

Board of Directors Regular Meeting
Monday, May 14, 2007

Board of Director Elections

- A. Welcome and Introductions. Matt Carpenter welcomed participants at 6:03 p.m., and briefly described the process for the evening. He introduced each of the candidates.
- B. Candidate Comments. Each candidate – Chris Leland, Steve Pope and Lisa Ruth– gave a short presentation. Those present were then given the opportunity to cast their ballot, and once all ballots were cast, Matt Carpenter closed the voting. The ballots were counted during the presentation on Parental Involvement.
- C. TCA Letter of Understanding and Parental Involvement. Chris Bender and Steve Tomberlin conducted a presentation and facilitated discussion on expectations for TCA families (Attachment 1).
- D. Election Results. Matt Carpenter announced that Chris Leland and Steve Pope were elected to the Board of Directors. He thanked all the candidates for their commitment to TCA.

Board of Directors Meeting

- I. Chairman Chris Leland called the open session to order at 7:25 p.m.
- II. Pledge of Allegiance/Roll Call.
 - A. Chris Leland led those present in the Pledge of Allegiance.
 - B. The following Directors were present: Chris Leland, Matt Carpenter, Lisa Sutton, Steve Tomberlin, Lisa Ruth, Chris Bender, and Clark Miller. Director-elect Steve Pope participated as a non-voting member. Also present: Mark Hyatt, President.

III. Executive Session

Moved by Clark Miller, seconded by Lisa Ruth, to adjourn to executive session per C.R.S. 24-6-402(4) (f), Personnel and Discipline Matters, at 7:38 p.m., to discuss personnel issues. Roll Call. Approved by unanimous vote.

It was determined there was no need for an early executive session, so the discussion was tabled until later in the meeting.

IV. Comments

- A. From the Audience
 - 1. Barb Childress asked to reserve her time to speak until portion of the meeting regarding the academic review.

2. Jim Kretchman thanked the candidates for speaking from their hearts, and he contended that parents owe it to the candidates to hear what the candidates think. He described the original election process, when people could vote only if they had heard the candidates speak. He asked the Board to debate whether there should be a mandatory process of hearing the candidates before an individual votes.
 3. Karen Birch voiced concerns about the recent calendar survey. She expressed frustration with ending school the first week of June. She asserted that secondary parents prefer that graduation occur by May 31st, and yet the 2007–08 calendar is scheduled to end June 6th again.
- B. From the President. Mark Hyatt reported on the success of the Spring Fling fundraising effort. The Board goals were 50% participation and \$313,000 in contributions. To date we've had 52% participation and \$334,000 generously donated. He noted that 10% of these funds will be placed in the endowment. He thanked key parent volunteers Kelly Cameron, Terri Jones, Heather Bahr, and Lisa Ruth for their leadership, and the PTO Presidents and the Titan Trust Development Committee for their contributions to this successful campaign.

Grants update. Mark Hyatt highlighted the efforts of grant writer Debbie Robertson. She researched over 136 grants and applied for 13. To date her efforts have resulted in \$187,000. The details are in Attachment 2.

- C. Operations Update. Kevin Collins updated the Board on the details in Attachment 3.
- D. Administration. Chris Leland announced some agenda format changes. In an effort to streamline meetings, beginning this evening the Board will use a consent agenda. Also, instead of a report from each member of the Lead Team, one representative each from Secondary and Elementary will present a consolidated report. We'll also consider setting time limits for agenda items.
1. Secondary. Peter Hilts announced that three students—Trevor Waliszewski, Bethany A. Miller and Bethany M. Miller—advanced in the National Merit Scholarship competition. He promoted the upcoming band concert and improvisation show, along with the ongoing track and golf competitions and the myriad senior/graduation activities. Russ Sojourner described the success of the recent TCA Day, where nearly 1,000 students and staff served our community through a variety of projects.
 2. Elementary. Veronica Wolken informed the Board that all elementary campuses experienced changes to the kindergarten schedule due to snow days and delays. Spring concerts were great successes at all three campuses, and Field Days are in progress. There will be some small modifications to the uniform policy, which will be clarified in the Student Handbook.
- E. From the Board.
1. Lisa Sutton praised the 6th grade field trips, specifically highlighting the great group of teachers, tutors and kids. She expressed gratitude to parents Raysha Ventura and Ruth Miller for their work on the 8th grade dinner dance, and thanked parents Sue Obenauf and Pam Demkowicz for amazing results on the prom.
 2. Steve Tomberlin thanked all the principals for their tremendous leadership. He echoed Veronica Wolken's comments on the success of the elementary spring concerts.

3. Matt Carpenter described the amazing work accomplished by Steve Wright and the Kindergarten teachers in organizing and presenting the Pre-K Orientation Meeting. He then thanked Jim Kretchman and Steve Tomberlin for preceding each of the concerts with a presentation on the importance of parental involvement.
4. Chris Leland expressed heartfelt thanks to Russ Sojourner for his great service to and great heart for the students of TCA. He then thanked the PTOs for inviting the candidates to speak at their meetings—he witnessed some great leadership and cooperative efforts at each campus.
5. Chris Bender praised the Class of 2008, describing this class of seniors as great role models, and wishing each of them well on their journey.

V. Consent Agenda Items

These are items that are for information or for vote but do not require further discussion by the Board or staff at this time. In the event that new information is available since the publication of this agenda, prior to approval of the consent agenda as presented, the board or staff may remove any consent agenda item(s) and move the item(s) to the Discussion Agenda.

Chris Leland explained that the consent agenda is one of several initiatives we'll be trying in order to reduce the length of the meetings, and also to make them more accessible to the TCA community. He asked the Board and Lead Team to review the handout on consent agendas (Attachment 4). If this does not prove to be a useful tool, we'll try others, and discover what works best for us. Chris Bender asked that all handouts include the purpose of the information, what (if anything) has changed, and an intent or recommendation, if appropriate. Steve Tomberlin requested more information be placed on the agenda—perhaps a synopsis of what is being changed. Chris Leland noted that first-read topics will likely be on the consent agenda, and the votes will likely be on the subsequent discussion agenda. Chris Bender proposed that the Financial Report be a monthly consent agenda item, and quarterly on the discussion agenda, with the understanding that the FAST Committee regularly reviews this information.

The following items were removed from the consent agenda, and all but the minutes (Item B) were moved to the discussion agenda:

- B. Approval of Minutes. Minutes for the April meeting were not available.
- C. Student Fee Schedule
- F. Review/Update of Board Policies
- H. Board Meeting Schedule & Agenda Item Review
- I. Process for Approving TCA Activities and Events

The following items were maintained on the consent agenda:

- A. Financial Report – Quarterly Review.
- D. Auditor Engagement – to advise the Board of the requirement to obtain an auditor.
- E. Endowment Review – to update the Board on the status of the Endowment Fund.
- G. Request to Revise the GOA – to update the Grant of Authority to allow CFO to also speak on insurance issues. This item was changed to a vote.

Moved by Chris Bender, seconded by Clark Miller, to accept the consent agenda as modified. Roll call. Approved by unanimous vote.

VI. Discussion Agenda Items

These are specific items that the Board and /or staff would like to discuss and expand upon in greater detail than the materials that have been provided.

- A. Textbook Review/Approval. Leesa Waliszewski provided two handouts (Attachments 5 and 6) with the proposed textbooks for the 2007/08 school year. We plan to add two textbooks, for Psychology and AP Latin. Due to budget constraints, we'll phase in some texts this year, and some over the next two years. The textbooks will be available over the next few weeks for review. She closed by thanking Colleen Hare and Blake Galvin for their work on this initiative.
- B. "The Gentle Art of Learning" Implementation Plan. Leesa Waliszewski reported that after several internships at the Charlotte Mason School in Ambleside, TX, we were energized to further inculcate the Charlotte Mason philosophy and techniques throughout our curriculum. Therefore, for this next school year, we will establish two "lab" classes of ~26-28 new students, and experiment with some of these philosophies—readings, narrations, discussions, etc. This next year will be a year of exploring and discussion, and discovering what fits best for TCA. This will in turn facilitate a long-term discussion on potential changes we might want to make to our curriculum. In response to Steve Pope's request for more details, Leesa described that the teachers will be hand-selected, will receive specialized training, and will be given a lot of latitude to adapt methods and curriculum, focusing more on depth rather than breadth. We'll also continue to use outside measures. Clark Miller asked how this would affect our student count over 10 years, and Mark Hyatt responded there will be no impact, since we'll let students in early, and then enroll fewer new students in subsequent years. Lisa Ruth cautioned that we should ensure parents understand that their students may be moving campuses, changing cohorts, etc. Leesa agreed, stating that existing students will be guaranteed to return to the same campus, while new students may have to move after the lab year is complete. Steve Pope asked about the way ahead, and Leesa responded that we'll be evaluating myriad ideas as we progress through the experiment, but the plan will be to refine, rather than radically change, our existing curriculum. Lisa Ruth inquired about staffing issues, and Doug Hering answered that the advertisement will specify this is only a 1-year replacement position. Clark Miller asked if we would need to revise the 07-08 budget, and Doug Hering responded that we'll have time to evaluate this, since we have until June 30, 2008 to incorporate any revisions. Steve Tomberlin wondered if we could dedicate the revenue from these new students totally to the experiment, but Mark Hyatt recommended against that because of the increased overhead costs. Chris Bender expressed concern about associated costs, in terms of both dollars and workload, and Mark Hyatt assured the Board that the costs will not exceed the revenue. Steve Tomberlin expressed strong support, and envisioned that this could evolve into a long-term project, perhaps a "Charlotte Mason Center," that could potentially draw some major, national funding. Steve Pope emphasized how critical it will be for the Board to have regular updates on this, and Chris Leland suggested this would be an excellent working session, in which the Board observes these classrooms and the process.
- C. Student Fee Schedule. Peter Hilts advised the Board of proposed fees for the 2007/08 school year (Attachment 7). Veronica Wolken clarified the elementary art fee, and Lisa Ruth inquired why the junior high sports fee was not variable like the high school fee. Chris Leland and Chris Bender asked the Lead Team to revise the proposal and bring it for a vote next month. He specifically asked that the handout include information on what has changed since last year, the details of the elementary art fee, and a breakout of high school sports.
- D. Process for Approving TCA Activities and Events. Matt Carpenter proposed that a strategy be developed for the Lead Team to approve TCA-sanctioned activities (e.g.: spring concert, 8th grade dinner/dance, etc.) and ensure that these TCA events fall in line with the TCA Vision, Mission, and Core Values (Attachment 8). He wanted to ensure that when everyone plans or attends an event, that they understand how it is directly tied to our core values. He further suggested that we should spend a few minutes at the beginning of each event discussing this link with the TCA community. Clark Miller questioned what prompted this proposal, and Chris Bender added that this would likely increase the Lead Team's workload. Peter Hilts suggested the link be made at the program level, since some things

are about student leadership, developing community, a positive social environment, etc. Matt Carpenter asked if there should be a process of sharing that information between the Lead Team, the planner, and the community, so that we don't automatically assume that every event fits with our core values. Lisa Sutton indicated we should trust the Administration to ensure the link with core values, but agreed we can do a better job communicating the purpose to the community. Chris Leland summarized two action items: 1) Principals will keep the purpose/link to philosophy on the front burner, and 2) Communicate the purpose and link throughout the event planning and execution, without "hijacking" the event.

E. Parent Survey Summaries.

1. Parent Survey. Kevin Collins provided the final data/results of the parent survey (Attachment 9 and a CD), including an analysis of the responses and comments. Using the metaphor of a work of art, he commented that the data frames the "painting," but that the real picture comes from the comment pages. Chris Leland asked if our survey methodology was leading, and Chris Bender responded that it was, because we wanted to get a sense of community satisfaction, as a response to areas identified in previous surveys. Steve Pope asked what we learned, and what changes will be made based on this data. Kevin Collins responded that although it's an affirmation that we're generally moving in the right direction, we'll spend the next year working evaluating the various comments and developing plans for improvement. Steve Tomberlin asked for an executive summary of changes made as a result of the survey inputs, and Chris Leland suggested also using the Presidential Objectives to elicit this information throughout the year.
2. Calendar Survey. Kevin Collins reminded the Board that we deferred approval of 08/09 calendar until completion of the calendar survey, and he distributed several handouts (Attachments 10-17). Chris Leland summarized that the majority of respondents preferred to maintain the same year length, start date, break schedule for Fall, Thanksgiving, Christmas and Spring Breaks, day length, and alignment of day start/end times. The only change proposed was a preference to end the school year by May 31. Kevin Collins highlighted that there was an even distribution of respondents from across all the campuses, and that the current calendar proposal was developed in accordance with our calendar policy, and did not alter based on survey responses. Lisa Sutton asked why an executive decision could not be made to add 10 minutes to each school day, to facilitate ending the school year earlier. Kevin Collins emphasized that about 75% of survey respondents approved of the current length of the school day, and Chris Leland noted that the calendar philosophy does not address the length of the school day. Steve Tomberlin asked the Lead Team for the most feasible, and the most palatable ways of ending on May 31. Peter Hilts responded the most feasible is to eliminate Fall Break, and the most palatable is to begin earlier in August. Chris Leland closed the discussion with two action items. The Board's "homework" is to evaluate the data and determine what may need to be done regarding the calendar philosophy, and when any changes would need to take effect (i.e.: should we change options for 08/09 or wait until 09/10). At next meeting the Lead Team will present the pros and cons of adding extra minutes to each [secondary] school day, and give the Board a recommendation.

VII. Executive Session. For the purpose of discussing personnel issues.

Moved by Clark Miller, seconded by Lisa Ruth, to adjourn to executive session per C.R.S. 24-6-402(4) (f), Personnel and Discipline Matters, at 10:06 p.m. Roll Call. Approved by unanimous vote.

Moved by Steve Tomberlin, seconded by Matt Carpenter, to adjourn to public session per C.R.S. 24-6-402(4) (f), Personnel and Discipline Matters, at 10:45 p.m. Roll Call. Approved by unanimous vote.

Chris Leland called for a break at 10:45 p.m. The meeting reconvened at 10:52 p.m.

VIII. Discussion Agenda Items, Continued (ordinated to continue the list in Item VI. above)

- F. Safety and Insurance. Kevin Collins provided details on workers' compensation costs, and updated the Board on Presidential Initiative #2 – Safety (Attachment 18). He emphasized that the foundational issue is how to keep our workforce safe and healthy. Over the past year we've shown marked improvement, yet we can continue to make progress. We will continue to foster a culture where people help each other stay safe. Doug Hering indicated that our improved safety record will start to influence our insurance rates this coming year, and we should see a definite decrease in the subsequent year.
- G. Revision to 06/07 Budget. Doug Herring provided a handout (Attachment 19), advising the Board of known revisions to the 06/07 Budget. The handout included changes in both expenditures and revenue, and covered items such as the Central Campus sewer and roofing projects, Preble Mouse remediations, the fire access road project, and the East Campus playground. Dr. Hering reminded the Board that many of these items will need to be approved in June, so that Operations can begin work this summer.
- H. Board Meeting Schedule & Agenda Item Review. Chris Leland presented the proposed Board meeting schedule and recurring agenda items for AY 07/08. Chris Bender recommended that we remove "2007-2008" from the title, and that the specific presidential objective numbers/dates should be removed, since they'll change from year to year. Once these objectives are determined for 07/08, they can be added. This document will then become the list of recurring agenda items.

Moved by Chris Bender, seconded by Lisa Sutton, to approve the recurring agenda items as modified. Roll call. Approved by unanimous vote.

- I. President's Compensation Plan and Objectives (Begin). This item was deferred until June, pending a handout.
- J. Proposed Code of Conduct Revision. Steve Tomberlin opened the discussion to change the bylaws, Article 3, Sect 3.2, from a percentage to a fixed number of 5/7 to remove a Director. He asserted that whole numbers provide greater clarity. Lisa Ruth proposed using a percentage and specifying that it will always be rounded up. Steve Tomberlin suggested that the percentage be rounded down. Further discussion was postponed until the fall.
- K. Implementation Strategy for Letter of Understanding. Steve Tomberlin proposed a strategy to disseminate the written expectations for new and existing parents. He suggested we target three audiences: the primary audience would be incoming families, the secondary would be existing families, and the tertiary audience would be prospective families. He then recommended three "windows" for signing/re-signing the letter: upon initial entry to TCA, then again when the student transitions to junior high, and again upon transition to high school. Steve will write up a proposal for review at next meeting.
- L. Review/Update of Board Policies. Deferred until June.

IX. Other Business

- X. Future Agenda Items
 - A. Revision to 06/07 Budget - Vote
 - B. Vision/Core Values Subcommittee Report (from Apr working session offsite) - Information
 - C. Subcommittee Report - Ten Year Anniversary Plan – Information

- D. President's Annual Review (End) – Information
- E. President's Compensation Plan and Objectives (End) – Vote
- F. Textbook Review/Approval – Vote
- G. Student Fee Schedule – Vote
- H. Plan to Review 1/3 of Policies Annually – Information/Vote
- I. Dream Team Report – Information
- J. 08/09 Calendar Approval – Vote
- K. President's Compensation Plan and Objectives (Begin) – Information
- L. Implementation Strategy for Letter of Understanding – Discussion
- K. Review/Update of Board Polices – Information

XI. Adjournment

Moved by Steve Tomberlin, seconded by Matt Carpenter, to adjourn at 11:33 p.m. Roll Call. Approved by unanimous vote.

Chris Leland
Chairman

Matt Carpenter
Secretary