



THE CLASSICAL ACADEMY

BOARD OF DIRECTORS MEETING

(OPEN TO THE PUBLIC)

MONDAY, MAY 8, 2017, 6:00-8:57 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

- | | Presentation/Question Time/Start Time |
|---|---------------------------------------|
| I. Call to Order | 1 min (6:00) 6:00 |
| • The Chair (Mr. LaValley) called the meeting to order at 6:00 p.m. | |
| II. Pledge of Allegiance/Mission/Roll Call | 3 min (6:01) 6:01 |
| • Roll call: (Mr. Carter; Here, Left the meeting at 7:00 pm due to family matter // Mr. Dubois; Here //Dr. Jennings; Here // Mr. LaValley; Here // Mr. Moulton; Here // Mr. Rudder; Here // Mrs. Van Vleet; Here) The directors-elect, Dr. Baker, Mrs. Goin, and Mrs. Littleton, attended the meeting as well. A quorum was present. | |
| III. Approval of Agenda | 3 min (6:04) 6:02 |
| • Motion: Mr. Moulton moved to approve the agenda with the following change and was seconded: | |
| • Remove Item VII. Board Development (Mr. Miller was in at the capitol helping the legislature on a bill) | |
| • Discussion: None | |
| • <u>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)</u> | |
| IV. Celebrate TCA | 5 min (6:07) 6:03 |
| Action: (Harris) | |
| Motion: (Info) | |
| Rationale: to highlight accomplishments of TCA students, staff, and parents | |
| • We celebrated 19 Junior High and 3 High School students (22 projects) who represented TCA at the Colorado State Science and Engineering Fair last month. The 22 students won a combined 33 special awards, and 12 students placed or received recognition in their respective category. Congratulations to these students for being invited to the State Science Fair! Well Done! | |
| V. Comments from the Audience (Audience members have 5 minutes to address the Board) | 5 min (6:12) 6:10 |
| (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) | |
| • Dr. Kirk Cameron addressed the Board on two topics: | |
| ○ First, he hoped that more emphasis would be placed on speech and debate; too few students are signing up to take the course or participate | |
| ▪ Dr. Cameron felt this was an important area that our students should be engaged in and is an important part of our Core Values | |
| ○ Second, he suggested that sending out the minutes to our community (much like we do with the agenda) would help motivate more parents to become Board members | |
| ▪ He thought if more parents were aware of the issues discussed at the Board meeting they would become more involved | |
| VI. Comments from the Board of Directors | 3 min (6:17) 6:13 |
| • Mr. Moulton | |
| ○ Attended the junior high/elementary carnival and was impressed by all the fun and activity | |
| ○ Joined the band at the Harrison Invitational “Jackson Jazz Festival” and enjoyed hearing our band members | |
| ○ Attended the Health and Wellness Expo and appreciated all the work Dr. Sojourner and Mr. Jolly put into the workshop; Dr. Sojourner acknowledged all the work done by Sean Shields, Lynn Jenkins, and Dr. Lori Salgado | |
| • Mr. Rudder | |

- As someone who works with two TCA graduates, they are thriving in college; TCA is providing academic leadership for its students who continue through college
 - Mrs. Van Vleet
 - Amazed at the content of the 1st grade newsletter; enjoyable to read and learn
- VII. **Board Development (Legislative Update/Board Training)** 5 min (6:20) **Removed**
 Action: (Miller)
 Motion: (Info)
 Rationale: to review current legislative initiatives at the state and provide Board training
- **Removed from the agenda**
- VIII. **Report of the President & Cabinet Spotlights** 5 min/5 min (6:25) **6:16**
 Motion: (Info)
 Rationale: to highlight cabinet activities (Pres., Ops, Academic Services, HR, and Advancement)
- Dr. Sojourner highlighted the following items from his report:
 - Reminded the Board of HS graduation on Friday, May 26 and CP graduation on Saturday, May 27
 - Invited the Board to take part in TCA's book studies that will include:
 - *The Gift of Failure: How the Best Parents Learn to Let Go So Their Children Can Succeed*
 - *The Shallows: What the Internet is Doing to Our Brains*
 - *The End of Average in a World that Values Sameness*
 - *Plato: The Great Philosopher-Communicator*
 - North Portables will be removed and many of the staff (Including Dr. Sojourner, Mr. Tubb, and Mr. VanGambleare and associated staff) will be moving to four portables at the central campus at the beginning of June. Some of the functional areas moving to Central include the following:
 - Copy Center
 - IT/Registrar
 - Advancement
 - Operations
 - Facilities
 - President
 - In the recently-completed state assessments the opt-out rate trended slightly higher from the analysis of initial results. The higher opt-out rates in Science testing (5th grade, 8th grade, and 11th grade) could have an impact on our achievement scores (one grade level for those tests equals the rating for the multi-grade Math and English Language Arts scores), and, as noted last year, higher opt-out rates influence the academic growth ratings also.
- IX. **Consent Agenda** 2 min (6:35) **6:27**
 Board Directed items to be removed from Consent Agenda:
 Motion: to file the Consent Agenda (vote)
- A. Quarterly Financial Summary (VanGambleare)
 - B. March Financials
 - C. Auditor Engagement (VanGambleare)
 - D. SAC Minutes
 1. Central Elementary April 10, 2017
 2. East Elementary April 24, 2017
- **Motion: Dr. Jennings moved to file the Consent Agenda and was seconded.**
 - 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)**
- X. **Minutes: Apr 10, 2017** 3 min (6:37) **6:28**
 Action: (Swanson)
 Motion: (Vote) to approve the minutes from Apr 10, 2017
 Rationale: to review and approve the minutes
- **Motion: Dr. Jennings moved to approve the April 10, 2017, minutes with the following change and was seconded:**
 - **Mr. Moulton was referred to as Dr. in making a motion; please change.**
 - 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)**
- XI. **Discussion Agenda Items**
- A. Items removed from Consent Agenda
 - B. Cabinet Level Reports
 1. **Operations Capital Construction Report (Monthly)** 10 min/10 min (6:40) **6:30**
 Action: (Tubb)
 Motion: (Vote)
 Rationale: to approve the construction plan/roadmap for the remaining D20 bond proceeds
 - Elder Construction will construct the Central turf field
 - Estimated start date is May 27

- Estimated completion date is Aug 15
- The field will be able to support the Central Elementary requirements as well as:
 - Football
 - Soccer
 - Softball
- North gym and auditorium going well
 - About a 15 month process
 - Goal is to have the auditorium done in time for the fall musical in 2018
- **Motion:** The Capital Construction Committee recommends that as D20 bond proceeds-or other additional funding-becomes available, project prioritization (in priority order) is as follows:
 - North Campus Parking
 - North Campus Library 1st floor remodel (may be performed as part of #4 below)
 - North Campus Music Suite
 - North Campus 1st & 3rd floor renovations
 - North Campus Weight Room & Wrestling Room
 - North Campus Locker Room addition & upgrades
 - North Campus Athletic Complex upgrades
- Discussion:
 - It is important for the Board to prioritize the next steps in the construction phase of TCA
 - Decisions we are making now will affect how we will make future decisions as bond funds become available
 - We could save \$1 million dollars if we received all of our bond funds at one time
 - We will learn more from ASD20 in June or July about the distribution of bond funds
- **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. Charter Review

5 min/5 min (7:00) 7:01

Action: (Tubb)

Motion: (1st Read)

Rationale: to review the Charter Agreement between Academy District 20 and TCA

- Over the years, The Charter Agreement has become a mature document with very few changes that generally include:
 - Cost adjustments
 - FY17-18 IT costs will increase about \$25,000 for a new filtering provider for our computer-network, to provide added safety and security for students
 - Waivers (New)
 - Small wordsmithing
- June 12, TCA Board signs the Charter
- June 15, ASD20 signs the Charter

3. Student Fee Schedule

2 min/3 min (7:10) 7:05

Action: (Jolly/Birkey)

Motion: (Vote)

Rationale: to approve student fees for the 2017-2018 school year

- **Motion: Dr. Jennings moved to approve the student fees for the 2017-2018 school year and was seconded.**
- Discussion:
 - There was one change since last month's first read:
 - The American Literature & Composition fee has increased from \$20 to \$25
 - The American Studies Honors English fee has increased from \$30 to \$35.
- **Vote: By a roll call vote of 6-0 the Board approved the motion. (Mr. Dubois; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**

4. Budget Review for Next FY (2017-2018)

5 min/5 min (7:15) 7:10

Action: (VanGambleare)

Motion: (1st Read)

Rationale: to review the budget for the next FY

- Mr. VanGambleare encourages the new Board members to meet with him to go over any questions on school finances and the budget process
- The budget uses conservative estimates
- Significant revenue factors:

- Current indicators are that PPF will increase by \$175; \$140 is the conservative estimate used in the proposed budget
- Enrollment is conservatively estimated at 3405.5 FTE, by using a student attrition rate that is slightly higher than the most recent 3-year average
- Development revenue reflects a small decrease
- An average 2.6% pay increase for returning staff (in addition to category adjustments, longevity, and returning bonus)
- The proposed budget includes additional FTE for a school psychologist and counselor (we have submitted a grant to fund 90% of these positions for a three-year period) as well as adding FTE for a Health and Wellness course teacher
- Health Insurance for the current year, FY16-17 is projected to be a large increase of approximately \$700,000, which TCA is absorbing. Next year, we are projecting costs associated with the plan to remain approximately flat in total. TCA will continue to absorb a large share of these costs (budgeted at 68% for FY17-18, compared to 72% projected for FY17-17)
 - The largest increase in employee monthly premium is \$126 for the family level in the Gold plan.
 - The increase for those that have employee only coverage is in the range \$15-30
 - Approximately 260 staff members (60%) participate in our health benefits program
- PERA costs are rising 0.5% and will be capped out at 20.15% on January 1, 2018
- We are allocating \$400,000 to fund parking spaces at the North Campus
- Cash reserves are projected to be 90 days at June 30, 2017; next year will end at approximately 84 days

5. ****Annual Parent Survey Analysis**

10 min/5 min (7:25) **7:20**

Action: (Jolly)

Motion: (Info)

Rationale: to review the results of this year's parent survey

- Mr. Jolly highlighted the following items from his report:
 - Overall, thanks to all who took time to complete the survey.
 - This year nearly 1,450 parents participated in the survey, the fourth highest total over a 14-year period.
 - This data is important for principals to determine their school's strengths and weaknesses.
 - TCA continues to perform very well overall. Parents continue to say "the best thing overall about TCA" is the Teachers and Staff. Education and Academics, Character, and Community and Family round out the top four responses this year.
 - School principals have already or will soon be providing feedback to their individual communities.
 - TCA-wide common survey questions have continued to climb in a positive manner over the past four years..
 - Room for improvement were noted in these areas:
 - Communication
 - Character; how we tell our story
 - Uniform and dress code adjustments
 - Although this was an area for improvement, 78% of parents state enforcement of uniform/dress code is "about right" a 3-year high in this measure. About 11% note enforcement is "too strict" and 11% state enforcement is "too lenient"
 - The view from parents at every school increased in perceptions of strictness and decreased in perceptions of leniency.

6. ****Annual Character Report (Data Supported Measures)**

10 min/10 min (7:40) **7:37**

Action: (Jolly)

Motion: (Info)

Rationale: to provide an update on the character program at TCA

- Mr. Jolly highlighted the following from his report:
 - Overall, twelve measurable areas were included in the board report as detailed in the recently completely revised Character Education policy, which can be viewed online.
 - It was great to hear how we teach Character at each grade level and to hear the success we have had implementing
 - Character continues to be a focal area for all leadership and staff.
 - It is a huge challenge to determine measures that indicate how TCA's character program makes a difference for our students. The following twelve measures are indicative of the emphasis we place on our character program and the resources we use to prepare our teachers to develop exemplary citizens with virtuous character:
 - TCA successfully partners with parents to develop virtuous character.

- If I were to name the best thing overall about TCA, it would be...
- Attendance and truancy rates at TCA.
- Discipline rates at TCA.
- My child feels safe at school.
- Bullying at TCA.
- Appropriately preparing students academically.
- Academic achievement snapshot from state assessment report.
- Graduation rates at TCA.
- Overall parent satisfaction taken from the annual parent survey.
- Teacher retention and satisfaction measures.
- Student attrition numbers at TCA.

Break 8:12

C. Board Level Reports

1. Board Member Appointment Policy

5 min/10 min (8:00) 8:20

Action: (Moulton/VanVleet)

Motion: (Discussion/1st Read)

Rationale: to review the process and appointment policy for the selection of a Board member

- In general, the policy is a good step-by-step process by which to appoint a Board member every three years
- The timeline used mimics that of the elected Board member
- It may be helpful to use the same terminology associated with the appointed position such as “designated appointed director” to avoid confusion with an appointed director replacing an out-of-cycle resignation from the Board
- Consider taking out the reference to non-parent in recommendation #4
- It was unclear as to how the skill set was used to help whittle down the candidates
 - It was decided the rubric for the skill set was to be used as a guide for each member of the committee in determining the qualifications of each candidate
 - Is the Board looking for a person that fills a skill set missing on the Board (for instance, financial expertise) or is the Board looking for a certain type of person; the Board will have to determine that each year it decides to appoint a Board member
- Mrs. Littleton has been on a Board with 4 elected representatives and 3 appointed members; she is going back to research the policies and bylaws associated with a Board constructed this way to give us some ideas as we move forward

2. July Board Retreat Agenda

min/10 min (8:15) 8:33

Action: (Carter)

Motion: (Info)

Rationale: to review topics for and discuss an agenda for the July 21 Board Offsite

- The Board retreat may need to begin at 12:00 pm rather than 2:00 pm to be able to get everything done
- Some ideas include:
 - Board Training form the Colorado League of Charter Schools
 - TCA Founders discussion
 - TCA Strategic Plan
 - Technology and its effect on TCA
- If possible, could the venue change (Last year the air conditioning did not work in the Hay Loft?)

3. Adopt a School Report

5 min (8:30) 8:45

Action: (LaValley/Board)

Motion: (Info)

Rational: to briefly review what Board members have learned about their adopted schools

- Overall, the Board was impressed with the following
 - Great rapport that the Principals have with their staff
 - Impressed by the hard work the teachers and staff put in each day
 - Expressed gratitude for the content of each lesson when visiting classrooms
 - Enjoyed the various enrichment days
 - Extend their support to each school they visited

D. Executive Session (President Feedback/End of Year Evaluation)

15 min (8:35) 8:58

Action: (LaValley)

Motion: to move into executive session pursuant to C.R.S. 24-6-402 (4)(f) TCA President feedback

- **Motion: Dr. Jennings moved to enter executive session pursuant to C.R.S. 24-6-402 (4)(f) TCA President Feedback and was seconded.**
- Discussion: None

- Vote: By a roll call vote of 6-0 the Board approved the motion. (Mr. Dubois; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)

E. **Board Communication** 2 min (8:50) **9:28**

Action: Secretary

Rationale: to develop and approve of communication update to community and to update the Board on e-mail traffic and distribution

- Celebrate TCA
- Capital Construction
- Parent Survey
- Character Report

F. **Closing Comments from the Board** 5 min (8:52) **9:29**

- Mr. Dubois announced that a sudden job opportunity opened and he would be leaving for Cincinnati, Ohio
- He expects to attend the June Board meeting but most likely will not be able to attend the Board offsite in July or the Board meeting in August.

G. **Future Board Agenda Items**

1. Charter Review/Policy Review, Vote, June, Tubb
2. Current Year Budget Revision, Vote, June, VanGambleare
3. President Evaluation Response, Info, June, Sojourner
4. President Compensation Determined, Vote, June, LaValley
5. Adopt a School Board Assignments, Vote, June, LaValley
6. **Budget Approval for Next FY, Vote, June, VanGambleare
7. Appreciation Committee Annual Report, Info, June
8. Training Committee Annual Report, Info, June

XIII. **Adjournment** (Approx. 8:57 p.m.) (8:57) **9:31**

- **Motion: Mrs. Van Vleet moved to adjourn the meeting and was seconded.**
- Discussion: None
- Vote: By a roll call vote of 6-0 the Board approved the motion. (Mr. Dubois; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)

Tom LaValley
Board Chair

Note: Items highlight with an (**) are tied to the Strategic Plan and deliverables by the Administration to the Board