board of Directors Regular Meeting  
December 11, 2006

- I. Chairman Chris Leland called the open session to order at 6:03 p.m.
- II. Pledge of Allegiance/Roll Call.
  - A. Chris Leland led those present in the Pledge of Allegiance.
  - B. Roll Call. The following Directors were present: Chris Leland, Matt Carpenter, Chris Bender, Lisa Ruth, Clark Miller, and Steve Tomberlin. Director absent: Lisa Sutton. Also present: Mark Hyatt, President.
- III. Spotlight Recognition. None.
- IV. Board Development—a continuing series of presentations highlighting the formation of TCA’s mission, values, and philosophy. Peter Hilts and Russ Sojourner presented a notional weekly calendar that depicted a cross-section of activities we do to assist parents with the “roof” of TCA—mind, body & spirit (Attachment 1). Chris Leland asked the principals to describe some challenges in our programs to assist parents. Russ Sojourner described the challenges everyone faces as parents transition their children from elementary to secondary. The communication processes are very different, and sometimes parents feel a bit disconnected. Chris Bender asked about the communication matrix on the TCA website, and requested we continue to direct parents to it, and promote its use. Chris Bender then inquired about the upcoming Parent Workshop, and Mark Hyatt detailed the vision for a workshop series with one workshop each semester, highlighting topics on various aspects of youth culture. The December workshop addresses the potential for video game addiction. Chris Leland closed this item by asking Matt Carpenter and a member of the Lead Team to explicate the concept of exemplary citizens at the next meeting.
- V. Comments.
  - A. From the Audience.
    1. Vicki Tomberlin told the Board that if there are any concerns about conflict of interest, she would understand if she was not re-elected to the BuildingCorp board in the upcoming election. She then expressed appreciation for the work the Board is doing to hold parents accountable via the Letter of Understanding, and suggested that perhaps we could find ways to coach parents on how to work effectively with the administration, without creating adversarial relationships. Mrs. Tomberlin closed by expressing concern about the Dream Teams. She recommended that the Board provide an overall vision about “where we’re going” —a destination, per se—and then let the teams ruminate about the details of how to progress to that destination.
    2. Karen Birch complimented all the students who participated in the recent theatrical production of “Guys and Dolls.” The cast and crew spent over 250 hours on the play, and she specifically commended Mr. Collinson and Mrs. Stedman for the sacrifices they make and the amazing work they do with our children.

- B. From the President. Mark Hyatt also lauded the great performances at “Guys and Dolls,” including theatre, band and choir.
- C. Operations Update. Kevin Collins reviewed the Operations handout (Attachment 2), and praised our Human Resources team and our Information Technology team for doing fantastic work. He then updated the Board on the development of the property adjoining TCA (Attachments 3 and 4) for the new North Gate Office Park. We’ll be sharing the traffic circle, and the new commercial office buildings will be just north of the circle. They’ll start work next week, and ultimately traffic will increase; however, the city plans to install a traffic light on Voyager later this calendar year. If there is any delay with the traffic light installation, Mr. Collins assured the Board we would elevate the issue to the City Planners as necessary. He then reported that we finished the charter revision work with the district and are pleased with the outcomes.
- D. Administration.
- 1 High School – Peter Hilts praised Guys & Dolls as a fantastic high point, showcasing much of our student and faculty talent. He also thanked our outstanding parent coordinators, for their great work on the dance.
  2. Instructional Philosophy – Leesa Waliszewski recounted the success of the November staff development conference. The “Go Vertical” teams gave an elementary experience in the morning, and a secondary experience in the afternoon—it was an eye-opening and relationship-building episode, and helped everyone understand the continuum of our curriculum. Chris Leland thanked the Instructional Philosophy team for such high-quality professional development.
  3. Jr. High – Russ Sojourner described ways that he and his teachers challenge students to find and pursue their passions. Just in the past week, teacher Brian Feathers began sponsoring a Classical Movie Club. Beth Adams is sponsoring a Math Club—they’re preparing already for the upcoming “Math Counts” competition. Christy Nordgren and Jess Feller started a Book Club, and Gary Brohmer and Robert Thomason collaborated on a character lesson wherein students articulated “what Christmas means to me.”
  4. East – Diana Burditt provided some verbal “snapshots” from her classrooms. Mary Crow’s math class learned about place values while making a charity quilt. Andrea VanDorsten’s Art class explored the concept of texture by creating textured pottery. We’re considering videoing exemplary teachers, such as 1<sup>st</sup> grade teacher Sarah Bibler, who ingeniously used Minnie Mouse ears with a bridal veil to convey to students how hydrogen atoms connected with oxygen atoms to make water.
  5. Central – Don Stump reported that the grass-roots anti-bullying club is now named the Bully Busters, and it’s already making a difference at our school. He recounted the wonderful parent-child interactions he witnessed at the recent Medieval Day.
  6. North – Veronica Varland praised Susan Calvert and her students for an absolutely delightful choir concert. The North PTO is hosting a Christmas Cookie party tomorrow after school, to help build a sense of community, and students collected over 5,000 items for the Care and Share food drive. Academic progress reports went home to keep parents informed, and we have 66 accident-free days!

## E. From the Board

1. Chris Bender announced that the Scholarship Committee reviewed 19 applications, and gave out 18 scholarships amounting to \$7,375—when combined with the last round of scholarships we've distributed just under \$10,000 to help our staff achieve their educational goals. He then apologized to Lisa Sutton for unintentioned comments at November's meeting, and wished everyone a Merry Christmas and a great break.
2. Steve Tomberlin described the successful All Staff Party, at which the Titan of the Year was announced. From a field of 28 nominees, 7 finalists were selected: Becca DeMeyer, Blake Galvin, Kay Goble, Colleen Hare, Kara McIntyre, Sarah Myers, and Don Stump—and Kay Goble emerged as Titan of the Year 2006-2007. Mr. Tomberlin credited quality staff, and the freedom the Administration gives teachers to put their passion into practice, as the reason so many of our people flourish.
3. Matt Carpenter thanked Steve Tomberlin for his comments during the All Staff Party, particularly his use of the rope analogy to connote growth.

## VI. Reports

### A. Financial Report.

1. Jim Woody updated the Board on the General Fund (Attachment 5), explaining that in the Variance column our actual revenue was less than budgeted due to a lower October Count. Lisa Ruth inquired about insurance reimbursements for the lightening strikes, and Chris Leland suggested we should budget more for contingencies in the Operations budget.
2. Resolution Approving Renewal of Synthetic Field Loan. Dr. Woody then presented a proposed resolution (Attachment 6), explaining that the resolution would authorize TCA's agents to renegotiate the loan, because we need to renew the loan annually. Chris Bender advocated that the resolution be more narrow, so as not to abdicate any of the Board's fiduciary responsibility. Steve Tomberlin proposed a separate, internal resolution that sets a limit on our agent, in addition to the resolution required by the lending institution.

*Moved by Clark Miller, seconded by Lisa Ruth, to approve the original corporate resolution as presented. Roll call.  
Approved by unanimous vote.*

After further discussion, the Board agreed upon a second internal resolution. The wording was identical to the corporate resolution, except that the phrase "any agreements of any nature" was replaced with the words "a loan for TCA's synthetic field not to exceed a principle of \$300,000 plus interest for one year."

*Moved by Chris Bender, seconded by Steve Tomberlin, to approve the internal Board resolution as presented. Roll call.  
Approved by unanimous vote.*

Clark Miller agreed to draft a Grant of Authority for the CFO and President.

3. Approval of Target Revenue for 07-08 Budget. Jim Woody announced that we're using a 44-student (FTE) increase as the target when planning the 07-08 Budget. He reminded that Board that this number was only for planning purposes, and would not become an approved number until the

Board approves the final budget.

*Moved by Lisa Ruth, seconded by Matt Carpenter, to approve a 44-student FTE as a target number with which to begin planning for the 07-08 Budget. Roll call. Approved by unanimous vote.*

Jim Woody said that we're still proceeding forward to obtain the formal legal opinion on the separate 501c3, and he thanked Matt Carpenter for his help on this issue. He also thanked Laurie Bossert for her efforts over the years to help resolve the issue of IRS 990 forms previously not being filed—we learned that we do have to file them. We have an extension for this year, and then we should be back on track.

- B. Approval of Minutes. (Attachments 7 and 8) The minutes of the regular meeting on November 13, 2006 were approved as amended. The minutes of the November 18, 2006 working session were approved as presented.

## VII. Agenda Items

- A. TCA BuildingCorp Update – Rick Mueller distributed three handouts to the Board (Attachments 9-11). He began the activity and financial update by stating that we will need a deposit to inspect the drainage ditch, and that the deposit will be refundable after the inspection is complete. Since we spent more than we normally would have paid for the drainage ditch, the city owes us money. Also, since our construction contractors, Hazelden Construction, paid sales tax when they finished, we should receive approx \$14,900 in return. Mr. Mueller announced that we filed our 501(c)(3) application, but the IRS is backlogged, so we can't predict when we'll hear back from them. He closed with a reminder that the BuildingCorp Board elections are next month.

*Chris Leland called for a break at 7:54 p.m. The meeting reconvened at 8:09 p.m.*

- B. Safety/Security Summary. Collins presented a master list of potential security items (Attachment 12), with all inputs separated into 3 general categories: Things we already do; Development of resources; and Technology adds. We're currently examining which items will give us the largest return on our investment. One of our overarching priorities is to ensure that all campuses are at relatively equivalent levels of security, despite the individual idiosyncrasies. Mr. Collins emphasized that we have a lot of good things in place already, and this list depicts an ongoing, constant assessment and improvement project. Chris Bender requested that the final list be prioritized. Mark Hyatt commented that in general, our staff and students appear more vigilant, which is a great enhancement to any security system. Steve Tomberlin confirmed that awareness is the number one deterrent, and urged caution when purchasing security systems, as they may do little more than create a sense of complacency.
- C. Parent Survey Plan. (Attachments 13-14) Kevin Collins presented an overview of how we will administer the survey, and a sample questionnaire. We'll color code the questionnaires by school, in order to reduce the number of demographic questions. The survey will be administered in January and February, and will take an in-depth look at the areas that have consistently been identified in surveys over the past two years.
- D. High School Honors Classes Proposal. The proposal for new honors classes was integrated with the New Course Proposals in the subsequent agenda item.

*Moved by Chris Bender, seconded by Lisa Ruth, to approve the proposed High School Honor Classes as presented. Roll call. Approved by unanimous vote.*

- E. New Course Proposals. Peter Hilts presented background and justification for the various proposals in the handout (Attachment 15). The proposal also included a measured expansion to the extension courses—since our high school full-time program is full, we anticipate a lot of interest in an expanded Extension Program. However, if we accept students as full-time extension students, we have a statutory obligation to offer them the classes necessary to meet the minimum graduation standards for Colorado. Chris Bender asked how large the Extension Program is now, and how large we anticipate it becoming next year. Mr. Hilts responded that we have eight currently enrolled (from 17 who began), and anticipate increasing to 12-15 in freshman/sophomore core, and 10-12 in the junior core. He also predicted that by commencing in January instead of June, that we'll have better retention. Mark Hyatt commented that this is something we can offer our home-school-outreach students who want to stay engaged with TCA. Also, many teachers tell us they like this program. Steve Tomberlin inquired whether the program is self-sustaining, from a cost perspective. Mr. Hilts averred that this year we were only one student away from self-sustainment. Chris Leland pondered how this would impact our full-time student count. Mr. Hilts replied that we need to bundle all of our part-time programs together—blended, home-school-outreach, and part-time—into one CDE number. Chris Bender wondered if this program would take away a teacher from our other full-time students. Peter Hilts said that we brought in new teachers to accommodate the extension classes this year, but that we don't plan to do this next year. He also praised this program as a good retention tool for several of our quality teachers. He reminded that Board that while this is an expansion of our home school program, the financial risk is extremely limited because we won't staff the courses unless they have sufficient students enrolled. Next year we can offer more flexibility, which should make the program more marketable. Clark Miller inquired whether the 10th grade restriction on new-student enrollment would apply to the Extension Program. Mr. Hilts answered that it would not, and added that we will provide an official transcript for all extension students. Steve Tomberlin urged that our first commitment is to our full-time students, and asked that we maximize the learning environment for our full-time students before we venture further into expanding our part-time programs.
- F. TCA BuildingCorp - Director Appointment Process. Chris Leland announced that all three current-member names (Rick Mueller, Vicki Tomberlin, and Tim Pfeiffer) will be put forward on the ballot. Additional nominations may be made at the January meeting.
- G. Cultural "Dream Team" Update. Chris Leland reported that the first Dream Team meeting went well, and that there were no attendees at the second meeting. He then asked the principals if there was a way to combine these meetings with existing meeting, such as Town Halls, Principal's Coffees, PTO's, Student Leader meetings, Titan Communication Councils, etc. The principals responded affirmatively, and Peter Hilts asked if it could be an ad hoc topic at other meetings. Chris Leland approved, asking that when possible, the Board be informed so that one or more directors could possibly attend. The Board hopes to send out handwritten invitations for future meetings; meanwhile Steve Tomberlin requested that the name and phone number of the hosting Board member be included in each Special Delivery announcement. Chris Leland emphasized that we're not trying to elicit an agenda from the community; rather we're trying to get a sense of the vision our families have for TCA in 2013, when we're at full capacity. Steve Tomberlin will host the next Dream Team Meeting this Saturday.

*Chris Leland dismissed the members of the Leadership Team at 9:14 p.m., with the thanks of the Board and wishes for a Merry Christmas. Mark Hyatt, Kevin Collins, Jim Woody, Peter Hilts, and Hal Meyer remained as the meeting continued.*

- H. Activities Program Forecast. Nate Sassaman presented a list of criteria to be used when considering the addition of a new sport at TCA (Attachment 16). He advocated that a clearly articulated policy is necessary when addressing competing demands for programs and resources, and advised that any requests for new sports will be assessed based on the listed criteria. After reviewing the criteria, Steve

Tomberlin asked that we not rule out parents as coaches; instead, focus on the competence of the coach. Mr. Sassaman assured the Board that when we start a sport, it will be in a sustaining environment, and provide the best experience for our students. Chris Leland thanked Nate for keeping the Board informed of this administrative policy, and for outlining priorities for the Activities Program. Chris Bender then inquired into TCA's relationship with Great Starts Sports, to ascertain whether or not we have an exclusive relationship. Mark Hyatt and Chris Leland responded that Great Starts is one of our business partners, but they are not a subsidiary of TCA, and the relationship does not exclude other businesses. Peter Hilts highlighted that our close philosophical link contributes to a great relationship.

- I. Report from ad hoc subcommittee: Resolution on School Size (Attachment 17). Steve Tomberlin began the discussion by expressing the hope that this resolution will provide a clear statement to the TCA community of the Board's position on school size, and where we are going at the secondary level. Clark Miller requested wording that reflects the goal of fostering a sense of community. Chris Bender supported this, and suggested a separate "whereas" for emphasis. Mark Hyatt recommended changing enrollment "cap" to enrollment "target," and Clark Miller suggested we set a target or cap only for students in the full-time program. Steve Tomberlin suggested that the term "cap" would be more reassuring to a majority of parents. Jim Woody offered that the word "cap" implies a precision in our planning process that may be difficult to achieve. Mark Hyatt concurred, citing that the term "cap," in district language, is very strict. Peter Hilts suggested that we'll pay a substantial price trying to stay under a cap, by overcorrecting early on our enrollment. Clark Miller declared that this resolution was neither a policy nor a measurement, and asked we not get bogged down with semantics. Chris Bender countered with the need to understand the full impact of the terms "cap" and "target," and Steve Tomberlin stated that he wanted this resolution to drive accountability from the administration. Chris Leland suggested mirroring the existing verbiage of "a maximum enrollment of 600." Peter Hilts recommended that removing the word "under" from the next to the last paragraph, and deleting the word "cap" from the final paragraph would be accurate and simultaneously provide clarity. Chris Leland closed the discussion by expressing gratitude for the level of in-depth debate and interchange, and requesting a second read on this resolution at the next meeting.
- J. Code of Conduct. Chris Leland asked the directors if they wished to proceed since all the members were not present. The consensus was to proceed, since it's only a first read (Attachment 18). Steve Tomberlin inquired whether new members should sign. Chris Leland indicated that a signature would not be necessary, as the commitment is safely implied in the verbiage. He directed a vote at the next meeting.
- K. Letter of Understanding. Steve Tomberlin requested this discussion be deferred to the next meeting, and asked directors to send comments to him in the interim.
- L. Presidential Objective #4: Fundraising Strategies. Mark Hyatt described the many facets of fundraising, as it encompasses not only development of business partnerships, mobilizing the parent/grandparent community, and grant writing, but also our home-school-outreach program, our relationships with District 20 and state legislators, and much more. Mr. Hyatt announced the formation of the Titan Trust Development Committee, chaired by Matt Carpenter, who is assisted by Bob Swanson. At their first meeting they worked on articulating their purpose and goals (Attachment 19), and they're planning a lot of personal interaction to energize the internal TCA community, including collaborating with the PTOs. Mr. Hyatt then enumerated several other initiatives, including the development of an online donation system, mobilizing the Titan Club (Activities), aggressive pursuit of grants, and targeting some major donors individually to contribute directly to the endowment. He also described plans to hire a full-time Development Director who can more fully engage the community, and work with business partners.

VIII. Other Business

- A. Chris Leland requested that the February Board meeting be held at the Central Campus, and the April meeting be at the North Campus, in order to utilize the teleconferencing capability during his absence in April.
- B. The Board determined that the planned Working Session Offsite date of January 20<sup>th</sup> was no longer feasible, and agreed upon January 27<sup>th</sup> as the new date.
- C. Matt Carpenter proposed examining the potential for a Board "Buddy System" to enable directors to share ideas and foster unique interactions. Lisa Ruth reminded the Board that a meeting of three directors constitutes a public meeting, and a meeting of four or more requires public notice. Matt Carpenter will work up a written proposal for next meeting.

IX. Future Agenda Items

- A. TCA Building Corp - Appoint Directors (Vote)
- B. School Calendar Policy Review (Information)
- C. Curriculum Review (Information)
- D. New Course Approvals (Vote)
- E. Grant of Authority - Clark Miller – (First Read)
- F. Dream Team Update (Info)
- G. Resolution on School Size (Vote)
- H. Code of Conduct (Vote)
- I. Letter of Understanding (First Read)
- J. Board Buddy System (First Read)

X. Adjournment.

Chris Leland publicly thanked Judy Benson's Kindergarten class for the "yummy" snacks.

*Moved by Steve Tomberlin, seconded by Matt Carpenter, to adjourn to executive session per C.R.S. 24-6-402(4) (f), Personnel and Discipline Matters, at 11:08 p.m. Roll Call. Approved by unanimous vote.*

XI. Executive Session

*Moved by Clark Miller, seconded by Steve Tomberlin, to move out of Executive Session at 11:37 p.m. Roll Call. Approved by unanimous vote.*

*Moved by Chris Bender, seconded by Clark Miller, to move a student from full-time to the home-school program. Roll call. Approved by unanimous vote.*

*Moved by Lisa Ruth, seconded by Matt Carpenter, to adjourn at 11:39 p.m. Roll Call. Approved by unanimous vote.*

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Chris Leland  
Chairman

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Matt Carpenter  
Secretary