



THE CLASSICAL ACADEMY

BOARD OF DIRECTORS MEETING

MONDAY, FEBRUARY 11, 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 (absent, excused), Mr. Kretchman, Mr. Palmer (arrived 6:13pm), Mr. Pope, Dr. Woody.
- III. Approval of Agenda 5 min
 - Motion made by Mr. Pope with second by Mr. Carter to approve the modified agenda with items VI. And V. swapped since there were a large number of parents and students in attendance for the Celebrating TCA agenda item. Items modified:
 - Added item was to the agenda: VIII. C.4. Senate Update.
 - Removed from the agenda: VIII.C.1. Board Annual Evaluation, E.1. Board Development and Training, E. 2. Adopt a School Project
 - Motion passed unanimously on voice vote
- IV. Comments from the Audience (Audience members have 5 minutes to address the Board) 10 min
 - Ryan and Andrea Tepley shared their thoughts about the recent decision not to allow parents to have their children tested for kindergarten readiness for cases where their birthdays do not meet the cutoff date for enrollment in kindergarten. They felt that they had followed all of the rules and abided by all the e-mail requests until the decision was made. Their major concern was the timing of the decision and not allowing parents the option to test their children this year. Their trust in TCA has been hurt and they feel that TCA needs to take parent concerns seriously about these matters. They feel that parents are ultimately responsible for their child's education and request that their daughter be given the chance to take a test this year. They were interested in seeing the data TCA used to make this decision
- V. Celebrating TCA 5 min
 - The Board recognized the following winners of the TCA Science fare: Jenson Hall-Math, Ana Oberfell-Earth/Space/Environment, Lindsay Warren-Medicine/Health, Neil Baker-Physics A, Boyd Webb-Physics B, Derek Ashbt-Chemistry, and Erin Percy-Biology.

- Mr. Pope and Dr. Coulter helped in judging the event and remarked about the high level of knowledge, thoroughness, and quality of thought that all of the science projects displayed.
- The Board recognized Mrs. Muir's continual efforts in improving the science fair each year and how it helps prepare students for the future as well as represents a vital part of TCA's classical education.

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

- Highlights of Dr. Coulter's report are as follows:
 - Hired Justin Peterson as the new Assistant High School Principal.
 - Hired Cheri Birkey as the new TCA compliance specialist.
 - With the addition of the police cruiser, the security presence at our East and Central campuses has increased.
 - The Staff Climate survey has completed and Mrs. Schulz is reviewing the results and disseminating results to each of the Principals.
 - Our carpool may be adversely affected by the construction on I25 in the next months. More information will be sent to parents as we find out more information.
 - The senior seminar will be conducted on March 22, 2013. Dr. Coulter invited the Board and asked them to let him know if they would like to attend.
 - Mr. Pope asked if there was a financial cost to hiring additional FTE positions. Mr. VanGamble explained that the positions were offset by the total FTE available.
- Mr. Carter moved to accept the Executive Director's report and was 2nd by Dr. Cameron. Motion passed by unanimous voice vote.

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

- A. Minutes: January 14
 - B. Executive Director Goals/Objectives (Pope)
 - C. 2013-2014 Calendar Approval (Leland/Collins)
 - D. 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 (VanGamble)
 - a. Dec. Financials
 - b. Quarterly Financials
 4. Advancement (Laney)
- Motion made to approve the consent agenda by Dr. Cameron and second by Dr. Woody.
 - Dr. Woody made a point to recognize that we are currently at 44 days of cash reserves and that the goal is 60 days.
 - Mr. Kretchman recognized the efforts of the advancement team in keeping up with donations to the annual fund.
 - Vote: Dr. Cameron – Aye, Mr. Carter – Aye; Dr. Leland – Absent; Mr. Kretchman – Aye; Mr. Palmer – Aye; Mr. Pope – Aye; Dr. Woody – Aye. Motion passes.

VIII. Discussion Agenda Items

- A. Items removed from Consent Agenda
- B. Cabinet Level Reports

1. TCA Board Election Waiver 10 min
 Action: Woody
 Motion: to grant a waiver to the Board Candidate requirement to be a Colorado resident for military members

Rationale: to provide active duty military members who, under law, may choose not to select Colorado as a residence, the opportunity to be a TCA Board candidate

- Motion made by Dr. Woody with a second by Mr. Carter to “Whereas active duty military personnel may have children enrolled in TCA, Whereas active duty military personnel may be assigned to installations here and live in Colorado Springs area be legally exempted from declaring Colorado State residency, I move that the Colorado residency requirement for TCA Board candidates be waived for active duty military personnel applying to run for a seat on the TCA Board of Directors.”
 - The board discussed that this modification should be addressed in the bylaws the next time the board updates the bylaws.
- Vote: Dr. Cameron – Aye; Mr. Carter – Aye; Dr. Leland – Absent; Mr. Kretchman – Aye; Mr. Palmer – Aye; Mr. Pope – Aye; Dr. Woody – Aye. Motion passes.

2. Board Candidate Announcement 5 min

Action: Leland

Motion: to accept the list of board candidates

Rationale: to ensure the appropriate number of candidates are available for the TCA election

- The 2013 Board Candidates were introduced to be Dr. Kirk Cameron, Dr. Kathleen Harrington, and Mr. Erin Jensen. Each candidate was given a couple minutes to introduce themselves. Further formal board candidate engagements will occur over the next two months.
 - Mr. Jensen shared some about his background.
 - Dr. Cameron stated that he was looking forward to engaging with the TCA community during the election cycle.
 - Dr. Harrington could not attend due to a prior commitment.
- Motion made by CC and 2nd JW by to accept the list of Board Candidates.
 - Motion passed unanimously on voice vote

3. Academic Services Update 10 min

Action: Hilts

Motion: To receive report

Rationale: to update Board about actions taken toward clearer integration of IPD and School Administrators.

- Mr. Hilts provided a verbal update on activities to review current and propose improved structure of the Instructional Philosophy Departments (IPD). Inputs for structure of secondary IPD is being internally collected and synthesized. A formal recommendation will be made in the regular March board meeting. The prime purpose of the secondary IPD department is well understood, but the implementation needs improvement.
 - On February 15, 2013 Mr. Hilts/Mr. Pennison, and Mr. Di Pretore tasked the high school teachers to recommend a IPD structure that would serve three purposes: 1) Align curriculum, 2) Insure fidelity with core values, 3) Support all levels of teaching staff. The teachers will turn in their suggestions by February 25, 2013 and Mr. Hilts will update the Board as to the progress at the March Board meeting.
 - Dr. Coulter wants to ensure that the process would define the proper role of IPD in each school and how it should be organized. Right now he feels there is confusion amongst the high school teachers.
 - Mr. Kretchman asked about the timing of when the Board should make recommendations to the process. The administration believed that the Board has given the administration its guidelines through the Core Values Document and that the administration is now developing the processes to abide by the guidelines of the Board. As soon as the administration has finished developing the processes to comply with the Board guidelines, Mr. Hilts will present the plan to the Board for their input.
 - The Board is very interested in the administrations views on how to preserve TCA’s unique culture across campuses over time.

- Motion made by CC and 2nd by Mr. Palmer to accept the Academic Services update report as presented.
 - Motion passed unanimously on voice vote

- 4. 2014-2015 TCA School Calendar 10 min
 - Action: Hilts
 - Motion: To receive report
 - Rationale: to discuss changes to the 2014-2015 Calendar

- Mr. Hilts verbally presented thoughts regarding possible pursuit of a waiver to the contact time required for TCA students. He will propose a 2014-2015 school calendar that will start after Labor Day and end before Memorial Day. This will be a significant change from the current calendar parameters. Please send any questions or thoughts directly to Mr. Hilts as he continues to explore these ideas.
- Motion made by Dr. Woody and 2nd by CC to receive the School Calendar report as presented.
 - Motion passed unanimously on voice vote

- 5. 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 an update on the plans for 2013 Parent Survey. The Board requested that questions be answered separately between elementary and secondary school to be able to understand the differences between schools better. In addition, the board proposed that the Culture question be reworded.
- Wording for Questions #1, 5, and 8 were changed to the following:
 - #1- Regarding the topic of character, please consider whether the TCA Elementary/Secondary schools are successfully developing virtuous character in our students.
 - #2 - I/we believe that TCA Elementary/Secondary school culture is building caring relationships, modeling good character/behavior, and holding children accountable.
 - 3# - I/we believe that TCA overall is successfully implementing our unique educational philosophy in our Elementary/Secondary schools.
- Motion made by Dr. Cameron and 2nd by Dr. Woody to accept the amended Parent Survey.
 - Motion passed unanimously on voice vote

- 6. High School Dress Code 15 min
 - Action: Hilts/Coulter/Kretchman
 - Motion: to receive report
 - Rationale: to review current uniform guidelines
 - Note: Item B6 was discussed after the break to allow Mrs. Simpson to discuss item B7. Then the meeting was moved to item IX. Executive Session.

- Mr. Kretchman explained the background of this topic and refreshed the board on the construct of a Joint Board-Administration Subcommittee. There is a place for how we include parent voice in the process. The role of the committee is to facilitate and drive the decision process.
- Dr. Coulter stated that the implementation of this joint committee is important because currently it is difficult for the teachers to understand, much less enforce. Dr. Coulter acknowledged that the board has a role to play in this arena. Mr. Hilts stated that it is important /imperative to include a teacher voice/input when developing the new uniform/dress code.
- Mr. Kretchman requested for board interest to form a temporary joint board subcommittee to address secondary uniform policy beginning with the 2013-14 school year. Mr. Pope (chair), Mr. Carter (member), and Dr. Cameron (member) with Administrative members to be identified
- Motion made by Mr. Carter and 2nd by to Mr. Palmer to form a temporary joint board subcommittee to address secondary uniform policy beginning with the 2013-14 school year. Mr. Pope (chair), Mr.

Carter (member), and Dr. Cameron (member) with Administrative membership on the committee to be decided later.

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

7. TCA Elementary Mentorship Program 10 min

Action: Simpson/Coulter

Motion: to receive report

Rationale: to review TCA mentorship program practice and costs

- Dorothy Simpson explained the benefits of the mentorship program. Mrs. Simpson believes that there has been a clear value introduced especially for TCA new hire teachers. New teachers feel more a part of the community and the quality of instruction has increased. Teachers in their second years are more excited and have a greater understanding of and passion for TCA philosophy.
- Each of the elementary principals (Don Stump, Rachel O'Donnell, and Amy Nelson) shared their perspectives on and examples of the success of the elementary mentorship program.
- The board requested that Administration consider metrics like retention of new teachers for year on year performance that identifies the impact of the mentorship program. In addition, student performance could be compared between new teachers/established teachers. Also, evaluations from the beginning of the school year could be compared with those at the end of the school year.
- Motion made by Pope and 2nd by Carter to accept the report on TCA's elementary mentor
 - Motion passed unanimously on voice vote
- The Board took a break at 8:04 pm and returned at 8:19 pm.

8. Strategic Plan Facilitator 10 min

Action: Coulter

Motion: to receive the report

Rationale: to explore the possibility of hiring a professional strategic planning coordinator to help facilitate TCA's strategic planning process

- Note: Item B8 began discussion after returning from the executive session at 9:26 pm.
- The Board and Dr. Coulter discussed what next steps are needed for a Board level Strategic Plan.
 - Several board members contributed directly to the content of the Q1 2012 Strategic Plan that was prepared and proposed by Dr. Bohn. This is the most recent comprehensive Strategic Plan and should be a very useful reference. The Strategic Plans for years prior to 2012 were mainly administrative planning guides.
 - April 1, 2013 is the Board's next scheduled working session.
 - Dr. Coulter suggested that an outside facilitator be considered in helping guide the Board through the process.
 - Dr. Woody suggested that the Board review the strategic planning Board training module before April 1.
- Motion made by Dr. Woody and 2nd by Dr. Cameron to accept the report.
 - Motion passed unanimously on voice vote

BREAK (10 min)

C. Board Subcommittee Reports

1. 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.

- Postponed until the March Board meeting.

2. Radar Screen Sub-Committee 15 min
Action: Kretchman
Motion: to present 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.

- Motion made by Mr. Carter and 2nd by Dr. Cameron to establish a Temporary Radar Formation Board Subcommittee to define the purpose of the Radar Screen and establish a Process – Mr. Kretchman (Chair), Dr. Cameron (member), Dr. Woody (member), and Mr. Swanson (member)
 - Motion passed unanimously on voice vote

3. Board Sub-Committee, Sub-Committee Process Update 15 min
Action: Kretchman
Motion: n/a
Rationale: to review the current sub-committee list

- Mr. Kretchman requested that board members send information on the details of all board subcommittees to him and complete any missing information on the Board sub-committee list. Bob will send it out to the Board with current updates.

4. Update on Senate 15 min
Action: Dr. Cameron
Motion: n/a
Rationale: to update the Board on Senate meeting

- Mr. Carter and Dr. Cameron will attend the first meeting of the Senate on February 26, 2013 to explain the Senate concept to the members.
- Please send nominations for “at large” members of the Senate to Dr. Cameron to compile before the March 11, 2013 Board meeting.

D. Board Policy Review

1. Executive Director Evaluation Process 10 min
Action: Palmer
Motion: to discuss the process and format of ED evaluation

- Mr. Palmer provided an update on the Executive Director Evaluation Process. The board discussed the importance of including the cabinet in the 360 review and any other inputs that may be beneficial.
- The Board suggested that a rating system (1 to 5) be considered and that it not be tied to any bonus that the Executive Director would receive.
- Mr. Palmer asked to have a 30 minute agenda item about the Executive Director Evaluation Process be added to the April 1, 2013 working session.
- Motion made by Mr. Carter and 2nd by Dr. Cameron to accept the report.
 - Motion passed unanimously on voice vote.

2. Staff Conflict Resolution Policy 10 min
Action: Carter
Motion: to revisit the tabled motion regarding the Board paragraph of the staff conflict resolution policy

- Mr. Carter made the motion with a second from Dr. Woody to approve the modified Staff Conflict Resolution Policy to state that “Any staff concerns with a specific member of the TCA Board of Directors shall be handled through the Executive Director”.
 - Motion passed unanimously on voice vote

E. Board Development and Assessment

1. Board Development & Training 10 min
Action: Leland
- Agenda item postponed.
2. Adopt-A-School Project 10 min
Action: Leland
Motion: to assign and plan appropriate actions of Board members connection to specific TCA Schools/Programs.
- Agenda item postponed.
3. Board Communication Planned 5 min
Action: Carter
Rationale: to develop and approve of communication update to community
- Items for communication: Announce Board candidates, Celebrate TCA, and Secondary Uniform Board Committee.

F. Future Board Agenda Items 5 min

1. TCA Board Fund Raising Philosophy Policy—Carter
2. Dashboard Subcommittee Metrics—Cameron
3. Core Values Committee formation and tasking

- IX. Executive session pursuant to CRS 24-6-402(4)(b, e, and f) to receive legal advice on specific legal matters, determining positions relative to matters that may be subject to negotiations, and personnel matters. Status of High School Principal. 15 min

- Motion made to go into Executive Session by Mr. Carter and 2nd by Mr. Pope at 8:48pm pursuant to C.R.S. 24-6-402(4)(b, e, & f) to receive legal advice on specific legal matters, determining positions relative to matters that may be subject to negotiations, and personnel matters including status of High School Principal.
 - Motion passed unanimously on voice vote.
- Motion to move out of Executive Session made by Mr. Carter and 2nd Mr. Pope at 9:03pm.
 - Motion passed unanimously on voice vote.
- Motion made to go into Executive Session by Dr. Woody and 2nd by Mr. Carter at 9:06pm pursuant to C.R.S. 24-6-402(4)(e) for negotiations and advice to negotiators.
 - Motion passed unanimously on voice vote.
- Motion to move out of Executive Session made by Mr. Kirk Cameron and 2nd Mr. Palmer at 9:26pm.
 - Motion passed unanimously on voice vote.

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

- At 10:28pm, 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: _____