



THE CLASSICAL ACADEMY

BOARD OF DIRECTORS MEETING

MONDAY, FEBRUARY 13, 2012, 6:00-10:30 P.M.

NORTH CAMPUS – TCA ROOM 2213 / 2214 (SECONDARY)

The Classical Academy exists to assist parents in their mission to develop exemplary citizens, equipped with analytical thinking skills, virtuous character, and a passion for learning, all built upon a solid foundation of knowledge.

MINUTES

- I. Call to Order (6:00p.m.)
 - The Chairman called the meeting to order at 6:07 p.m.

- II. Pledge of Allegiance / Roll Call Est. Time: 5 min
 - Board members present: Mr. Mast, Mr. Pope, Dr. Woody, Mr. Carter, Mr. Cameron.
Mr. Palmer arrived at 6:12 p.m..
Dr. Leland arrived (excused) at 8:33 p.m..

- III. Comments from the Audience Est. Time: 5 min
 - There were no comments from the audience.

- IV. Consent Agenda Est. Time: 5 min
 - a. Minutes: January 9, January 23, Feb 1
 - b. Dec Financials
 - c. Quarterly Budget Review Update (Recurring)
 - d. Ops Report
 - e. Approval of NIMS-National Incident Management System
 - f. TCA Sixth Grade Late Work Guidelines
 - g. Field Trip Update
 - h. Curriculum Review PE (Recurring)
 - i. 2012 TCA Board Election Voting Implementation Protocol
 - j. Approval of Matters Relating to Personnel Actions

Action: Board members voted to approve consent agenda items with the following changes / discussion (Mr. Carter made the motion and Dr, Woody seconded (Mast, Pope, Woody, Cameron, Carter, Palmer voted Aye; Dr. Leland-excused):

 - Item a. Minutes from Jan 9, Jan 23, Feb 1 amended (Dr. Woody provided grammatical amendments)
 - Item d. Ops Report
 - Board members wanted to understand the scope of the mold situation. Mr. Collins commented that air tests had been taken and students and teachers were

removed from affected classes. Carpets were cleaned as well as classrooms.
Awaiting results of air sample tests.

- The organizational chart was very helpful.
- There are no current plans to construct a new field at the Central campus.
- Item g. Field Trip Update was moved to discussion agenda with the following comments:
 - Costs associated with the report are not subsidized by TCA they are actual costs to students.
 - Costs do not include transportation costs.
 - Costs for transportation vary based upon distance, parent vs professional driver, size of bus, cost per mile.
 - **Please provide a table that includes transportation costs.**

V. Discussion Agenda Items

- a. TCA Building Corps Appointment of Directors (Recurring) Est. Time: 5 min
 - i. Review appointments to the TCA Building Corp
 - ii. Presenter: Ron Mast/Rick Mueller For: Discussion/ Vote
 - Mr. Mueller discussed adding two new members to the TCA Building Corp Board of Directors.
 - Current members are Rick Mueller, Chris Bender, and Lisa Ruth.
 - Additional members would be Cindi Roy and Catherine Mast. They have long history with TCA and each is a CPA (Mr. Mueller handed out a propose new Board member list).
 - **Action: TCA Board voted on the motion to accept the current and added members to the TCA Building Corp (Mr. Cameron made the motion and Mr. Palmer seconded (Mast, Pope, Woody, Cameron, Carter, Palmer voted Aye; Dr. Leland-excused)**
 - Additional discussion centered around available funds (\$950,000)
 - \$500,000 reserve account
 - \$450,000 borrowed more than what was needed for building East Campus
 - Could we refinance bonds; not currently because there is no insurance that would make us attractive by taking us to a AAA rating
- b. Formal Notification of Candidates for TCA Board Elections in April 12 Est. Time: 5 min
 - i. Announce candidates
 - ii. Review new on-line voting process and upcoming candidate speech times
 - iii. Presenter: Steve Pope For: Information
 - The following individuals were announced as candidates for the TCA Board Election in March/April: Fred Bacon, Zoe Ann Holmes, Jim Kretchman, Ron Mast, Billy Ramsdell, Kim Rees, Jim Woody.
 - This year's election will be done on-line. Deadline for updating e-mails will be Feb 17, 2012.
 - At the March 12, 2012 Board meeting, candidates will be videotaped while giving a 5 minute presentation. The presentation will be uploaded to the TCA web site.
 - This year's election will be from March 26, 2012 until April 6, 2012.
 - Candidates will receive locations for meeting with parents later this month.
- c. Development and Communications Est. Time: 10 min
 - i. February/March Initiative
 - ii. Presenter: Jan Stump For: Information
 - The development goal is to raise \$1 million by Jun 30, 2012.
 - Currently, we have reached \$630,000 (donations and pledges)
 - We have increased our monthly recurring giving from \$2,000 to \$17,000 per month.
 - We have 80 members of the President's Circle (3 year donation commitment at any level)
 - Currently, about 30% of the families are contributing.

- Feb 26 we start a year end campaign to raise awareness to include e-mails, events, carpool signs, video e-mails to explain our mission and core values.
- First week in May we will celebrate and be quite for the rest of the year.
- Mrs. Stump and Mr. Wright will be discussing development strategies.
- Mrs. Stump believes we have the capacity to raise \$1 million by June.
- **Mrs. Stump passed out a sign-up sheet to the Board to sign up to help raise awareness during mini-events.**
- Mrs. Stump passed out a summary sheet for development.

d. 1st Floor Build-Out

Est. Time: 15 min

- Review design/construction, cost, and special interest items
- Options where to move staff
- Presenter: Kevin Collins For: Information

- Every Thursday there is an owner/architect meeting.
- Awaiting permit to start building between 13 Feb and 17 Feb.
- We are already working HVAC, floor grinding, framing will occur in March, we are making schedules and are sensitive to the needs of students using the weight room.
- We have already moved the server room on the second floor.
- Administrative staff will be moving out of their offices on the 3rd floor in mid May and will find areas to work within the school.
- Staff will not be moving into the modular until the end of June.
- Mr. Collins will provide a footprint to the Board next month.
- We have already checked the power situation and it will be OK to expand to the modular.
- We are close to budget. The owner provided list is still being finalized and we will continue to work with sub- contractors to save money.
- Costs to reconfigure modular s and our owner provided list is figured into the \$3 million budget.
- There is a small cushion (mid July) of time to move in before students arrive.
- We can't start third floor until students graduate in May. Administration will be moved out NLT the middle of May.
- The BEST Grant is still on track to be sent in by March 2, 2012.
- **We need to incorporate messaging of new building in our communication.**

e. Review progress on President Objectives for 2011-2012

Est. Time: 15 min

- Review progress on President Objective
- Strategic Plan Update
- Presenter: Dr. David Bohn For: Information

- This item was not addressed at the Board meeting since Dr. Bohn was sick and could not be in attendance at the Board meeting.

f. Parent Feedback for Teacher Evaluation

Est. Time: 10 min

- Matters relating to feedback mechanisms for teachers
- Presenter: Ron Mast/Kirk Cameron For: Discussion

- This is going to be the test case for the pain point process envisioned by Mr. Kretchman.
- Currently we are in phase one (definition of the problem).
- The sub-committee for this action is made up of Dr. Sojourner, Mr. Stump, Mr. DiPreto, Dr. Bohn, Mr. Mast, and Mr. Cameron.
- **The next step is for the subcommittee to meet and determine if the problem has been properly identified (within the next 2-3 weeks).**
- Phase II is meeting with the administration to determine a solution.

g. College Pathways Grade Weighting

Est. Time: 5 min

- Resolution to Approve CP Grade Weighting
- Presenter: Steve Wright For: Discussion/Vote

- Mr. Wright lead a discussion on the importance of weighting College Pathways Grade to make TCA students competitive with other similar programs in Colorado and the nation.
- **Action: The Board voted to approve the following resolution:**
 - **TCA Board of Directors approves College Pathways to begin weighting Colorado Guaranteed Transfer College Courses (GT Pathways Courses) on a 5-point scale on all transcripts produced from this date forward; to include current and past GT courses.**
 - **Mr. Woody made the motion to approve the resolution, Mr. Cameron seconded (Mast, Pope, Woody, Cameron, Palmer voted Aye; Carter voted Nay; Resolution passed)**
- Discussion
 - TCA students receive a transcript from TCA and PPCC (Normal for these types of programs).
 - On TCA transcript, there is a place reserved to clearly identify courses taken at PPCC and weight them.
 - Mr. Carter was concerned that having two transcripts that had two different GPA's on it would be confusing to colleges when evaluating applicants.
 - How can we weight a course more than PPCC?
 - CP replied that it is done all the time and is not confusing (two different criteria are being determined). High schools usually weight a college course higher than a normal high school course to show added difficulty).
 - Colleges usually look at only one transcript. In some cases when students may move around a lot, colleges may look at more than one transcript.
 - Why is it important for TCA to weight PPCC courses?
 - Allow students to compete with other schools, like Early Colleges, that do the same thing.
 - Unfairly penalizes TCA students when they apply to colleges.
 - If this resolution is passed, we would only need to retroactively weight 13 students.
 - It would be helpful to continue this discussion with CP and PPCC.

h. Break (Approx. 7:20 pm)

Est. Time: 10 min

- Break occurred at 8:10 p.m.

i. TCA Board Professional Development

Est. Time: 10 min

i. Next steps pertaining to Board Professional Development

ii. Presenter: Dr. Woody

For: First Read

- The Board discussed next steps associated with the Charter School Solutions report.
- One area that would help the Board assess its knowledge of Board operations would be to complete the 30 training modules recommended by Mrs. Mund (Charter School Solutions representative).
- Dr. Woody would be in charge of determining what modules that would be read each month and would lead a discussion each month. Dr. Woody would provide questions for the Board to reflect upon before the next Board meeting.
- **The TCA Board has set a goal of completing 5 modules a month; starting with strategic planning, board member conduct, administrative selection review and support, promoting the vision and mission, and accountability/program assessment.**
- **The Board will coordinate with Mrs. Mund on the next modules to complete.**
- **These training modules will be part of the Board training program. Future Board members will be required to read the 30 training modules within a year of becoming a Board member.**

- j. TCA Board Governance Est. Time: 10 min
- i. Board Goals
 - ii. Presenter: Steve Pope For: Discussion/Vote
- The most immediate short term goal is to develop a Board Vision Statement.
 - As the strategic plan was conducted, some of the associated sub-committees did not include Board members.
 - The Board needs to establish a monitoring report and gather more written reports from the lead team.
 - With the large amount of information given to the Board each month, the Board would like read aheads to be provided NLT on the Wednesday prior to the Monday Board meeting.
 - The Board must still be aware of the stakeholders and be aware of the parent voice.
 - **The Board will develop a Board Agreement document and determine its roles and responsibilities.**
 - **Board members should give inputs to Mr. Pope on any additional goals they wish to see. These will be compiled, discussed and completed during the March 19, 2012 Special Board meeting (with bylaws, preamble, and vision statement).**
- k. TCA Board Governance Est. Time: 15 min
- i. Board Preamble/ Bylaws Draft Update
 - ii. Plans for creation of Vision Statement, Belief Statements, Strategic Plan, Board Governing Agreement, and necessary Policies.
 - iii. Presenter: Steve Pope / Ron Mast For: First Read
- Two versions are provided of the Bylaw Draft Update. One is a red line version and one in black (changes already made).
 - The last signed version was in 2001. A draft was prepared in 2004 but was never approved.
 - Mr. Pope handed out a newer version of the preamble.
 - **Be prepared to discuss the preamble, bylaws, and vision statement at the March 19, 2012 Special Board meeting.**
 - Bob Swanson will send e-mail contacts of the Board and Mrs. Mund out.
- l. Charter School Solutions Est. Time: 30 min
- i. Presentation of Proposal for facilitating Board Goals
 - ii. Presenter: Denise Mund For: Discussion/Vote
- Mrs. Mund, from Charter School Solutions, presented her thought on a way forward plan that complements the external review Charter School Solutions completed in December 2012.
 - She handed out a plan and budget.
 - The Board is considering completing the external review in the fall of 2012.
 - **The Board committed to finishing the 30 Board training modules by August 2012.**
- m. Radar Screen Est. Time: 15 min
- i. Approval of radar screen/dash board
 - ii. Presenter: Kirk Cameron For: Vote
- The radar screen is not the same as the Dash Board provided by Mr. Collins.
 - We would like to see his dashboard presented as a power point that is available each month.
 - We don't need to see all of the custodial work orders.
 - How did you determine what should go on the dashboard? Mr. Collins over the past few years has taken notes as to what information the Board as asked to see (hot topics).
 - **We could include Building Corps assets.**

- The radar screen is additional information that is added to periodically to identify how TCA is functioning.
 - **The radar screen could be added to the TCA web site. It could be an appropriate site to list pain points and their solutions.**
 - Mr. Cameron would be in charge of adding or subtracting items from the radar screen as the Board sees decides to address areas of concern.
 - Once a month, the Board would review the items added or subtracted from the radar screen.
 - **This could be incorporated in the strategic plan.**

n. Board Communication Planned Est. Time: 10 min

- i. Items to include in Board communication
- ii. Presenter: Chris Carter For: Discussion

- TCA will launch a Blog at Spring Break.
- Goals and objectives of lead team
- Developing template for reports from the Lead team
 - Objectives
 - Monthly reports (executive summaries) from the Lead Team

o. Future Board Meeting Schedules and Agenda Items Est. Time: 10 min

- i. Confirm next meeting dates and discuss any known agenda items
- ii. Presenter: Board Chair For: Discussion

VI. Executive Session (Approx. 9:10pm) Est Time: 30 min

- a. Executive session pursuant to C.R.S. 24-6-402(4)(b & f) for the purpose of discussing personnel matters, and to receive legal advice on specific legal questions. To discuss TCA President's Role and performance, and to provide feedback to TCA President.

- Executive session began at 9:56 p.m.

VII. Future Agenda Items and Meetings Est. Time: 5 min

- a. Open Forum Topic: TBD—March
- b. Board Candidate Presentations (Information)—March
- c. Preliminary Annual Budget for AY 12-13(First Read)—March --Mark VanGambleare
- d. Current Year Budget Revision Ay 2011-12 (First Read/Discussion)—March—Mark VanGambleare
- e. Endowment Review (Recurring, Information)—March--Jan Stump
- f. Development and Communication Review (Information)—March—Jan Stump
- g. Board Governance Catalogue & analyze list of board roles and links to current policies (Discussion/Information)—March—Chris Leland
- h. 1st Floor Build Out Update (Information)—March—Kevin Collins
- i. TCA Service Initiative Prospectus—March—Peter Hilts--Discussion
- j. Planned Regular Board Meeting dates for 2011-12 school year
 - i. Mar 12th, Apr 9th, May 14th, June 11th
- k. Planned Special Board Governance focused meeting dates for 2011-12 school year
 - i. Mar 19th, and May 21st
 - ii. Mar 19 (Strategic Plan), May 21 (Open)
- l. Planned Board Retreat 2012-2013 school year
 - i. July 27 and 28 2012 at the Hide Away or Community Bible?

XIII. Adjournment (Approx. 10:30 pm)

- Meeting adjourned at 1:30 a.m.