



THE CLASSICAL ACADEMY

BOARD OF DIRECTORS MEETING

MONDAY, JUNE 11, 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 (6:00 p.m.)
 - Meeting called to order by Dr. Leland at 6:10 pm.

- II. Pledge of Allegiance / Roll Call Est. Time: 5 min
 - Board members present: Mr. Carter, Dr. Leland, Mr. Mast, Mr. Pope, Dr. Woody, Mr. Kretchman (Board Member Elect)
 - Board members not present: Dr. Cameron and Mr. Palmer

- III. Comments from the Audience Est. Time: 5 min
 - Will Shambach (Junior HS student) presented a proposal for an outdoor teaching forum at TCA North campus as part of his eagle scout project, from Troop 194. The Board thanked Will for his presentation and initiative. Will Shambach will work with Mr. Rex to complete his Project. Mr. Kretchman noted that Mr. Collins, not the Board, is the authority that would approve this student project or similar projects.

- IV. Consent Agenda Est. Time: 10 min
 - a. Minutes: April 6, May 14,
 - b. Apr Financials
 - c. Ops Report/Dash Board
 - d. Annual Policy Review (Recurring)
 - e. Admin/IPD Strategy Update
 - f. Planned Regular Board Meeting Dates for 2012-2013 School Year
 - g. Approval of Matters Relating to Personnel Actions
 - Motion to approve Consent Agenda made by Chris Carter with 2nd by Dr. Woody:
 - Vote: Dr. Cameron – Absent, Mr. Carter – Aye; Dr. Leland – Aye; Mr. Mast – Aye; Mr. Palmer – Absent; Mr. Pope – Aye; Dr. Woody – Aye. Motion passes.

- V. Discussion Agenda Items
 - a. TCA Board Agreement Est. Time: 10 min
 - i. Sign Agreement
 - ii. Presenter: Dr. Leland For: Vote/Sign
 - Disciplinary measures and process for Board members to report violations of Board Agreement need to be included in the Board Agreement to increase accountability.

- Regarding items #16 and #17 of the Board Agreement, two Board members should be allowed to discuss issues amongst themselves and if board members discuss issues with their spouse about issues then board member is responsible for spouses actions.
 - Item #16 was revised to read: Unless appropriately delegated, Board members will not discuss the confidential business of the Board outside of Board meetings with non-board members.
- Board members present signed the agreement as modified. The remaining Board members will sign at the July 16 Board Meeting (Board Agreement Attached).
- Chris Carter made a motion to approve the revised Board agreement and Dr. Jim Woody 2nd.
 - Vote: Dr. Cameron – Absent, Mr. Carter – Aye; Dr. Leland – Aye; Mr. Mast – Aye; Mr. Palmer – Absent; Mr. Pope – Aye; Dr. Woody – Aye. Motion passes.

b. Mediation/Accountability Update

Est. Time: 5 min

i. Process Update

ii. Presenter: Dr. LeLand

For: Information

- Mr. Eric Hall provided an update to the board, explaining his report would be ready by July 16th for presentation to the Board and Lead Team. Mr. Hall's report will address concerns regarding board accountability. He will meet with the accountability committee, conduct interviews, and then work independently to create his report that will include recommendations.
- Dr. Jim woody made a motion to authorize \$15K for Mr. Hall's fees Steve Palmer 2nd.
 - Vote: Dr. Cameron – Absent, Mr. Carter – Aye; Dr. Leland – Aye; Mr. Mast – Aye; Mr. Palmer – Absent; Mr. Pope – Aye; Dr. Woody – Aye. Motion passes.

c. Charter Review

Est. Time: 15 min

i. Charter Review

ii. Presenter: Kevin Collins

For: Vote

- Mr. Collins reviewed the biggest change in the proposed charter contract regarding new security arrangements and procedures, then discussed the minor edits remaining to be amended. Mr. Miller (TCA Attorney) recommended signing the Charter. District 20 will approve of the Charter at their July 12th Board meeting.
- Ron Mast made a motion to approve the Charter and Chris Carter 2nd.
 - Vote: Dr. Cameron – Absent, Mr. Carter – Aye; Dr. Leland – Aye; Mr. Mast – Aye; Mr. Palmer – Absent; Mr. Pope – Aye; Dr. Woody – Aye. Motion passes.

d. Election Recommendations

Est. Time: 15 min

i. Changes to Election Process

ii. Presenters: Dr. Woody / Kevin Collins

For: Discussion/Vote

- Dr. woody presented the following Director Election recommendations:
 - Continue the on-line voting process next year
 - Add in person voting one day at each campus
 - Delay voting until after Spring Break (Report results in May) and have 2weeks of online voting followed by 1 week of in person voting
 - Review Protocols for clarity and refinement
 - Review communications to ensure clear communication to parents regarding the voting process
- The Board acknowledged that the on-line voting system used this year increased turnout.
- Recommendation is to table approval of the recommendation until they have a chance to review and amend the TCA Bylaws.
- Chris Carter made a motion to table the Election Recommendations until August and Dr. Jim Woody 2nd.
 - Vote: Dr. Cameron – Absent, Mr. Carter – Aye; Dr. Leland – Aye; Mr. Mast – Aye; Mr. Palmer – Absent; Mr. Pope – Aye; Dr. Woody – Aye. Motion passes.

- e. College Pathways Est. Time: 30 min
- i. Curricular and Extracurricular Involvement between CP and TCA HS
 - ii. Determine Relationship Guidelines Between CP and TCA HS
 - iii. Review and Amend Proposal
 - iv. Presenter: Dr. Leland For: Discussion/Vote
- Steve Wright (CP Principal) and Hugh Di Pretore (HS Principal) crafted guidelines on the relationship CP and HS students currently have with each other. Discussion was that the administrative guideline should be retitled “Administrative Guidelines for Student Participation for 2012-13”.
 - The Board presented a resolution with the intent of strengthening the relationship between College Pathways and North High School.
 - Chris Carter made a motion to approve the Resolution of the Board of Directors of The Classical Academy and Ron Mast 2nd.
 - Vote: Dr. Cameron – Absent, Mr. Carter – Aye; Dr. Leland – Aye; Mr. Mast – Aye; Mr. Palmer – Absent; Mr. Pope – Aye; Dr. Woody – Aye. Motion passes.
- f. 1st and 3rd Floor Build-Out Est. Time: 15 min
- i. Review design/construction, cost, and special interest items
 - ii. Presenter: Kevin Collins For: Information
- Mr. Collins stated the 1st & 3rd floor build out is on schedule and within budget with an estimated move in date of August 10th. Ten Modulars have been sold/donated and are in the process of being moved out.
- g. Advancement and Communication Update Est. Time: 10 min
- i. Update
 - ii. Presenter: Jan Stump For: Information
- Mrs. Stump presented the annual case for support for 2012-13, with a budgeted goal of \$600,000 with a stretch goal of \$820,000. Communication will focus around mission and core values. There are 98 donors in the President’s Club and the monthly on line giving has increased from \$1,100 to \$18,500/month in the last year and a half. The Endowment is currently \$503K that has been built up over that last 13 years.
- h. TCA Board Training Module Discussion Est. Time: 15 min
- i. Next steps pertaining to Board Professional Development
 - ii. Presenter: Dr. Woody For: Discussion
- Jim Woody led the board in a discussion on this month’s board training units:
 - Effective Committees: Clearly task the Subcommittee with the scope, problem definition, committee structure and authority, and guidelines for the report back to the full board.
 - Professional Development & Training: Key trainings include Roles & Responsibilities, Financial oversight, Legal compliance, & Charter School Accountability. Ongoing Board Training can set an example of continuous improvement for the entire organization.
 - Other Training Modules covered this month were: Policy Development, Data Driven Decision-Making, and Contract Renewal & Accreditation.
- i. Financial Budget Committee Report Est. Time: 15 min
- i. Recommendations based upon committee input
 - ii. Presenter: Dr. Woody For: Discussion
- Jim Woody presented a draft resolution: “The TCA Board approves earmarking any future BEST grants or property sales revenues for capital projects. Furthermore, the TCA Board designates 20% of future PPR and MLO increases for capital projects. This resolution is intended as a budgetary guide and may be adjusted on an annual basis as budget requirements dictate.” The Board plans to vote on the FAC Resolution in Aug.
 - Need a second board member on FAC to replace Mr. Mast.

- j. Break (Approx. 8:30 p.m.) Est. Time: 10 min
- k. Communication Sub-Committee Update Est. Time: 15 min
- i. Next steps
 - ii. Presenter: Chris Carter / Jan Stump For: Discussion
 - Mr. Carter provided a committee update. A key goal of the sub-committee is related to Crisis Communications. The next steps are a Communications Audit of current resources and responsibilities. The committee will create a Draft Crisis Communication Plan with Training recommendation on July 16th with a goal that the Plan is in place by the first day of school.
- l. Security Sub-Committee Final Report Est. Time: 15 min
- i. Final Revisions/Update
 - ii. Presenters: Steve Palmer/Kevin Collins
 - Mr. Collins reviewed the following action items concerning security: Training requirements, evaluation of security and emergency procedures, communicate with parents about security changes, and elevation of knowledge about Safe 2 Tell amongst students, staff and parents.
- m. Board Communication Planned Est. Time: 10 min
- i. Items to include in Board communication
 - ii. Presenter: Chris Carter For: Discussion
 - External Review by Mr. Hall.
 - Rebuild healthy relationship between the TCA staff, students, families, and Board.
- n. Future Board Meeting Schedules and Agenda Items Est. Time: 10 min
- i. Confirm next meeting dates and discuss any known agenda items
 - ii. Presenter: Dr. Leland For: Discussion
 - July 16th Draft Agenda
 - Receive Mr. Hall's report
 - Initiate Bylaw's
 - Organization Structure topics
 - 2012-13 Interim President discussion
 - Chris Carter made a motion at 10:00 pm to move into Exec Session and was Dr. Jim Woody 2nd. Motion passed unanimously.
- VI. Executive Session Est. Time: 30 min
- i. 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 Interim President's Role, and to provide feedback to TCA Interim President.
 - 11:45pm Motion to move out of Exec Session passed unanimously.
 - 11:50pm Motion to adjourn passed unanimously.

Minutes Approved by: _____ Steve Pope _____ Date: ____ 8/18/2012 ____