



THE CLASSICAL ACADEMY

BOARD OF DIRECTORS MEETING

(OPEN TO THE PUBLIC)

MONDAY, MAY 9, 2016, 6:00- 9:05 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

	Presentation/Question Time/Start Time
I. Call to Order (6:00 p.m.)	1 min (6:00) (6:00)
• Mr. LaValley (TCA Board Chair) called the meeting to order at 6:00 p.m.	
II. Pledge of Allegiance/Mission/Roll Call	5 min (6:01) (6:01)
• Roll call: (Mr. Carter; Absent, Excused //Mr. Dubois; Arrived at 6:16 //Dr. Harrington; Here // Dr. Jennings; Here // Mr. LaValley; Here // Mr. Moulton; Here // Mr. Rudder; Here // Mrs. Van Vleet; Here)	
III. Approval of Agenda	5 min (6:06) (6:02)
• Motion: Dr. Jennings moved to approve the agenda and was 2nd.	
• Discussion: None	
• <u>Vote: By a roll call vote of 5-0-2 the Board approved the motion. (Mr. Carter; Absent, Excused // Mr. Dubois; En route // Dr. Harrington; Yea // Dr. Jennings; Yea // Mr. LaValley: Yea // Mr. Moulton; Yea // Mr. Rudder; Yea)</u>	
IV. Comments from the Audience (Audience members have 5 minutes to address the Board) (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)	5 min (6:11) (6:03)
• There were no comments from the audience.	
V. Celebrate TCA (Junior High National History Day Presentations)	10 min (6:16) (6:03)
Action: Harris	
Motion: (Info)	
Rationale: to highlight accomplishments of TCA students, staff, or parents	
• TCA was represented very well at the Pikes Peak Regional contest for National History Day last Saturday. Our seven 7th graders and three 8th graders exhibited their projects and were interviewed by judges. Several of our students made it to the second round of judging. Three swept the competition in the exhibit category in only our second year of participation! The projects are on various historical topics that fit into one or more of the theme words: Exploration, Encounter, Exchange.	
• 8th Graders	
○ Eldaah Asfaw	
○ Katherine Bolin	
○ Maegan Winter	
• 7th Graders	
○ Maddy Bradigan	
○ Brendan Carroll – 2nd Place	
○ Aidan Coy – 3rd Place	
○ Camille Prentiss	
○ Jack Reed	
○ Sarah Smith – 1st Place	
○ Zoe Wadman	

Break (6:09)

5 min (6:26) (6:12)

VI. **Comments from the Board of Directors**

- Mr. LaValley reminded the Board to fill out the CLCS Survey for Board members. If you didn't get one, let him know.
 - Don't forget to try and attend one of the HS graduations this year.
 - Traditional HS: 27 May, 2:00 p.m.
 - College Pathways: 28 May, 11:00 p.m.
 - Mr. LaValley posed the question to the rest of the Board as to whether they wanted to keep the schools they adopted or would rather switch schools. At the June Board meeting, we will decide which schools each of us will adopt for next year. Please e-mail him your thoughts before the June board meeting.
- Dr. Jennings thanked Mr. Tubb for tracking down the turf funds and getting them refunded to TCA.
 - It is good to see our well rounded students participating in a variety of school offering; for instance our quarterback participating in the vocal variety show
- Mr. Rudder thanked Mr. Jolly for teaching history rather than social studies
- Mrs. Van Vleet completed the tour of all 7 TCA schools and was inspired by meeting parents at SAC meetings and PTO meetings

VII. **Board Development (Fair Campaign Practices Act: What Schools Can and Can't Do During Election Season)** 10 min (6:31) (6:16)

Action: Miller

Motion: (Info)

Rationale: to provide the Board with additional information concerning current events or trending information in education

- Mr. Miller discussed the things schools/staff can and cannot do during election seasons and highlighted the following items:
 - Can Do
 - School may put out a fact sheet describing the pros/cons of a particular issues as long as it is fair and balanced and does not take sides
 - The Board can adopt a resolution on a particular issues in its typical "whereas" format and distributed in its normal process
 - Individual Board members and staff can express an opinion about an issue or candidate but must make it clear that his/her opinion does not reflect the opinion of the TCA Board or TCA
 - Can't Do
 - Schools cannot make contributions to any candidates
 - Employees cannot campaign for candidates or issues on school time or use school resources to support campaigns or particular issues
 - School web-sites cannot be used to give opinions on candidates or issues
- HR (Ms. Schulz) will be sending out further information and guidance as the November election gets nearer

VIII. **Report of the President & Cabinet Spotlights**

5 min/10 min (6:41) (6:26)

Action: Sojourner

Motion: (Info)

Rationale: to highlight cabinet activities (Pres., Ops, Academic Services, and Advancement)

- Dr. Sojourner highlighted the following items from his report:
 - Mr. Jolly will be conducting book studies throughout next year. He gave the Board five of the book studies that will be conducted:
 - Boy in a Boat
 - Washington Circle
 - Leaders Eat Last
 - Gift of Failure
 - The Picture of Dorian Gray
 - I've attended two elementary assemblies at East/Central; you need to attend one to see why kids like to go with their parents and grandparents
 - Mr. Rudder commented on Dr. Sojourner's "rock star" status as his 4th grade student reported back home. Dr. Sojourner attends school history days and met all of the participants, shook their hands, and asked them questions about their characters.
 - If the board is ever curious about what is going on and what they can attend, please check with him
 - April 22, 2016 was TCA Day; Titan Community Assistance Day
 - Some of our students were filmed by KOAA helping with Habitat for Humanity
 - The carnival was another great success raising money for worth while causes
 - Cancelling school for a day is well worth the investment in our core values and is a distinctive feature associate with TCA
 - I ventured into kindergarten orientation nights with an intense message for new parents to help donate to TCA; explained the importance their contributions made to TCA's staff and schools

IX. **Consent Agenda**

Board Directed items to be removed from Consent Agenda:

Motion: to accept the Consent Agenda (vote)

- A. Minutes: 11 April 2016 (Swanson)
- B. Written Reports of the President and Cabinet
 1. Human Resources (Schulz)
 - a. Matters Relating to Personnel Action
 2. Finance (VanGambleare)
 - a. March Financials
 - b. Quarterly Financial Summary
 3. Board Policies (Governance Committee)
 - a. Board Committee Policy
 4. SAC Minutes
 - a. High School, April 7, 2016
 - b. Central Elementary, April 11, 2016
 - c. CP/CSP, April 19, 2016

• **Motion: Dr. Jennings moved to approve the consent agenda and was 2nd.**

• Discussion: None

• **Vote: By a roll call vote of 6-0-1 the Board approved the motion. (Mr. Carter; Absent, Excused // Mr. Dubois; Yea // Dr. Harrington; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea)**

X. **Discussion Agenda Items**

A. **Items removed from Consent Agenda**

B. **Cabinet Level Reports**

1. Operations Capital Construction Report (Monthly)

5 min/10 min (7:01) (6:39)

Action: (Tubb)

Motion: (Info)

Rationale: to review progress on all TCA capital construction projects

- Mr. Tubb reflected on the following topics with the board:
 - We made our first dip into contingency funds
 - We spent \$952 dollars on a back-up battery for the elevator that the contractor missed in his budget
 - I will continue to give you visibility on how costs are progressing
 - I encourage you to attend the ground breaking ceremonies for the central campus and the baseball field
 - If you go by the central campus you will see many things beginning to happen in expectation of the pending move
 - Eric Swanson has moved from Elder Construction on to bigger and different job opportunities
 - This month we meet with our multi-use field contractor and anticipate getting the GMP (Guaranteed Maximum Pricing) for the Phase I and Phase II portions

2. Charter Review

5 min/ 5 min (7:16) (6:50)

Action: (Tubb)

Motion: (1st Read)

Rationale: to review the Charter between TCA and ASD20 for changes; amendments, additions, deletions

- Mr. Tubb reviewed the changes to the Charter and highlighted the following topics:
 - He and Mr. VanGambleare have been meeting with Tom Gregory, Tom Weston and Pat Richardson with regards to next year's Charter. He complimented D20 as being very easy to work with and helping TCA benefit from the agreement as possible.
 - There were very few changes made to the document this year.
 - TCA has reached the full revenue amount generated by the 2008 mill levy override
 - Mr. Miller (TCA Attorney) has reviewed the charter and said it is sensible, complies with the law, and is good for TCA

3. Advancement Plan for Next Year

5 min/10 min (7:26) (6:58)

Action: (Sojourner)

Motion: (Info)

Rationale: to review key aspects of the TCA advancement plan for next year

- Dr. Sojourner outlined the fundraising plan for next year and highlighted the following areas:
 - Next year we will be in the last year of our "Strengthening Our Core"
 - Specifically aimed at raising funds for capital construction projects, staff salaries, and school projects
 - Last year we provided our full time staff with the largest returning bonus ever: \$700
 - We are striving to reach that sum again but we are a bit behind this year in donations to make that happen

- It will be important to communicate to out 324 new kindergarten parents how important their contributions are to TCA
 - I have been very forthright with the baseball/softball community to help raise funds for the baseball/softball field and will be focusing on large corporate sponsorships (naming rights) to help progress the “field of dreams”
 - Of primary concern in the time we have before the bond initiative in November, is to negotiate an amenable bond distribution with ASD20 and to determine appropriate/legal methods to engage parents; a monumental task
 - The Board asked Dr. Sojourner to revisit the naming rights associated with facilities at TCA
 - Although we have adopted ASD20’s naming policy, it may be time to write one of our own to include:
 - Vetting Process
 - What price do we pay in the long run for naming the field Al Serra Field instead of Titan Field?
 - The Board discussed what may change TCA messaging in the next few years
 - Should we continue with “Strengthening Our Core”
 - At the June Board meeting, the Board wished to begin discussion on naming authority
- 4. Student Fees** 5 min/5 min (7:41) (7:17)
- Action: (Jolly)
- Motion: (Vote) to approve the student fee schedule for 2016 and 17
- Rationale: to review and approve the student fees for the next school year
- **Motion: Dr. Jennings moved to approve the student fees for 2016-2017 and was 2nd.**
 - **Discussion:**
 - There were only two changes to the student fees since last month:
 - A 6th grade Spanish class activity fee of \$2 was added
 - Elementary field trip fees have been updated to more accurately reflect expected expenses
 - **Vote: By a roll call vote of 6-0-1 the Board approved the motion. (Mr. Carter; Absent, Excused // Mr. Dubois; Yea // Dr. Harrington; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea)**
- 5. Parent Survey Analysis to include Student Dress Code** 5 min/10 min (7:51) (7:19)
- Action: (Jolly)
- Motion: (Info)
- Rationale: to review the results of the parent survey with the Board
- Mr. Jolly reviewed the following highlights from the Parent Survey:
 - Just as with the annual Staff Climate Survey, the Parent Survey continued a **good news story**
 - **Fourth highest participation rate ever** – nearly 1,250 parents participated
 - College Pathways only school to increase participation from last year
 - A focal area for next year; great results – strive for better
 - The **“best thing”** about TCA slides
 - 1,175 parents provided nearly 1,500 distinct answers to the question
 - *Most dealt with teachers/staff; education academics; community/family; character*
 - **220 pages of comments** provided
 - I read through them all and distributing to key areas
 - 993 total comments from the 7,440 total parent respondents
 - So of those answering a question on **average 13.3% would comment**
 - Of the common questions the lowest commented upon was SAFETY (**8.4%**) and highest was UNIFORM (**17.5%**)
 - A **good snapshot of all the results** (at end of slide presentation – PDF): Top 15 Overall, Top 15 > 85% Positive, Top 10 >5% Negative, Top 11 Most Improved, Biggest Change Negative
 - **6 common question** areas (touch on five now and uniform later):
 - **SAFETY, ACADEMICS, COMMUNICATION, CHARACTER, and FACILITIES**
 - Lots of information packed into the slides (3-yr comparison / trend lines / ratings)
 - **All averaged > 4.0 which equals an agree rating**
 - **All increased in rating from last year and the 3-year trend for all is positive**
 - **Focal areas:**
 - Analysis provided by each principal for their school in the report
 - DAS:
 - ***Communication** – *timeliness and balance*
 - ***Character** – continues focus that works hand-in-hand with communications

- **Facilities** – with potential new funding; awareness of community desires (NE gym, etc.)
- **Foreign Languages** – progress made from last year; curriculum review impact this next year
- ***Uniform/Dress Code** – dip at high school
- **Uniform/Dress code update:**
 - **Goal is 80%** view of about right on enforcement
 - TCA-wide at **77.1%** (up from 73.6%)
 - Elementary at **84.3%** (up from 77.7%)
 - Secondary at **65.9%** (down from 67.3%) – excluding HS = **81.5%**
 - **High School is a focal area next year**
 - increase in perception over past 3 years of **too lenient (37.8% currently)** and corresponding decrease in view of **too strict (6.0% currently)**; with **56.2% currently** as **about right**
- **Positive feedback:** snow day question at secondary and calendar
 - **Snow days question** – add time instead of days at end about 2 to 1 (we did not have to do more than the initial adjustments in January – communicated with parents)
 - **Adjusting calendar with delayed starts** – led administration to revert back to more traditional calendar for 2017-2018 (no delayed starts); communication and thanks going to the community this week (viewed as disruptive and too difficult for parents)

Break (7:37)
5 min/5 min (8:06) (7:45)

6. **990 Form Review**

Action: (VanGamble)

Motion: (Info)

Rationale: to review the entries on the IRS 990 form

- The Board is required to review the 990 before it is sent out
- The 990 is available to the general public but the Schedule B portion of the 990 is not a public document; it includes names of donors who have given over \$5,000
- The 990 also lists TCA’s corporate officers; currently only the Board, President, DO, and CFO are listed as corporate officers
- “Whistle Blower” policy should be marked yes
- The FAC will also review the 990 for comments, clarification, and changes

7. **Student Count Estimate/Preliminary Budget Review for 2016-17**

5 min/10 min (8:16) (7:59)

Action: (VanGamble)

Motion: (1st Read)

Rationale: to review estimated student count and prepare for budget review

- This is actually the 2nd read of the 1st read; we changed the order to align with D20’s budget approval
- There were not many changes from last month
 - \$48,000 was moved to Licenses and Purchase Services
 - \$10,000 added for training funds for teachers
- There were no changes to the student estimate form last month
- We still expect about a \$111 increase in PPR; we estimate each person will receive at least a 1.6% pay increase
- PERA tops out in 2018 with the employer paying 20.15% while employees will pay 8.0% towards retirement

C. **Board Level Reports**

1. **Board/President Goals Reviewed**

5 min/5 min (8:31) (8:02)

Action: (LaValley)

Motion: (1st Read)

Rationale: to review next year’s Board’s and President’s goals for TCA

- Dr. Sojourner presented his goals to the Board and highlighted the following items:
 - The goals align with the strategic plan the Board created last year
 - Consequently, his goals will look a lot like last years with some minor changes
 - He does not anticipate any additional changes
 - There are some measures included in the goals but he is looking to the Board to add measures they are interested in him achieving
 - Dr. Sojourner is continuing to review data that could lead to developing measures associated with TCA’s character program
- The Board discussed the following topics with Dr. Sojourner concerning his goals and asked him to think about it for the Next Board meeting:
 - Are there measures that can be attributed to Dr. Sojourner without having the performance of the school tied to his performance

- Are there some goals that stretch you more than other
- Based upon the goals you have provided the Board, do you have clarity in what is expected of you
- How would you like feedback; once or twice a year or continuously, when appropriate, throughout the year

2. Adopt a School Report

14 min (8:41) (8:17)

Action: (LaValley)

Motion: (Info)

Rationale: to provide Board members an opportunity to comment about the schools they have visited

- Mr. LaValley asked the Board to e-mail him whether they would like to keep the same school they have adopted or switch schools; at next month's Board meeting, the Board will determine which schools they will adopt
- The Board members as a whole expressed the following sentiments:
 - Visits to schools were an excellent opportunity to listen and help out
 - Interesting to see how TCA's Core Values are taught in our schools
 - How dedicated the staff is and how the staff cares about each student

D. Board Communication

5 min (8:55) (8:25)

Action: Secretary

Rationale: to develop and approve of communication update to community

- Celebrate TCA
- Parent Survey
- Approve Student Fees w/link

E. Future Board Agenda Items

5 min (9:00) (8:28)

1. President Evaluation Feedback Discussion, June, Executive Session, LaValley (Info)
2. Budget Approval for Next FY, Jun, VanGampleare (Vote)
3. Annual Review: Policies, Improvements, Funding, Security Trends, Jun, Tubb (Info)
4. Charter/Policy Review, Jun, Tubb (Vote)
5. Quarterly FAC Report, Jun, VanGampleare (Info)
6. Current Year Budget Revision, Jun, VanGampleare (Vote)
7. Board/President Goals Determined, Jun, Board/Sojourner (Vote)
8. Adopt a School Assignments, Jun, Board (Info)
9. Student Dress Code Policy, Jun, Sojourner, (Consent)
10. Administrative Organization Policy, Jun, Governance Committee, (Consent)
11. Board Job Description Policy, Jun, Governance Committee, (Consent)

XI. Adjournment (Approx. 9:05 p.m.)

(9:05) (8:30)

- **Motion: Mr. Rudder moved to adjourn the meeting and was 2nd.**
- **Discussion: None**
- **Vote: By a roll call vote of 6-0-1 the Board approved the motion. (Mr. Carter; Absent, Excused // Mr. Dubois; Yea // Dr. Harrington; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea)**



Chris Carter
TCA Secretary