



THE CLASSICAL ACADEMY

BOARD OF DIRECTORS MEETING

MONDAY, JANUARY 14, 2013, 6:00-10:00 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 at 6:04 pm.
- II. Pledge of Allegiance / Roll Call 5 min
 - Board members present: Dr. Cameron, Mr. Carter, Dr. Leland, Mr. Palmer, Mr. Pope (arrived 6:30pm), Dr. Woody. Mr. Kretchman– Excused.
- III. Approval of Agenda 5 min
 - The following changes were recommended and approved to the Agenda:
 - Move Executive Session to end of the meeting as IX, F.
 - Item IX, B (5) Registrar’s Proposed Motion to Change Wait-List Order was removed from the agenda and will not be discussed further at this point.
 - Item IX, C (3) Radar Screen Committee update is pulled from the agenda and will be added to the February 2013 Agenda.
 - The motion to approve the agenda was made by Mr. Carter and 2nd by Dr. Cameron. The motion passed by unanimous voice vote.
- IV. Comments from the Audience (Audience members have 5 minutes to address the Board) 10 min
 - There were no comments from the audience.
- V. Celebrating TCA 5 min
 - We celebrated the completion of Phase I of the Central Campus Rejuvenation Project (Play Ground)
 - Mr. and Mrs. Palmer, Mr. and Mrs. Dodge, Mr. and Mrs. Jacobsen, and Mr. Hogan with their families described the teamwork behind the Phase I completion.
 - They thanked Mr. Hogan from Brian construction for helping to get the concrete and labor donated; TCA ended up getting a \$150,000 playground for \$85,000.
 - There will be a ribbon cutting ceremony for the new playground on January 18, 2013 from 11:45 am -12:15pm at the Central Campus.
 - Mr. Hilts communicated that according to Colorado School Grades (coloradoschoolgrades.com) , a coalition of 18 community agencies, TCA's High School earned the #1 rating for the second year in a row with an A+ grade rating. Our Junior High earned an A grade, and joined the top 1% of all schools

in Colorado, while our elementary improved to a strong B and placed in the top 20% of all Colorado elementary schools. College Pathways earned a B+ grade.

- Consistent with our Core Values statements, these results affirm, but do not validate, the success of TCA students.
- Mr. Hilts stated that the success of the high school is built upon the continuous, integrated learning that occurs in elementary and junior high, where teachers target building incremental learning a solid foundation of knowledge and do not just teach to state standard testing.
- Colorado School Grades calculates school ratings based on public data including academic performance, graduation rates, standardized test scores, academic growth, and readiness for college and career performance.

VI. Executive session pursuant to C.R.S. 24-6-402(4)(c & e) for the purpose of discussing confidential student matters as well as meeting with legal counsel to discuss matters related to negotiations. 15 min

- Agenda item was moved to end of meeting Item IX (F).

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

- Dr. Coulter reported the following information:
 - TCA hired a new security officer, Tessa Goodwin, to provide additional security at East and Central campuses as per plan presented previously to the Board. A police vehicle is being refurbished to enable patrol of the East and Central campuses on regular basis.
 - Becky VanVleet has been promoted to Principal.
 - April 13, 2013 the Board is scheduled to have a working session to address the question “How can TCA preserve its unique educational philosophy across multiple campuses and over time?” from 8:00 am until 12:30 pm. Dr. Coulter with the assistance of the Academic Services Director (IPD/Character) will provided a guided discussion for the Board.
 - The administration is working with Mrs. Hintze and Mrs. Sparr to select a TOTY. Each school and administration will have a finalist with an overall Titan of the Year being selected.
- Mr. Cameron moved to accept the Executive Director’s report and was 2nd by Mr. Palmer. Motion passed by unanimous voice vote.

VIII. Consent Agenda 5 min
Board Directed items to be removed from Consent Agenda:
Executive Director Goals/Objectives removed and will be added to February 2013 Agenda.

Motion: to accept the Consent Agenda

- A. Minutes: November 26/December 10 (Pope)
- B. Executive Director Goals/Objectives (Pope)
- C. Board Election Policy (Swanson/Woody)
- D. Board Meeting Policy (Swanson/Leland)
- E. AWG Response (Kretchman)
- F. Board Subcommittee on Committee Structure and Process (Kretchman)
- G. TCA Building Corp Directors Appointments (Leland)
- H. Announcement of Board Vacancies (Leland)
- I. Written Reports of the Executive Director and Cabinet
 1. Human Resources (Schulz)
 - a. Matters Relating to Personnel Action
 2. Operations (Collins)
 - a. Ops Update

3. Finance (VanGambleare)
 - a. Nov. Financials
 - b. Projected Revenue numbers for FY 2013-2014
4. Advancement (Laney)

- Dr. Woody described several minor corrections that he requested be made to subcommittee list.
- Dr. Cameron suggested that the meeting policy, 4c page 4, also list Senate and SAC.
- Motion made to approve modified agenda by Mr. Carter and 2nd by Mr. Palmer.
 - Vote: Dr. Cameron – Aye, Mr. Carter – Aye; Dr. Leland – Aye; Mr. Kretchman – Absent; Mr. Palmer – Aye; Mr. Pope – Aye; Dr. Woody – Aye. Motion passes.

IX. Discussion Agenda Items

A. Items removed from Consent Agenda

- No items were removed from the consent agenda to discuss.

B. Cabinet Level Reports

1. CDE Student Count Audit for 2010-2011 School Year

Action: McIntyre/VanGambleare/Hilts

Motion: Note Required (Information Only)

Rationale: to provide information on the current CDE audit progress

- Mr. Hilts provided an update to the board on details of a current audit being conducted by the Colorado Department of Education (CDE) to verify residency of our students in 2009, 2010, and 2011. Of particular interest is the College Pathways students who are taking on-line courses (171 students in question).
- TCA has provided verification of residency that is in-line with requirements established for the CP program when it was established. CDE is requesting information particular to online students only and does not take into account our blended hybrid program. The District 20 online program is going through a similar review by CDE.
- CDE has provided a pathway to correct the verification process that is very labor intensive. TCA Administration is currently working toward a resolution to comply with CDE and may contest the decision if necessary.
- Mr. Hilts will provide an update in February on this matter.

2. TCA Central Security Report Review

10 min

Action: Collins

Motion: to consider approval of costs related to security upgrades

Rationale: to review and consider approval of costs related to security and facility issues at Central Campus.

- Mr. Collins provided an update on the continued security upgrades at the Central as well as other campuses.
 - a. There will be an increased Security Officer presence at Central and East Campuses with the hiring of an additional Security Officer; Tessa Goodwin. Officer presence is one of the key deterrents to school violence.
 - b. East Campus reviewing security changes to access to the building including:
 - i. Providing a secure “buzz in door” to the elementary hall way.
 - ii. Determining a location for a kiosk at the East Campus similar to the one at the North Campus.
 - iii. Reviewing other security initiatives.
- Mr. Collins, with an endorsement from Dr. Coulter, requested additional funding (\$20,000) be provided this year, as opposed to next year, to make additional necessary security upgrades.
- Mr. VanGambleare (CFO) acknowledged that this could be accomplished within the budget limits of the AY 2012-2013 budget. He felt comfortable in allocating an additional \$20,000 from the budget to cover the costs of the security improvements.
- Motion made by Mr. Carter and second by Dr. Woody to approve modified resolution for a budget modification for \$27,300 to fund the third security officer position in the current year FY12-13

program. Additionally, approve the FOB doors, surveillance video, and camera upgrade work for July 2013 and fund in FY13-14.

- Vote: Dr. Cameron – Aye; Mr. Carter – Aye; Dr. Leland – Aye; Mr. Kretchman – Absent; Mr. Palmer – Aye; Mr. Pope – Aye; Dr. Woody – Aye. Motion passes.

3. Academic Services Update 10 min

Action: Hilts

Motion: College Pathways proposal – to allow for opt out of TCAP

Rationale: to seek alternatives to the cumbersome process of aligning CP with TCAP scheduling and requirements.

- Mr. Hilts described administrations plan to pursue a waiver from the state board of education for College Pathways students who are enrolled in college courses to be exempt from taking TCAP tests.
- The process requires approval from the TCA Board, D20 Board, and then it will be taken to the State School Board. In addition, Mr. Miller (TCA Lawyer) stated that we have already polled teachers, community, and administration who also concur with the attempt to get a waiver; additional requirements to be able to apply for a waiver.
- Dr. Coulter will ensure any waiver is properly vetted before it goes to D20 Board and state board. If the waiver gets approved by the D20 Board, Mr. Hilts will update the Board before it goes to the state.
- Mrs. Harris will develop messaging to the TCA community to discuss the waiver request as this is a high profile item and could garner attention.
- Motion made by Dr. Woody with a 2nd by Mr. Palmer for College Pathways to seek an innovation waiver from TCAP testing (or other equivalents) for all students who have tested college ready and are now successfully performing in college classes.
 - Vote: Dr. Cameron – Aye; Mr. Carter – Aye; Dr. Leland – Aye; Mr. Kretchman – Absent; Mr. Palmer – Aye; Mr. Pope – Aye; Dr. Woody – Aye. Motion passes.

4. Academic Services Curricular Update 10 min

Action: Hilts

Motion: to review and approve curricular update

Rationale: to review and approve curricular changes

- Mr. Hilts provided an update on the transition away from Shurley Grammar to Easy Grammar.
 - a. Easy Grammar will replace Shurley Grammar for grades K to 3rd grade.
 - b. Principals, the Instructional Philosophy Director, and teachers provided input to the decision. It will be easier to track progress of students and to assess interventions.
 - c. The transition will be easy for the teachers with on-line training.
- The Board re-emphasized that the Academic Services Director will be providing periodic curricular updates and as long as they do not violate TCA's Core values they will accept the updates to the curriculum. If they do not agree with the update, the Board can vote to not accept the report of the Academic Services Director.
- At the high school level, visual programming and language programming have been suggested as courses but never gained enough students to schedule a class. This year we will be combined into one class to see if there is enough student interest for the class to make.
- Motion made by Dr. Cameron and 2nd by Mr. Palmer to accept the Academic Services curricular update report as presented.
 - Motion passed on voice vote.

5. Registrar's Proposed Motion to change wait-list order 10 min

Action: Kretchman/Pope

Motion: to reconsider motion to change wait-list priorities

Rationale: to update the wait-list order policy to address enrollment in larger and more diverse programming.

- This agenda item was not discussed nor pursued.

6. 2013 Parent Survey 10 min

Action: Collins

Motion: to review and approve questions for 2013 (short version) of parent survey.

Rationale: the Board has directed the COO to create and administer a survey of the parent community for the purpose of soliciting feedback on specific issues.

- Mr. Collins presented administrations plans for annual survey. This year is the short survey focused on character, culture, security, and instructional philosophy. The survey timeline is as follows: February: Final draft presented to TCA Board, March-April: Conduct the survey, and May: Presentation of results to the board.
- The Board asked Mr. Collins if there could be a way to separate elementary answers to questions from secondary replies to better assess the results.
- The Board wanted to continue the opportunity for parents to respond in writing after each question rather than at the end.
- If the Board has any suggestions to the improving the survey, they should contact Mr. Collins directly before the February Board meeting.
- Next year (2014), the Parent Survey responsibilities (develop/assess results) will transition to the Senate/SACs.

7. 2013-2014 School Calendar

5 min

Action: Collins

Motion: to receive as a "first read" the proposed calendar for 2013-2014.

Rationale: per Board policy the Board must approve the calendar for each of the TCA schools for the upcoming academic year.

- Mr. Collins presented draft 2013-14 School Calendars that meets the Board's Calendar Development policy. There was brief discussion about potential future changes to the calendars.
- The Board is encouraged to review the calendars to see ensure they meet the parameters established by the Calendar Development policy.

BREAK (10 min)

C. Board Subcommittee Reports

1. TCA Senate: Parent Survey Transfer to SAC's and/or Senate

10 min

Action: Cameron/Collins

Motion: to have SAC's and TCA Senate become responsible for the Annual Parent Survey starting in 2014 working together with the TCA Deputy Executive Director.

Rationale: to coordinate the annual parent survey to be done by the local SAC and overseen by the TCA Senate.

- Motion made by Dr. Cameron and 2nd by Mr. Carter to have SAC's and TCA Senate become responsible for the Annual Parent Survey starting in 2014 working together with the TCA Deputy Executive Director.
 - Motion passed via voice vote.

2. Board Annual Evaluation

10 min

Action: Leland/Woody

Motion: to present and approve the Board Annual Evaluation process and format.

Rationale: as part of the Board being more accountable this subcommittee will begin the process of creating an evaluation form and process for the Board.

- Dr. Leland presented a draft version of Board Annual Evaluation process and questionnaire. A final draft will be presented at the February board meeting.

- Generally speaking, the Board will develop a set of questions to assess their performance. They will ask a representative group of stake holders to answer the evaluation questions. The questionnaires will be collected and responses evaluated.
- This evaluation tool will be another item to add to the AWG report.

3. Radar Screen Committee 10 min

Action: Cameron

Motion: to approve the initial listing, process information, and prioritization of the Board's Radar Screen for identifying pressing issues for Board attention.

Rationale: the Radar Screen helps the Board catalog the issues needing the attention of the Board.

- Agenda item delayed until the February board meeting.

D. Board Policy Review

1. Conflict Resolution Policy 5 min

Action: Carter

Motion: to approve necessary changes to policy to align with newly revised bylaws.

- The Board thought that the Parent / Student conflict resolution policy was well organized and easily understood. A concern was raised that it may be too onerous on parents to fill out multiple forms. Administration will ensure the forms associated with the conflict resolution process are available to parents or easily found on the TCA web site.
- There was discussion about the staff conflict resolution process and how to bring concerns relating to Board members to the attention of the Board. It was pointed out that staff concerns about a specific board member should be directed to the Executive Director. The Executive Director can then address the concern with the Board. The currently proposed process has not been approved by the Board. As such, the proposed process which is already being printed for the Employee Handbook and accompanying HR policy will be reviewed by the Board in the February board meeting and corrections will then need to be made to any printings as required.
- Board members are requested to send suggestions about the process to Mr. Carter before the February Board meeting.
- Motion made by Mr. Carter and 2nd by Dr. Cameron to approve the Parent / Student Conflict Resolution Policy
 - Motion passes on voice vote.
- The motion to table for consideration until February the board conflict resolution section of the staff conflict resolution in the employee handbook was made by Mr. Pope and 2nd by Dr. Cameron.
 - Motion passes on voice vote.

2. Executive Director Evaluation 10 min

Action: Palmer

Motion: to approve process and format of ED evaluation

- Postponed until February board meeting.

E. Board Development and Assessment

1. Board Development & Training 10 min

Action: Leland

- The Board listened to a financial oversight board training module "Two of the Most Valuable Financial Oversight Policies a Board Can Have" by Dr. Carpenter. Two critical board financial policies are: 1. An internal control policy and 2. An auditor selection policy. The Board should work with school's auditor in developing a set of robust internal controls. Dr. Carpenter is a nationally recognized charter school consultant.
- Mr. VanGamble (CFO) stated that the TCA finance office does have internal control policies.
- Dr. Woody said the FAC would also look into the recommendations offered by Dr. Carpenter.

- Upon completion, the CFO will send the Board the TCA 990 for review.

2. Board Communication Planned

5 min

Action: Carter

Rationale: to develop and approve of communication update to community

- Items planned for communication to the community are:
 - Board vacancies and upcoming Board Elections
 - Results of the Colorado School Grades report card
 - Additional Security Officer
- Motion made to go into Executive Session by CC and 2nd by KC at 9:37pm pursuant to C.R.S. 24-6-402(4)(c, d, & e) for the purpose of discussing confidential student matters as well as meeting with legal counsel to discuss matters related to negotiations and update on security matters.
 - Motion passed on via voice vote.
- Motion to move out of Exec Session made by Mr. Carter and 2nd Mr. Pope at 10:18pm
 - Motion passed on via voice vote.

F. Future Board Agenda Items

5 min

1. Working Session – January 28, 2013 – 7:00-10:00 pm CBS Building
Topic: Development of Draft of Board Strategic Plan
2. TCA Board Fund Raising Philosophy Policy—Carter
3. Dashboard Subcommittee Metrics—Cameron
4. Core Values Committee formation and tasking
5. TCA Board Adopt a School

X. Adjournment (Approx. 10:00 p.m.)

- At 10:20pm, Mr. Carter made a motion to adjourn the TCA Board meeting with second by Mr. Pope.
 - Motion passed unanimously via voice vote.

Minutes Approved by: _____ Date: _____