



# THE CLASSICAL ACADEMY

## BOARD OF DIRECTORS ANNUAL MEETING

(OPEN TO THE PUBLIC)

MONDAY, AUGUST 8, 2016, 6:00-8:56 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.   | <b>Call to Order</b> (6:00 pm)  | 1 min (6:00) (6:01) |
|      | <ul style="list-style-type: none"><li>Mr. LaValley (Board Chair) called the meeting to order at 6:01.</li></ul>   |                     |
| II.  | <b>Pledge of Allegiance/Mission/Roll Call</b>   | 5 min (6:01) (6:02) |
|      | <ul style="list-style-type: none"><li>Roll call: (Mr. Carter; Here //Mr. Dubois; Here //Dr. Harrington; Here //Dr. Jennings; Here // Mr. LaValley; Here // Mr. Moulton; Here //Mr. Rudder; Here // Mrs. Van Vleet; Here) A quorum was present.</li></ul>  |                     |
| III. | <b>Approval of Agenda</b>   | 5 min (6:06) (6:03) |
|      | <ul style="list-style-type: none"><li><b>Motion: Dr. Jennings moved to approve the agenda and was 2<sup>nd</sup>.</b></li><li>Discussion: None</li><li><b><u>Vote: By a roll call vote of 8-0 the Board approved the motion. (Mr. Carter; Yea // Mr. Dubois; Yea // Dr. Jennings; Yea // Dr. Harrington; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)</u></b></li></ul>  |                     |
| IV.  | <b>Comments from the Audience</b> (Audience members have 5 minutes to address the Board)<br>(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) (6:04) |
|      | <ul style="list-style-type: none"><li>Only one person spoke form the audience about enforcement of student attire in high school; Mrs. Debbie Johnson.</li><li>Generally, Mrs. Johnson stated that TCA has a good dress code but the enforcement of the code could be better.<ul style="list-style-type: none"><li>She suggested that the administration should inform the students and parents about the senior contract that may alter the dress code at the beginning of the year.</li><li>Mrs. Johnson passed out pictures that she identified as students out of dress code.</li><li>Attachment 1 contains Mrs. Johnson’s briefing notes to the Board.</li></ul></li></ul>   |                     |
| V.   | <b>Hail and Farewell to Board Members</b>   | 5 min (6:16) (6:07) |
|      | <ul style="list-style-type: none"><li>The Board welcomed Mrs. Van Vleet as a new Board member and Dr. Jennings retained his seat on the Board for the next three years. The Board wished them well and are confident in their abilities to help lead TCA into the future.</li><li>Dr. Harrington will be leaving the Board this year.<ul style="list-style-type: none"><li>She will be missed. The Board reiterated that it was an honor and a privilege to work with her the last three years</li><li>The Board praised her balanced approach to governance and applauded her:<ul style="list-style-type: none"><li>Important voice on key issues</li><li>Safety concerns for the school</li><li>Focus on academic performance</li><li>Emphasis on inclusion</li></ul></li></ul></li></ul> |                     |
|      | <b>Break</b>  | 5 min (6:21) (6:21) |
| VI.  | <b>Sign Board Agreement/Conflict of Interest Disclosure/Executive Session Confidentiality Statement per Board policy BC-TCA</b><br>Action: Chair  | 5 min (6:26) (6:24) |

Motion: (Info)

Rationale: to ensure the Board is familiar with their responsibilities, acknowledge any conflicts of interest (if any), and understand the confidentiality requirements associated with Board Executive Sessions

- The Board signed the Board Agreement/Conflict of interest disclosure and the Executive Session Confidentiality Statements (See Attachments 2 and 3)

VII. **Board Officer Elections per Board policy BBA-TCA** 10 min (6:31) (6:26)

- The Board nominated Mr. Tom LaValley as Chair without any other nominations. Mr. LaValley accepted the nomination and became the Board Chair.
- The Board nominated Dr. William Jennings as the Vice-Chair without any other nominations. Dr. Jennings accepted the nomination and became the Board Vice-Chair.
- The Board nominated Mr. Rob Moulton and Mr. Matt Dubois for the position of Treasurer and they accepted their nominations. The Board selected Mr. Moulton as the Board Treasurer.
- The Board nominated Mr. Chris Carter as the Secretary without any other nominations. Mr. Carter accepted the nomination and became the Board Secretary.

VIII. **Comments from the Board of Directors** 5 min (6:41) (6:31)

- Mr. LaValley suggested the Board review the topics provided by Dr. Carpenter and volunteer to present one of their choosing later in the year.
  - Mr. Moulton volunteer for Sept (Dirty Walls)
  - The thought was to have each Board member present a topic during the year mixed with Mr. Miller's (Board Legal Counsel) legislative updates or other important topics to complete a schedule of Board Development.
- Mr. Rudder complemented the efforts of the Construction Committee in being informed about the various projects taking place at TCA.
- Mrs. VanVleet thanked Mr. Carter for providing valuable information/training to become an informed Board member prior to assuming her duties. The 30 training modules were a great help.
- Mr. Carter valued that the Board and Administration could work as a team and laugh together at the July strategic retreat.

IX. **Board Development (Where the Heck Are We)** 10 min (6:46) (6:35)

Action: LaValley

Motion: (Info)

Rationale: to reinforce good practices of effective school boards

- Mr. LaValley reviewed the 15 essential documents Board members should review at least once a year.
- Mrs. Van Vleet emphasized that the 30 training modules were very helpful and left hers open so that she could re-read them again.
  - It is helpful to read them at your own pace.
  - Her two face to face meetings with Mr. Carter were very informative.
  - It was very beneficial to have the transition period between being elected as a Board member (May) and actually assuming duties later (August)
- Mr. VanGamble will get a copy of the Certificate of Liability Insurance for the Board to review before the next Board meeting.

X. **Report of the President & Cabinet Spotlights** 5 min/10 min (6:56) (6:44)

Motion: (Info)

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

- Dr. Sojourner highlighted the following items from his report:
  - Titan of the Year presentation will be at the TCA in-service on 11 Aug 16. Dr. Hatchell will talk to our staff for the first time.
  - Bond Issue. D20 is moving toward approving \$21.05M of the Bond for TCA (Not final yet)
    - Distribution of the Bond funds will occur in 3 parts over about 5 years (\$160M in first year, \$140M in 3 years, and \$30M in about 5 years)
  - Board Training
    - CASE is in Dec at the Broadmoor
    - Colorado Charter School Symposium is in Feb
  - Classroom Caps
    - There are 643 classes of students at TCA this year
    - Currently there are 8 classes over the cap (7 classes are over by 1 student and 1 class is over by 2 students); all are in elementary classrooms (6<sup>th</sup> and 4<sup>th</sup> grades)

XI. **Consent Agenda** 5 min (7:11) (6:52)

Board Directed items to be removed from Consent Agenda:

Motion: to accept the Consent Agenda (vote)

- A. Minutes: June 13, July 22 (Swanson)
- B. Written Reports of the President and Cabinet
  1. Human Resources (Schulz)
    - a. Matters Relating to Personnel Action
  2. Finance (VanGamble)

- a. June Financials
- b. Grant of Authority
- c. Endowment Review
- C. Charter Review (Signed Copy)
- D. President's Designation of Two Emergency Replacements per Board policy CBC-TCA
- E. Board Policy Administrative Organization
- F. SAC Minutes
  - 1. North Elementary April 19, 2016
- G. TCA Board Strategic Calendar
  - **Motion: Dr. Jennings moved to accept the consent agenda with the following exceptions and was 2<sup>nd</sup>:**
    - **Remove Item XI.B.1.a Matters Relating to Personnel for further discussion (Item XII.A.1.)**
    - **Remove Item XI.E. Board Policy Administrative Organization for further discussion (Item XII.A.2.)**
  - Discussion: None
  - **Vote: By a roll call vote of 7-0 the Board approved the motion. (Mr. Carter; Yea // Mr. Dubois; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**

## XII. Discussion Agenda Items

### A. Items removed from Consent Agenda

1. **Item XI.B.1.a. Matters Relating to Personnel** (7:01)
  - **Motion: Dr. Jennings moved to accept the Matters relating to Personnel Report and was 2<sup>nd</sup>.**
  - Discussion: It seems that the Board acts after the fact when approving HR's Matters Relating to Personnel. The TCA President has already approved the hiring and firing of personnel and actions have already been taken to do so. Should the Board approve actions that the TCA President has already taken? Additional information is needed to ensure the Board is following the correct process. We will review with HR and Mr. Miller.
  - **Vote: The motion was tabled until further information could be gathered concerning the process used for the Board to approve the hiring and firing of personnel and to confer with Mr. Miller (TCA Legal Counsel). This item will be addressed at the Sept Board meeting in the President's report.**
2. **Item XI.E. Board Policy Administrative Organization** (7:11)
  - **Motion: Mr. Dubois moved to approve the Administrative Organization policy with the updated Administrative Organization chart dated 7/28/16 and was 2<sup>nd</sup>.**
  - Discussion: There were two organizational charts included with the read ahead. Ensure the most current version is included in the policy
  - **Vote: By a roll call vote of 7-0 the Board approved the motion. (Mr. Carter; Yea // Mr. Dubois; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**

### B. Cabinet Level Reports

1. **Operations Capital Construction Report (Monthly)** 5 min/10 min (7:16) (7:15)
 

Action: (Tubb)  
Motion: (Info)  
Rationale: to review progress on all TCA capital construction projects

  - **Motion: Mr. Dubois moved to take the \$50,000 earmarked for contingency for the baseball retaining wall be moved to the General Contingency (Owner's contingency) fund for the Baseball field and was 2<sup>nd</sup>.**
  - Discussion: The costs associated with the wall did not materialize. Consequently, the Facilities committee is recommending transferring contingency funds earmarked for the baseball retaining wall to the General Contingency fund (Owner's contingency).
  - **Vote: By a roll call vote of 7-0 the Board approved the motion. (Mr. Carter; Yea // Mr. Dubois; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**
  - The Central campus is open to staff but not students.
  - The Central Campus is still scheduled to open on time. There is still a lot of work to be done but progress is being made.
    - The greatest challenge, to date, was uncovering higher levels of asbestos than we thought existed.
  - The modular at East is in place and awaiting inspections by the fire department but should be ready by the beginning of the school year, if not before
2. **Student Dress Code Presentation/Policy Discussion** 10 min/10 min (7:31) (7:29)
 

Action: (Jolly)  
Motion: (Info)  
Rationale: to provide the Board with additional information concerning the implementation, enforcement, and feedback concerning TCA's uniform policy and directives

- Mr. Jolly highlighted the following items from his report:
  - Historical results from the parent survey regarding dress
  - Adjustments to current policies
    - There are still areas we need to address including shoes in elementary grades and hair for boy/modesty for girls in secondary.
  - All schools are aware of increased emphasis on enforcement
    - HS and CP will review their enforcement process and policies
- Board member's comments included:
  - It might be helpful to review with parents and students the Senior Contract at the beginning of the year especially if it involves modifications to the student dress code
  - It might be helpful to have pictures of what out of limits hair looks like as well as dress lengths
  - It might help if there is a schedule of uniform consequences that are uniformly adhered to
  - There might be a better way to privilege secondary students other than through clothes
  - TCA does have a uniform policy (elementary) and a dress code (secondary) it is a matter of enforcing the policies fairly and consistently
  - It would help to discuss more thoroughly how TCA is making changes to enforce its uniform policies

### C. Board Level Reports

#### 1. Board Committees

5 min/5 min (7:51) (8:00)

Action: Chair

Motion: to select Board Committee Chairs and members (Information)

Rationale: to review current Board committees and select committee chairs and members

- **Motion: Mr. Carter moved to approve the changes to the Board Committees and was 2nd.**

- Discussion: The following changes were made:

- Dr. Harrington came off the committee list
- Mr. Dubois was added to the FAC
- Mr. Moulton was added to Governance
- Mrs. Van Vleet was added to Appreciation and Mr. Moulton removed.
- The remaining names stayed the same

- **Vote: By a roll call vote of 7-0 the Board approved the motion. (Mr. Carter; Yea // Mr. Dubois; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**

#### 2. President Evaluation Process

5 min/5 min (8:01) (8:06)

Action: (Dubois)

Motion: (Vote) to approve changes to the President's Evaluation Process

Rationale: to provide an evaluation tool that provides more timely and measurable feedback to the President

- **Motion: Mr. Dubois moved that the Board approve the changes to the President's evaluation process to include regularly scheduled President reports outlined in the strategic plan, followed by Board members providing written scores and comments to the President as feedback before the next Board meeting, and culminating in a short executive session to provide feedback, at the next Board meeting and was 2<sup>nd</sup>.**

- Discussion:

- **Vote: By a roll call vote of 7-0 the Board approved the motion. (Mr. Carter; Yea // Mr. Dubois; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**

- **Motion: Mr. Dubois moved that the Board disband the President's Temporary Evaluation Committee due to completing its charge and was 2<sup>nd</sup>.**

- Discussion:

- The committee feels that it has served its purpose and is not needed anymore
- Some Board members felt that the committee might be called upon to perform other duties and wanted to wait until November for the committee to disband at the end of its term
- Currently, the committee is not charged to do anything
- There will not be a need for the evaluation committee meeting unless the committee feels it needs to meet again
- The Board Chair is now responsible for collecting the grades of the President's reports and compiling as feedback (for the TCA President) to be used by the Board as part of the President's evaluation

- **Vote: By a roll call vote of 4-3 the Board approved the motion. (Mr. Carter; Yea // Mr. Dubois; Yea // Dr. Jennings; Nay // Mr. LaValley; Nay // Mr. Moulton; Nay // Mr. Rudder; Nay // Mrs. Van Vleet; Yea)**

### D. Board Communication

5 min (8:11) (8:17)

Action: Secretary

Rationale: to develop and approve of communication update to community

- New Board Positions
- Goodbye to Dr. Harrington
- Titan of the Year
- Construction Update

Break (8:21)

**E. Executive Session**

20 min (8:16) (8:26)

Action: Board Chair

**Motion: to move into executive session pursuant to CRS 24-6-402 (4)(b) to receive legal advice regarding new laws and legal standards and potential impact on existing school policies**

- **Motion: Mr. Rudder moved that the Board move into executive session and was 2<sup>nd</sup>.**
- Discussion: None
- **Vote: By a roll call vote of 7-0 the Board approved the motion. (Mr. Carter; Yea // Mr. Dubois; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**
  - The Board and the following people moved into executive session: Dr. Sojourner, Mr. Farmer, and Mr. Joly.
- The Board moved out of executive session and made the following motion:
- **Motion: Mr. Carter moved to add item “8. This policy and dress code is to be implemented as allowable by law” to section “Board guidance to administration on monitoring enforcement and change management” of Board Policy JICA-TCA-B and was 2<sup>nd</sup>.**
- Discussion: None
- **Vote: By a roll call vote of 5-2 the Board approved the motion. (Mr. Carter; Yea // Mr. Dubois; Nay // Dr. Jennings; Nay // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**

**F. Executive Session**

15 min (8:36) (9:58)

Action: Board Chair

**Motion: to move into executive session pursuant to CRS 24-6-402 (4)(f) Personnel Matters, President Compensation**

- **Motion: Mrs. Van Vleet moved that the board move into executive session and was 2<sup>nd</sup>.**
- Discussion: None
- **Vote: By a roll call vote of 7-0 the Board approved the motion. (Mr. Carter; Yea // Mr. Dubois; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**
  - Only the 7 Board members moved into executive session

**G. Directive from Executive Session**

5 min (10:34)

Action: Board Chair

**Motion: To give the President the salary increase discussed in Executive Session**

- **Motion: Mr. Moulton moved to give the President the salary increase discussed in Executive Session and was 2<sup>nd</sup>.**
- Discussion: None
- **Vote: By a roll call vote of 6-1 the Board approved the motion. (Mr. Carter; Yea // Mr. Dubois; Nay // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**

**H. Future Board Agenda Items**

5 min (8:51) (10:35)

1. Board Evaluation Policy Review, Sept, Chair/Governance Committee
2. Site Based Management Policy Review, Sept, Chair/Governance Committee
3. Board Meetings, (TCA Policy BE-TCA), Sept, Chair/Governance Committee
4. Budget Projections, (TCA Policy DBE-TCA), Sept, Chair/Governance Committee
5. HR Annual Report, Sept, Schulz
6. Quarterly FAC Report, VanGambleare
7. Budget Projection Report (5 Years), Sept, VanGambleare
8. Disposition of Annual Giving Review: Stewardship Report, Sept, Sojourner
9. Recruit New Board Members, Sept, Training Committee
10. **Board Student Attire Philosophy Policy, Sept, LaValley**
11. **Advancement Plan Update, Sept, Sojourner**
12. **Appointment of Board Member to the Board, Sept, Governance Committee**
13. **Annual Review: Policies, Improvements, Funding, Security Trends, Oct, Tubb**
14. **Review Wording and Process for TCA Board to Approve Matters Relating to Personnel, Sept**
15. **President Update on the Enforcement of School Attire, Sept**

**XIII. Adjournment (Approx. 8:56 p.m.)**

(8:56) (10:36)

- **Motion: Dr. Jennings moved that the meeting be adjourned and was 2<sup>nd</sup>.**

- Discussion: None
- **Vote: By a roll call vote of 7-0 the Board approved the motion. (Mr. Carter; Yea // Mr. Dubois; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**

Attachments:

- 1) Debbie Johnson Comments from the Audience
- 2) Signed Board Agreement and Conflict of Interest Disclosure
- 3) Signed Executive Session Confidentiality Affidavits
- 4) Board Committees Updated Spread Sheet