



THE CLASSICAL ACADEMY

BOARD OF DIRECTORS MEETING

MONDAY, APRIL 8, 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.)
 - The Board meeting was called to order at 6:02 p.m.
- II. Pledge of Allegiance / Roll Call 5 min
 - The following Board members were in attendance: Mr. Carter, Dr. Leland, Mr. Kretchman, Mr. Palmer, and Mr. Pope, and Dr. Woody. Dr. Cameron was absent but excused.
 - Dr. Carpenter participated via phone teleconference as a consultant to the board.
- III. Approval of Agenda 5 min
 - Mr. Cater made a motion, with 2nd by Mr. Palmer, to approve a modified agenda with the following changes: remove item VIII. C (1) Board Annual Evaluation and VIII. D (1) Executive Director Evaluation and D (3) Bylaw Review.
 - Mr. Carter – Aye, Dr. Leland – Aye, Mr. Kretchman - Aye, Mr. Palmer – Aye, Mr. Pope – Aye, Dr. Woody – Aye, Dr. Cameron – Absent; Motion passes.
- IV. Comments from the Audience (Audience members have 5 minutes to address the Board) 10 min

(NOTE: Per procedural rules if more than one person is speaking on the same topic we request that one or two specific spokespersons speak on behalf of the group)

 - Mr. Palmer raised the concern of his family and other TCA families regarding grade point average calculation. This may cause some Junior High Students to leave TCA and attend another high school. Also, it might place TCA students at a disadvantage when competing for scholarships and being accepted to some colleges.
- V. Celebrating TCA 5 min
 - Tisha Harris introduced three North sixth grade elementary students that helped raise money via box tops, etc. to build a Gaga Ball pit on April 24th as a sixth grade legacy gift to TCA. The students described how the game is to be played.
- VI. Report of the Executive Director & Cabinet Spotlights 10 min
 - Dr. Coulter highlighted the following items:
 - Strategic plan is moving forward with the help of Mrs. Karin Reynolds (consultant).
 - TCA Senate elected Roy Baldwin, Kelly Cameron, Wes Jolly, and Kim Rees as “At Large” Senate members. Mr. Lon Kintze was elected as Senate Co-Chair.
 - Titan of the Year will be presented on May 24, 2013 at New Life Church.

- Board election is progressing with the on-line portion set for April 22-May 3, 2013 and in person voting May 7-9, 2013.
- We will be in the process of selecting the following positions: Director of Academic Services, Dean of Educational Philosophy, and High School Principal by the end of May.
- Budget priorities for this year are the safety and security of our students and staff, raising the salary of our teachers and staff, conforming the class size to Board directed maxima, and maintaining facilities.
- Administration will host a TCA Culture Offsite on April 23, 2013 at the Air Force Academy for the Board and Admin leaders to discuss how to maintain TCA's culture across campuses and into the future.
- Dr. Woody made a motion to accept the Executive Director Report with 2nd by Mr. Carter. Unanimous voice vote to approve the report.

VII. Consent Agenda 5 min

Board Directed items to be removed from Consent Agenda:

Motion: to accept the Consent Agenda

- A. Minutes: March 11 (Swanson/Pope)
- B. 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. February Financials
- C. Approve Next Year's Board Meeting Schedule (Leland)
- D. Review Board Strategic Calendar (Leland)

- A motion to accept amended consent agenda, with item VII. C. moved to section VIII. D (1), made by Mr. Kretchman and 2nd Mr. Pope.
- Mr. Carter – Aye, Dr. Leland – Aye, Mr. Kretchman - Aye, Mr. Palmer – Aye, Mr. Pope – Aye, Dr. Woody – Aye, Dr. Cameron – Absent; Motion passes.

VIII. Discussion Agenda Items

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

- 1. Current Year Budget Revision 10 min
 Action: VanGambleare
 Motion: to receive report for 1st read
 Rational: to review and revise the current year budget based upon changes in needs

- The current year budget revision does not increase spending but re-allocates funds into different fund buckets to help pay for additional facility maintenance repairs.
- A motion to approve changes to the current year budget was made by Mr. Woody and 2nd Mr. Carter.
- Mr. Carter – Aye, Dr. Leland – Aye, Mr. Kretchman - Aye, Mr. Palmer – Aye, Mr. Pope – Aye, Dr. Woody – Aye, Dr. Cameron – Absent; Motion passes.

- 2. Preliminary Budget Approval for FY 2013-2014 20 min
 Action: VanGambleare
 Motion: to receive report for 1st read
 Rationale: to inform the Board on the projected budget for next year

- PPR increase is estimated to increase about \$175 (+ 2.8%) to \$6,316 or for the 2013-14 school year, but the amount is not been finalized yet.

- The budget includes additional funding for a larger work pool, new cabinet structure, administrative costs, and custodial contract.
- TCA is reviewing options for bond refund and determining if it is the right time to “refinance”. Finance team is working with Mr. Caldwell to research options and is researching the possibility to move our rating from Standard & Poor’s to Moody.
- There are many finance bills in state congress including a bill to increase education by \$1 Billion, however, the taxes to increase the extra funding must be approved by voters.
- Mr. Pope asked Mr. VanGamble to provide a percent change column to the budget.
- The Board would like more information about plans for pay increases and classroom options in elementary school that include student head count.
- Motion to task Dr. Coulter to provide details on all proposed 2013/14 headcount additions to the Board made by Mr. Pope with 2nd by Mr. Carter. Motion passed unanimously via verbal vote.

3. Student Fee Schedule 10 min

Action: Hilts/Birkey

Motion: to receive report for 1st read

Rationale: to update the Board on the proposed student fees for FY 2013-2014

- Mrs. Birkey (Compliance Specialist) presented proposed 2013-14 Student Fee Schedules to the Board.
- Fees increased significantly for 8th grade mountain lab. Increases due mainly for transportation and buses for added safety. The Board asked if we still have scholarships for families that may not be able to afford the increases. The Board will review Board policy JQTCa concerning Scholarships.
- There are also changes for rental of band instruments. Mrs. Birkey will provide additional information on the marching band fees in May and provide a comparison to other D20 high schools.

4. Advancement Update 10 min

Action: Laney

Motion: to receive the report as information

Rationale: to update the Board on the progress of annual giving

- Mr. Laney presented status of the Annual Fund Campaign and plans a year end push for to reach the 2011-12 performance levels. An accountability report is being prepared to show where Annual Fund dollars are spent.
- Mr. Laney anticipates a 35% participation rate to the annual fund by the end of June.
- The annual fund will continue to emphasize/support teacher’s pay, small class size, and projects for schools.
- Advancement will focus on the following:
 - Parent to parent outreach.
 - Improvements to current web site.
 - Stewardship report.
 - Provide opportunities to address large groups of parents.
 - Continue to look for grants that match our school needs.
- Advancement will distinguish between giving to a need rather than giving to a cause.
- The Board volunteered to speak at public events or help Advancement in other ways.
- Advancement requested the Board to identify members to represent each school.
- Motion made by Dr. Woody and second by Mr. Carter to accept the Advancement Report. Motion passed unanimously via verbal vote.
- 7:35pm Break. Meeting resumed at 7:50pm.

5. TCA Charter Update 10 min

Action: Collins

Motion: to receive report for 1st read

Rationale: to review any changes to the FY 2013-2014 charter

- Mr. Collins presented a status update. He has been working with Mrs. Richardson at D20 on TCA Charter Contract renewal for the 21013-14 school year. The D20 board plans to vote on the Charter Contract on June 6th. Mr. Miller has reviewed the charter and it meets legal requirement.
- The Board asked why the charter is modified each year. Mr. Collins replied that it gives us a chance to work with the district and keep a good working relationship going as well as have cooperative interaction with the district.

6. Employee Climate Survey Report 10 min

Action: Schulz

Motion: to receive the report

Rationale: to receive the report as information

- Marta Schulz presented a report about the employee climate survey.
- 288 employees took the survey; 60 more than last year.
- TCA staff participated in CDE Charter School Survey on Compensation and Benefits. Ms. Schulz will attend a briefing of the results and send out an information message to the Board.
- The Board requested more information concerning question #44 and #54. Administration will look at the least favorable items and provide more detail.
- Motion made by Mr. Carter and second by Mr. Kretchman to receive the Employee Climate Survey Report, noting the Board's request for additional data.
 - Motion passed unanimously via verbal vote.

7. Academic Services Update (Curriculum Review) 10 min

Action: Hilts

Motion: to receive the report

- Peter Hilts presented a report and explaining the cycle of TCA's curriculum review; this year it was Reading. Next year the focus will be Math.
- Mr. Hilts mentioned the national movement referred to as the Common Core Standards, describing some of the pros and cons to this movement.
- Dr. Coulter will send out a brief description to the Board about Common Core Standards.

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.

- Dr. Leland will provide an update in May.

2. Sub-committee on Committees 10 min

Action: Kretchman

Motion: to accept report

Rationale: to cleans the sub-committees

- Mr. Kretchman indicated that the sub-committee list is a living document. Mr. Bob Swanson (Board Clerk) will update for each month. Board members are requested to make changes to the document and inform Mr. Swanson.

3. Communications 10 min

Action: Carter

Motion: to approve report

Rationale: to determine the responsibilities of the Board Communications Liaison

- Mr. Carter presented a written description of his current activities of the Board Communications Liaison.
- Discussion centered on how to distribute e-mails addressed to the Board; the Board will decide the process in which e-mails addressed to the Board are distributed amongst the Board and who will be responsible for answering e-mails.
- The Board will determine the process in which Board Highlights are reviewed before sending out to the TCA community.
- Mr. Carpenter will provide an updated communications policy in May. This policy may be included in the current Communicating with the Board Policy. Mr. Swanson will send a copy to Mr. Carter copy the Board.

D. Board Policy Review

1. Executive Director Evaluation (Dr. Coulter) 10 min
 Action: Palmer
 Motion: to approve of the process
 Rationale: to discuss Dr. Coulter's evaluation process to be completed NLT May 13, 2013
 - Removed from the agenda.
2. Board Meeting Calendar and Schedule 10 min
 Action: Carter
 - The Board discussed whether Monday night is still the best night to have the regular monthly Board Meetings. Based upon all of the activities conducted at TCA during the week, Mondays seem to still be the preferred night to hold regular monthly Board meetings.
 - Motion made by Mr. Carter and second by Mr. Palmer to accept the Board meeting Calendar and strategic planning calendar. Motion passed unanimously via verbal vote.
3. Bylaw Review 10 min
 Action: Pope
 Motion: to accept the report
 Rationale: to review and amend the 2012 TCA Bylaws
 - Removed form agenda.
4. Fundraising Philosophy 10 min
 Action: Carter
 Motion: to accept the report
 Rationale: to outline the Board's fundraising guidelines
 - Mr. Carter and Mr. Laney met and received some good information from Peak to Peak Charter School.
 - The Board considered whether advancement should be part of the FAC. Dr. Woody thought that advancement is unique in its mission, separate from the FAC. Maybe there should be an advancement sub-committee.
 - Board members are encouraged to send their thoughts to Mr. Carter and Mr. Laney as they develop the Board's policy on advancement within two weeks.
 - It is important to recognize that we want to support the educational philosophy of TCA. Administration needs to paint the picture of why it is a noble cause to donate to TCA.
 - The Board would like to stress the importance of participation in the annual fund rather than focus entirely on the amount of the contribution. Will advancement only be graded on the dollars raised or in conjunction with promoting the TCA philosophy?
 - The Board will decide on whether it needs to develop parameters for Advancement.

E. Board Development and Assessment

1. Board Development & Training 10 min

Action: Leland

- The Board listened to then discussed Board Training podcast “Here comes the Tax Man!” by nationally recognized Charter School consultant Dr. Brian Carpenter. Highlights include:
 - When determining the school leader’s compensation, the Board should: a. be composed of members who are independent of school leader, b. obtain and use data as to comparable compensation for similarly qualified persons, c. contemporaneously document the rationale used to arrive at whatever it decides.
 - Ensure the Board reviews the organization’s 990 each year.
 - Ensure the Board has a clear conflict of interest statement.

2. Board Strategic Planning Process 10 min

Action: Leland

Motion: overview and introduce strategic planning process with initial meeting agenda for April 15, 2013. To approve finances to cover meeting/process.

- The Board approved the allocation of funds for an outside consultant to help with the strategic planning process and to move forward with additional meetings to complete the process. Mr. Bob Swanson will coordinate with Mrs. Reynolds to find mutually agreeable times.

3. Board Communication Planned 5 min

Action: Carter

Rationale: to develop and approve of communication update to community

- Student fees for 2013/14
- Budget
- Celebrate TCA
- Send a separate e-mail (Mr. Bob Swanson) on election

F. Future Board Agenda Items 5 min

1. Advancement Plan for FY 2013-2014-May 13, 2013-Laney
2. Communications Update-May 13, 2013-Harris
3. Executive Director Evaluation Completed (Dr. Coulter)-May 13, 2013-Leland
4. Parent Survey Results-May 13, 2013-Collins
5. Senate Report-May 13, 2013-Coulter/Hintze

IX. Provide performance feedback to TCA President, pursuant to Colo. Rev. Stat. sec. 24-6-402(4)(f). 15 min

- Motion made to go into Executive Session by Mr. Carter and 2nd by Mr. Palmer at 9:59 pm provide performance feedback to TCA President, pursuant to Colo. Rev. Stat. C.R.S. 24-6-402(4)(f).
 - Motion passed on via voice vote.
- Motion to move out of Exec Session made by Mr. Carter and 2nd Mr. Kretchman at 10:36pm
 - Motion passed on via voice vote.

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

- At 10:37pm, Mr. Carter made a motion to adjourn the TCA Board meeting with second by Dr. Woody.
 - Motion passed unanimously via voice vote.

Minutes Approved by: _____ Date: _____