



THE CLASSICAL ACADEMY

BOARD OF DIRECTORS MEETING

MONDAY, NOVEMBER 12, 2012, 6:00-9:00 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.)
 - Called to order 6:07pm
 - Vote: Dr. Cameron – Aye, Mr. Carter – Aye; Dr. Leland – Aye; Mr. Kretchman – Aye; Mr. Palmer – Aye; Mr. Pope – Aye; Dr. Woody – Aye. Motion passes.
- II. Pledge of Allegiance / Roll Call 5 min
 - Board members present: Dr. Cameron, Mr. Carter, Dr. Leland, Mr. Kretchman, Mr. Palmer, Mr. Pope, Dr. Woody.
- III. Approval of Agenda 5 min
 - Motion to approve amended agenda by Mr. Carter and 2nd by Dr. Cameron (Removing Item VIIC Revised Bylaws from the consent agenda and adding as a discussion item A1 under VIIIA; adding an A2 under VIIIA for potential action from executive session; removing item VIIC(3) FAC proposal regarding future increases of MLO and PPR to facility projects that was tabled; and postponing item VIIC(5) Subcommittee Report until the December 2012 Board meeting.)
- IV. Executive Session 30 min

Executive session pursuant to C.R.S. 24-6-402(4)(h) for discussion of individual students where public disclosure would adversely affect the person or persons involved.

 - Motion to go into first Executive Session made by Dr. Woody and 2nd by Dr. Cameron at 6:15pm.
 - Motion passed unanimously via voice vote.
 - Motion to move out of Executive Session by Mr. Carter and 2nd by Mr. Palmer at 6:53pm.
 - Motion passed unanimously via voice vote.

Executive session pursuant to CRS 24-6-402(4)(b, e) to receive legal advice on specific legal matters, determining positions relative to matters that may be subject to negotiations.

 - Motion to go into second Executive Session made by Mr. Carter and 2nd by Mr. Palmer at 6:55pm.
 - Motion passed unanimously via voice vote.
 - Motion to move out of Executive Session by Mr. Kretchman and 2nd by Dr. Woody at 7:10pm.
 - Motion passed unanimously via voice vote.
- V. Comments from the Audience (Audience members have 3 minutes to address the Board) 10 min

- Mrs. Sara Smith asked questions about board sub-committees (e.g. Exec Director search committee): How are sub-committees formed? How are committee members selected? She also asked why are seniors required to purchase a cap and gown, especially when a family already has a gown. Would it be okay for student to borrow them from a past graduate? Other D20 schools allow this.
- Mr. Jim Kretchman, spoke as a parent, stating that the Veteran's Day assembly was powerful and moving. Thankful that we are modeling gratitude for those for those who served our country. We are also modeling our method of instruction as seen throughout the program; grammar, rhetoric and logic skills as demonstrated by the students. Dr. Coulter's comment stirred me. We have a lot to be proud of at TCA.

VI. Report of the Interim Executive Director & Cabinet Spotlights 10 min
 Motion: to receive the report

- Dr. Coulter provided his monthly report and highlighted the following items:
 - Mayor Bach presented the Spirit of the Springs award to the Girls Cross Country Team. We want to thank Mr. Versaw for 10 years of continued coaching excellence.
 - Veteran's day was inspiring this year. Maj (Ret.) Duke Boswell gave a moving speech.
 - The necessary funds have been raised (\$85,000) to complete the Central Campus Renovation Plan. Mr. Scott Palmer plans to present the Central Campus Plan to the Board in December 2012. TCA is planning to apply for a BEST Grant this year to address the safety and facility needs of the Central Campus.
 - TCA is conducting a safety and playground review and will present its finding to the Board in December.
 - The TCA audit is complete and Mr. VanGambleare and Mrs. DeMott in addition to the entire finance team are recognized for all of their hard work.
- Motion to accept the Interim Executive Director's written report was made by Mr. Carter, second by Mr. Kretchman.
 - Motion passed unanimously via voice vote.

VII. Consent Agenda 5 min
 Board Directed items to be removed from Consent Agenda:
 Motion: to accept the Consent Agenda

- A. Minutes: October (Mr. Pope)
- B. Newly Revised Board Agreement (Dr. Leland)
- C. Revised Bylaws (Mr. Pope) – Moved to an Agenda item.
- D. Strategic Board Calendar (Dr. Leland)
- E. Process review for setting of meeting agendas (Dr. Leland)
- F. Titan of the Year Subcommittee Charge and timeline (Dr. Leland)
- G. Written Reports of the Executive Director and Cabinet
 1. Human Resources (Ms. Schulz)
 - a. Matters Relating to Personnel Action
 2. Operations (Mr. Collins)
 - a. Ops Update
 - b. Dashboard
 3. Finance (Mr. VanGambleare)
 - a. August Financials

- Motion to approve the consent agenda was made by Mr. Palmer, second by Mr. Pope.
 - Motion passed unanimously via voice vote.

VIII. Discussion Agenda Items

- A. Items removed from Consent Agenda
 1. Bylaws

- Motion made by Mr. Kretchman, with second by Mr. Carter, to adopt the revised Bylaws as presented and to declare that any revision to Board qualifications in these Bylaws that may impact the service of any current Board member will not apply to that Board member for the duration of their current term.
 - Mr. Pope recused himself from the discussion and left the room for the remainder of this discussion topic.
 - Dr. Woody 4.2(d) – election – edit to say “each Spring” not “in April”. Also, to review bylaws in six month for compliance issues.
 - Interrupted Announcement (Peter Hilts) – 2008 graduate Lauren Chumbley passed away today. The Board requested a moment of silence in memory of Miss Chumbley.
 - Kevin Collins – 4.2(d) third line take out “in April”
 - Bob Swanson – 1.1 and 1.2 – address needs to be corrected
 - Vote noting above changes: Dr. Cameron – Aye, Mr. Carter – Aye; Dr. Leland – Aye; Mr. Kretchman – Aye; Mr. Palmer – Aye; Mr. Pope – Recused; Dr. Woody – Aye. Motion passes.

2. Potential Action from Executive Session

- Motion made by Mr. Pope, with second by Dr. Cameron, to reimburse Dr. David Bohn in an amount up to \$7,500 for expenses related to employment transition.
 - Vote: Dr. Cameron – Aye, Mr. Carter – No; Dr. Leland – No; Mr. Kretchman – Aye; Mr. Palmer – Aye; Mr. Pope – Aye; Dr. Woody – Aye. Motion passes.

B. Cabinet Level Reports

1. Insurance Review 10 min

Action: Mr. VanGampleare/Mrs. Jan Myers (Wells Fargo Insurance)

Motion: to consider changes to insurance coverage

Rationale: to further review liability insurance for Board and Administration as follow up to Security reviews of earlier 2012.

- Mr. VanGampleare introduced Mrs. Myers (TCA Insurance Representative from Wells Fargo)
 - Mrs. Myers presented ideas concerning either raising our rates for General Liability as well as our Umbrella coverage or leaving them at the current levels.
- Motion made by Dr. Woody, with second by Mr. Carter, to increase the Umbrella Insurance policy from \$1 million (\$7,330 annual premium) to \$3 million (\$12,800 annual premium) effective immediately.
 - Vote: Dr. Cameron – Aye, Mr. Carter – Aye; Dr. Leland – Aye; Mr. Kretchman – Aye; Mr. Palmer – Aye; Mr. Pope – Nay; Dr. Woody – Aye. Motion passes.
 - Mr. Kretchman made motion, with second by Dr. Woody, to increase the Umbrella Insurance policy to \$4 million (\$13,800 annual premium) effective immediately.
 - Vote: Dr. Cameron – Nay, Mr. Carter – Nay; Dr. Leland – Aye; Mr. Kretchman – Aye; Mr. Palmer – Nay; Mr. Pope – Aye; Dr. Woody – Aye. Motion passes.

2. TCA Central Security Report Review 10 min

Action: Mr. Collins

Motion: to receive report

Rationale: to review report by D20 Security of Central Campus facilities and procedures.

- Mr. Collins presented the security report and answer questions from the Board.
 - The report discussed key fob access doors at the Central Campus, adding additional surveillance equipment, adding an additional patrol officer, and improving windows and doors through a BEST grant application.
 - Motion made to receive the security report Mr. Carter, 2nd by Mr. Cameron.
 - Vote voice passed unanimously.
 - Mr. Carter mentioned that it would helpful to have the input of Central campus parents on the impact of on campus security presence. Dr. Coulter plans to work with Mr. Stump to get parental input on their views on pros/cons of security presence and the impact on the culture of Central campus.

- This topic will be added to December agenda to vote on approving the report recommendations.
- The board took a break at 8:54 pm and resumed the meeting at 9:05 p.m.

3. Academic Services Committee Update 10 min

Action: Mr. Hilts

Motion: to receive report

Rationale: to review progress on programmatic and structural work on IPD and administrative alignment and functioning.

- Mr. Hilts presented a verbal update on Academic Services.
 - TCA is committed to the following: 1. Classical education, 2. Whole Child Development, 3. Character Development, and 4. Building Relationships.
 - Two critical inflection points have been the starting of the high school and the implementation of aspects of Charlotte Mason.
 - TCA will be establishing a four year training cycle – classical, character, curriculum/assessment, relationships.
 - Four staff members recently attended the national character education conference.
 - Dr. Woody wants to ensure that Cottage School and College Pathways are being included in the discussions.
 - Mr. Hilts clarified Dr. Cameron’s concern of how do the IPD instructors interact with teachers. Principals are responsible for evaluation of teachers and IPDs provide principals feedback. The school has a single leader and that is the principal.
- Motion to receive the Academic Services report made by Dr. Woody, with second by Mr. Carter.
 - Motion passed unanimously via voice vote.
- Mr. Kretchman asked Mr. Hilts to confirm that if the IPD and the principal disagree about an instruction policy issue, it will be escalated and decided by Mr. Hilts, their mutual supervisor, not unilaterally by the principal. Mr. Hilts confirmed this point. (Amended Dec 10, 2012).

4. Annual Registrar’s Report 15 min

Action: Mrs. Kara McIntyre

Motion: to receive the report

Rationale: to review enrollment, attrition, and retention issues

- Mrs. McIntyre presented the annual registrar’s report, highlighting the following information:
 - TCA’s student enrollment is strong and there is stable growth.
 - The registrar has cleaned up portions of the wait list. There are still adequate numbers of prospective students to fill our seats. With the list cleaned up for some classes, there are currently about 4,500 students on our wait list.
 - The attrition rate was lower this year; especially in grades 2, 7, and 8.
 - The number one reason for attrition at high school is that it is too rigorous.
 - Mrs. McIntyre proposed that a new set of criteria be added to the wait list priorities. She wanted to introduce the following classifications of students to be added in the wait list priority order following item 4 “siblings of currently enrolled students within that list’s program”:
 - 5) Currently enrolled TCA Students in any TCA Program
 - 6) Previously Enrolled Students in any TCA Program.
 - Mrs. McIntyre feels these two categories need to be included to account for TCA students transfer between TCA high school and TCA College pathways and vice-a-versa.
 - The Board had a few questions to ask Mrs. McIntyre that she will answer and send to the Board (including the # of tradition vs CP that transfer from one program to another).
- Motion to receive the Annual Registrar’s report made by Mr. Carter, with second by Mr. Kretchman.
 - Motion passed unanimously via voice vote.
- Motion made by Mr. Carter, with second from Mr. Palmer, to change from the Current Priority Sequencing to a sequence that includes the following 5th and 6th priorities after 4) Siblings of Currently Enrolled Students within that List’s Program and before 7) D20 Residents:
 - 4) Currently Enrolled TCA Students in any TCA Program

- 5) Previously Enrolled Students in any TCA Program
- Mr. Kretchman requested a longer time to think about the consequences of adjusting the wait list parameters due to the significance of any change to this critical policy.
- Mrs. McIntyre stated that it would be helpful for the Board decide by the December Board meeting on whether or not to approve the additional criteria to the wait list sequencing.
 - Motion to Table the motion until the December regular board meeting Mr. Krestcman and 2nd by Mr. Cameron.
 - Motion passed unanimously via voice vote.

5. Communications Update 10 min
 Action: Mr. Laney/Mrs. Harris
 Motion: to receive the report
 Rational: update information concerning TCA communications plan

- Mrs. Harris provided an update on communications highlighting that she met with D20 communications director (Mrs. Anderson), is reviewing the Critical Communications process, and will be attending public information training. Mrs. Harris will be reviewing crisis communication plan, reviewing ways to streamline what and how we communicate amongst our various stake holders, and reviewing TCA's website to keep it up to date and manageable.
- Motion to receive the Commuication's Corrdinator report made by Mr. Carter, with second by Dr. Woody.
 - Motion passed unanimously via voice vote.

C. Board Subcommittee Reports

1. TCA Senate Implementation 10 min
 Action: Dr. Cameron
 Rationale: to review currently approved Senate (or DAC) policy and implement actions (identify members, determine first meeting, etc.)

- Dr. Cameron presented an overview of the TCA Senate with the first meeting of the Senate scheduled in February and the first report out to the Board in May.

2. Permanent Executive Director Search Committee Update 10 min
 Action: Dr. Cameron
 Motion: To remove from the table; to accept motion or deny motion
 Rationale: Revisit tabled motion to extend search for one additional year.

- Motion to remove the tabled motion (to extend the timetable of the search committee one year) for reconsideration made by Dr. Cameron, with second from Mr. Kretchman.
 - Motion passed unanimously via voice vote.
- Some of the reasons Dr. Cameron presented for consideration for extending the search time line included ensuring the Board has time to complete bylaws, policies, strategic plan; allow for healing and stability; evaluate new organizational structure; provide new executive director with a stable environment to walk into. Mr. Pope mentioned continuing with current timelines would be better because it would get TCA to the more permanent administration solution quicker.
- Motion to table the motion by Dr. Cameron, with second from Mr. Pope.
 - Motion passed via voice vote, with Nay from Dr. Woody.
- Motion to task Brad Miller, Marta Schulz, Jim Kretchman, Chris Leland to explore options of extending the agreement with current interim executive director to report out at the Nov 26th Special board session made by Mr. Kretchman with a second from Dr. Cameron.
 - Motion passed unanimously via voice vote.

3. FAC Committee Report 5 min
 Action: Dr. Woody/Mr. VanGampleare
 Motion: to remove from the table; to accept motion of earmarking
 Rationale: to an update and provide recommendations to the TCA Board based upon TCA's current financial position

- Agenda item withdrawn.
4. FAC Committee Report (Audit Results) 10 min
 Action: Dr. Woody
 Motion: To accept the report
 Rationale: to abide by annual audit requirements and financial accountability standards.
- TCA received an unqualified opinion from the auditor (good report). The Board thanked Mr. VanGambleare, Mrs. DeMott, and the finance team for all of their hard work on the audit.
 - Mr. VanGambleare will send the Board an updated 990 for their review when it is completed.
 - Motion to accept the Audit Results made by Dr. Cameron, with second from Mr. Carter.
 - Vote: Dr. Cameron – Aye, Mr. Carter – Aye; Dr. Leland – Aye; Mr. Kretchman – Aye; Mr. Palmer – Aye; Mr. Pope – Aye; Dr. Woody – Aye. Motion passes.

5. TCA Board Subcommittees 15 min
 Action: Mr. Pope/Mr. Kretchman
 Motion: to receive the report
 Rationale: to determine the current active subcommittees/members and processes

- Postponed until December regular board meeting.

D. Board Policy Review

1. Conflict Resolution Policy 5 min
 Action: Dr. Leland/Dr. Coulter
 Motion: to receive the report
 Rationale: to address changes

- Mr. Carter and Dr. Coulter will review the Conflict Resolution policy to check for consistency with current organization titles and recently approved Bylaws, then will provide a report to the Board.

2. Board Election Policy 5 min
 Action: Dr. Leland/Dr. Coulter
 Motion: to receive the report
 Rationale: to address changes

- Dr. Woody and Mr. Swanson to propose updates to the Board Election process to be in alignment with recently approved Bylaws and other board decisions related to Board Elections.

E. Board Development and Assessment

1. Board Development & Training 10 min
 Action: Dr. Leland

- Dr. Leland will forward the weblink for the Board training to be accomplished before the next Board meeting.

2. Board Communication Planned 5 min
 Action: Mr. Carter
 Rationale: to develop and approve of communication update to community

F. Future Board Agenda Items 5 min

1. Working Session – November 26, 2012 – 7:00-10:00 pm CBS Building

Topic: Executive Director Evaluation Standards, Process, and Timing – including specific goals and objectives for current Interim Executive Director

2. Parent Survey—Mr. Collins
Topic: Transferring responsibility of parent survey to SACs/Senate
3. Strategic Plan—January 28, 2012 Working Session
4. TCA Board Fund Raising Philosophy Policy—Mr. Kretchman
5. Dashboard Subcommittee Metrics—Mr. Cameron
6. Develop process for board to ask questions to Dr. Coulter to clarify information and to discuss ideas—Board

IX. Adjournment (Approx. 9:25 p.m.)

- At 11:23pm, Mr. Carter made a motion to adjourn the TCA Board meeting with second by Mr. Kretchman.
 - Motion passed unanimously via voice vote.

Minutes Approved by: _____ Date: _____