

The Classical Academy  
975 Stout Road  
Colorado Springs, CO 80921

Board of Directors Meeting  
North Campus  
Monday, September 28, 2009

- I. Call to Order (6:00pm) – Meeting was called to order at 6:05pm
- II. Pledge of Allegiance/Roll Call – All Board members present at meeting.
- III. Consent Agenda Items
  - a. None
  - b. Reminder of Board 2009-10 Priorities: 1. Policy & Procedures, 2. President Job Description & Objectives, 3. Core Values / Assisting Parents Definitions
- IV. Discussion Agenda Items
  - a. Board Meeting Dates / Times for 2009-10 school year & Review October Agenda Items
    - i. Item: To confirm exact Board Meeting dates to work around Fall breaks/holidays to accomplish the plan to have shorter meetings 6:00-9:00pm twice per month. Options:
      1. 2<sup>nd</sup> & 4<sup>th</sup> Mondays of each Month
        - a. Sept 14<sup>th</sup>, Sept 28<sup>th</sup>, Oct 19<sup>th</sup>, Nov 2<sup>nd</sup>, Nov 16<sup>th</sup>, Dec 14<sup>th</sup>
        - b. Jan 11<sup>th</sup> & 25<sup>th</sup>, Feb 8<sup>th</sup> & 22<sup>nd</sup>, Mar 8<sup>th</sup> & 29<sup>th</sup>, Apr 12<sup>th</sup> & 26<sup>th</sup>, May 10<sup>th</sup>, 24<sup>th</sup>
      2. Alternate proposal for Fall Board Meetings to fit around breaks/holidays
        - a. Sept 14<sup>th</sup> & 28<sup>th</sup>, Oct 6<sup>th</sup> (Tues) & 19<sup>th</sup>, Nov 2<sup>nd</sup> & 16<sup>th</sup>, Dec 7<sup>th</sup>
        - b. Sept 14<sup>th</sup> & 28<sup>th</sup>, Oct 19<sup>th</sup>, 26<sup>th</sup>, Nov 2<sup>nd</sup> & 16<sup>th</sup>, Dec 7<sup>th</sup>
        - c. Fall Break Oct 9<sup>th</sup>-16<sup>th</sup>, Thanksgiving Nov 23<sup>rd</sup>-27<sup>th</sup>, Last Dec day Dec 15<sup>th</sup>
      3. Briefly review Tentative Board Agenda items for October Board Meetings
    - ii. Presenter: Steve Pope For: Discussion Est. Time: 10 mins

Steve Pope discussed the possible dates for the additional board meetings each month. Jim Woody shared that he would not be able to attend a board meeting if it was scheduled for October 6<sup>th</sup>. The board is looking at going with option 2.a and changing the 6<sup>th</sup> to the 7<sup>th</sup> so that all board members can attend. Steve Pope stated that it would be a working session from 6:00-9:00pm and keep the 19<sup>th</sup> of October as the normal meeting. They decided to go with option 2.a and start at 6:00pm and plan on the meeting ending at 9:00pm.

b. TCA Election Cycle

- i. Item: Propose modifications to TCA Election cycle to maximize board stability
- ii. Presenter: Lisa Sutton For: Discussion/1<sup>st</sup> Read Est. Time: 10 mins

Lisa Sutton shared about a possible change in the election cycle from three year terms to four year terms. She believes that it would help bring continuity to the board. She checked on the D20 website and their board of directors has a four year term. Vance Brown said that it would make sense to change this policy but wait until the following year. If this went into effect this year there may be a perception to the community of personal gain for the board members by changing this from three years to four years. Jim Woody said to look at the pros and cons and to consider board member burn out. Ron Mast stated that there may be a year that four members go off in one year and you would have four brand new members. Jim Kretchman shared that historically people step down before their full term may be up due to family issues, etc and that this might not always happen. Matt Carpenter stated that one

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benefit of the yearly elections is that you get to communicate with the families and they are able to voice their options and concerns that they may have. Vance Brown said that new blood can be good to get a new perspective on things. Matt Carpenter asked Lisa Sutton what would be the main reason to make this change. Lisa Sutton stated that it would be to have more cohesiveness and continuity of the board. Steve Pope said they could follow up with the D20 board and get their perspective on four years verses three years. He asked the board members how they felt about this decision. Jim Kretchman liked the idea, Matt Carpenter would find other ways to build the cohesiveness, Vance Brown said he was on the fence, Jim Woody is against it, Lisa Sutton is for it and Ron Mast stated he was against it due to burn out. Steve Pope shared that he would like to investigate more into before they vote on the decision. They discussed that they would look at outside models for different boards and bring back more info to the October 19<sup>th</sup> board meeting.

c. BKD Financial Audit Report

- i.Item: Provide status of final report and next internal steps planned
- ii.Presenter: Mark Hyatt For: Information Est. Time: 5 mins

Mark Hyatt shared that the bill has been mailed to BKD and once they receive payment they can release the audit. He will bring the audit report to the October 19<sup>th</sup> board meeting. Steve Pope stated that they can review it on the October 19<sup>th</sup> board meeting and then can release information to the community to update them on the findings. Steve Pope requested that Mark VanGamble make a report to break down what they will be getting from BKD into a more compact and comprehensive version.

d.TCA Policy & Procedures Review & Updates

- i.Item: Brief Update on the top six priority Policy areas
  - 1. Conflict resolution, Bullying and racial harassment, Non-discrimination policy, Safety, Conflict of interests, & Protection for students with disabilities
  - 2. Update to include timeline and roll-out plans
- ii.Presenter: Mark Hyatt For: Information Est. Time: 10 mins

Mark Hyatt shared that we have about 76% of the six main policies we needed to review complete and then we will work on the rest of the polices throughout the year. There are 37 total policies and there are 9 more to complete. Kevin Collins shared the breakout of what the policies are that are being reviewed and what they are currently working on. Ron Mast asked for a breakout once the policies are completed being reviewed and categorize them to make it an understandable. Steve Pope would like an update on what is being done and would like to know that training is being done for staff to update them on the new policies. Steve Pope shared that they have told D20 that they would have training completed by October 30<sup>th</sup>. Jim Woody shared that D20 would like us to have made significant progress.

e. Conflict Resolution

- i.Item: Review Board and Admin Conflict Resolution Policy Proposals
  - 1. Review Draft Board Conflict Resolution Policy
  - 2. Review Admin Conflict Resolution Policy & Procedure
- ii.Presenter: Jim Kretchman For: 1<sup>st</sup> Read & Discussion Est. Time: 60 mins

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Jim Kretchman shared that he had sent out a conceptual draft to people and asked what we want to include in the Conflict Resolution Policy. He discussed the different factors the policy contains. He also addressed the procedural part of what the conflict Procedures would look like. The conflict resolution committee for the Lead team is Veronica, Don and Russ. The board committee would be Ron Mast, Steve Pope and Lisa Sutton. Jim Kretchman shared that it was not complete but it was something to start with. There was extensive discussion about when and if the board should step in when it pertains to conflicts at TCA. There has to be compelling grounds for the problem to escalate beyond the President to the board. An idea to help reduce the number of people coming with conflicts to the board is have people fill out a form and submit it to the board. The chairman and vice chair review the requests to address the board. Ron Mast stated that he would like to vote to approve this on the 7<sup>th</sup> so that we can start implementing this policy. Leesa W. asked if the board would like feedback on the policy. The board stated yes it would like the input. Leesa W. was concerned about an Ombudsman being coaches to parents on how to win their cases. Just be careful. Also when an ombudsman gets involved should the President have a chance to look at it again before it goes to the board. Peter Hilts shared that a third party looking at conflict from the outside could be helpful for both TCA and for the parents because sometimes an outsider looking at the issue helps people accept the answer better. Russ S. shared that he would like to see the policy played out to make it more clear and see how the details would work out. Ron Mast said that part of having the consultants could be sitting down with them and sharing that when issues come up what their part would be in that role.

Ron Mast shared the job description about the ombudsman position and said that he would like to proceed and get the position posted so that we can line up someone soon. He asked that if there were any changes to please send them to him. Matt Carpenter said that there should be typically two board members for the initial interviews and then narrow them down from there. Ron suggested maybe three and then have the final people come to the board meeting. Matt Carpenter shared that they should give Mark Hyatt the option to have one or two lead team members participate in the interviews to give their opinion.

f. TCA President Job Description & 2009-10 Objectives

i. Item: Document TCA President Job Description & 2009-10 Objectives

ii. Presenter: Matt C. / Jim Woody                      For: Discussion / Vote      Est. Time: 40 mins

Jim Woody reviewed the job description and what areas were changed for the Presidents job responsibilities. He also talked about adding a bullet about TCA's vision. There was one question about the minimum qualifications. Change the minimum qualifications about how long they have been a CEO from required to desired. Jim Woody shared that this change in the job description is to move us to a more stable organization.

Jim Woody motioned to vote on the Presidents job description tonight, Matt Carpenter seconded the vote on the amended job description. The vote did not pass.

g. Recommended Additional Staffing Positions



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i. Teacher Compensation Plan – TBD

ii. Fundraising Report – TBD

VIII. Adjournment