



# THE CLASSICAL ACADEMY

## BOARD OF DIRECTORS ANNUAL MEETING

### (OPEN TO THE PUBLIC)

MONDAY, AUGUST 14, 2017, 6:00-9:06 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 pm) 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** 5 min (6:01)(6:01)
- Roll call: (Dr. Baker; Here // Mr. Dubois; Absent // Mrs. Goin; Here // Dr. Jennings; Here // Mr. LaValley; Here // Mrs. Littleton; Here // Mr. Moulton; Here // Mr. Rudder; Here // Mrs. Van Vleet; Here) A quorum was present.
- III. **Approval of Agenda** 5 min (6:06)(6:03)
- **Motion: Mrs. Van Vleet moved to approve the agenda and was seconded.**
  - Discussion: None
  - **Vote: By a roll call vote of 5-0 the Board approved the motion. (Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**
- IV. **Comments from the Audience** (Audience members have 5 minutes to address the Board) 5 min (6:11)(6:05)  
(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)
- There were no comments from the audience.
- V. **Hail and Farewell to Board Members (Leaving: Mr. LaValley and Mr. Carter)** 5 min (6:16)(6:06)  
(New: Mr. Baker, Mrs. Goin, Mrs. Littleton)
- The Board thanked Mr. LaValley and Mr. Carter for their service, leadership, commitment, and dedication to TCA. TCA will prosper in the future due to their wisdom and diligence.
  - The Board welcomed Dr. Baker, Mrs. Goin and Mrs. Littleton as its newest members having completed the Board training.
- Break** 5 min (6:21)(6:30)
- VI. **Board Agreement** 5 min/5 min (6:26)(6:32)
- Action: (Jennings)  
Motion: (Vote) to approve changes made to the Board Agreement as presented  
Rationale: to update Board member responsibilities associated with their position as school leaders
- **Motion: Mr. Moulton moved to approve the Board Agreement and was seconded.**
  - Discussion: The Board included “and the Vice Chair” in in item #27 when reporting a violation of the incidents listed.
  - **Motion: Mr. Rudder moved to amend the changes to the Board Agreement by adding “and the Vice Chair” to item #27 and was seconded.**
  - Discussion: None
  - Dr. Jennings noted that a quorum of voting members (4 of 6) was present.
  - **Vote: By a roll call vote of 4-0 the Board approved the motion. (Dr. Jennings; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**

Commented [WJ1]: Someone might ask if he wants to be Dr or Mr

- Vote: By a roll call vote of 4-0 the Board approved the Board Agreement with the added change. (Dr. Jennings; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)
- VII. **Sign Board Agreement/Conflict of Interest Disclosure/Executive Session Confidentiality Statement per Board policy BC-TCA** 5 min (6:36)(6:38)  
 Action: (Jennings)  
 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
- All of the Board signed the Board Agreement/Conflict of Interest Disclosure (See attachment 1).
  - Each Board member signed an Executive Session Confidentiality Statement (See attachment 2) verified by a notary public
- VIII. **Board Officer Elections per Board policy BBA-TCA** 10 min (6:41)(6:40)  
 Action: (Jennings)  
 Motion: (Vote) the Board by majority vote selects the new Chair, Vice Chair, Treasurer, and Secretary  
 Rationale: at the beginning of each school year, the Board selects the officer positions on the Board for the upcoming year
- The Board voted by acclamation on the following Board Officer positions. Congratulations to the new Board officers.
    - Board Chair: Mr. Robert Moulton
    - Board Vice Chair: Mrs. Becky Van Vleet
    - Treasurer: Mrs. Teri Goin
    - Secretary: Mr. Paul Baker
- IX. **Comments from the Board of Directors** 5 min (6:51)(6:43)
- Dr. Baker is excited about starting the new year
  - Mrs. Van Vleet commented on how Dr. Sojourner was energetic, enthusiastic, and encouraging during the staff back to school meeting.
  - Mr. Rudder is looking forward to the Board advancing the ball in certain areas and the opportunity to discuss carving out new territory for TCA.
- X. **Board Development** 10 min (6:56)(6:47)  
 Action: (Miller)  
 Motion: (Info)  
 Rationale: to reinforce good practices of effective school boards
- Mr. Miller was not able to attend the meeting, consequently, Dr. Sojourner discussed the legal and legislative “hot topics” discussed at the recent CASE meeting
    - Transgender restroom preference is a federal law that we must abide by
    - Important to get special education programs right
    - Moved away from PARRC at high school in favor of PPSAT, PSAT, and SAT (hope to reduce opt out rates)
    - Significant teacher shortage in the coming years
    - Mil Levy sharing now a state law but may not be advantageous for TCA
- XI. **Report of the President & Cabinet Spotlights** 10 min/5 min (7:06)(7:02)  
 Motion: (Info)  
 Rationale: to highlight cabinet activities (Pres., Ops, Academic Services, and Advancement).
- Dr. Sojourner highlighted the following items from his report:
    - Staff back to school event
      - Four of nine founding families were present
      - We have three original staff members still on staff
      - Christina Schwartz-Soper was the Titan of the Year
      - Reviewed President’s goals with staff
    - Signs of Suicide (SOS) will be seen by all staff members (Recommended by Dr. Poland when he was here)
      - Plan to show the SOS video to the Board at an upcoming meeting
      - Video will be made available to parents
    - HR
      - 22 TCA alumni are on staff (of that number, eleven joined this year)
      - Some of our departing teachers/staff are not leaving entirely; they are returning as substitutes
    - Classroom size
      - 6.9% overall student attrition
      - Of the overall 697 classrooms filled at TCA only 10 will be over the cap suggested by the Board (in each case the cap is only exceeded by 1 student)
- XII. **Consent Agenda** 3 min (7:21)(7:15)  
 Board Directed items to be removed from Consent Agenda:  
 Motion: (Vote) to file (accept) the Consent Agenda
- A. Finance (VanGambleare)
    1. June Financials

Commented [WJ2]: Law or regulation?

- 2. Endowment Review
- 3. Budget Projection Policy

B. Charter Review (Signed Copy)

C. President's Designation of Two Emergency Replacements per Board policy CBC-TCA (Sojourner)

- **Motion: Dr. Jennings moved to accept the consent agenda and was seconded.**
- Discussion: None
- **Vote: By a roll call vote of 7-0 the Board approved the motion. (Dr. Baker; Yea // Mrs. Goin; Yea // Dr. Jennings; Yea // Mrs. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**

**XIII. Minutes: June 12, 2017**

2 min (7:24)(7:16)

Action: (Swanson)

Motion: (Vote) to approve the June 12, 2017 minutes

Rationale: to provide a record of the Board meeting for files

- **Motion: Mr. Rudder moved to approve the minutes and was seconded.**
- Discussion: None
- **Vote: By a roll call vote of 7-0 the Board approved the motion. (Dr. Baker; Yea // Mrs. Goin; Yea // Dr. Jennings; Yea // Mrs. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**

**XIV. Discussion Agenda Items**

**A. Items removed from Consent Agenda**

**B. Cabinet Level Reports**

**1. Operations Capital Construction Report (Monthly)**

5 min/10 min (7:26)(7:17)

Action: (Tubb)

Motion: (Info)

- Mr. Tubb highlighted the following areas from his report:
  - North Campus
    - Added 60 more parking slots over the summer to make up for the ones lost to construction; overall net plus 15 spots
    - Adding sidewalks to get safely to/from additional parking spaces
    - New flashing stop light installed by the city where traffic circle used to be is reportedly a temporary measure until a new entrance is constructed on Voyager to the office park
    - Gym and Auditorium scheduled to be completed by July/August 2018
      - Currently we have GMP for two portions of the project (moving dirt and build structure)
      - We are still getting bids for the materials for the inside of the building
  - Central
    - To date the Central campus is \$20,000 under budget
    - Only punch list remains
    - New playground should be complete by school start
    - Turf field should be complete by Labor Day depending on the weather (rain delayed installation)
      - Turf field to date is \$6,700 under budget
    - Still determining cost allocations for storm water mitigation

Rationale: to review progress on all TCA capital construction projects

**2. Annual Giving Report Stewardship Report/Fundraising Plan for**

10 min/10 min (7:41)(7:45)

**New Year**

Action: (Sojourner, Simpson)

Motion: (Info)

Rationale: to review the previous year's fund raising efforts and provide a plan for this year

- Mr. Simpson highlighted the following areas:
  - Fundraising strategy is based upon completing 20 years as a successful charter school
    - "20 Years and Counting: Our Kids, Their Futures, Our Challenge"
  - TCA received a CDE Mental Health grant for \$600,000 over three years.
  - We will continue to develop communications with the various levels of our constituents
  - Mr. Rudder expressed the value of allowing giving to occur across a wide spectrum of choices
  - Mrs. Van Vleet thought repetition would help reinforce TCA's needs
  - Mr. Moulton asked for additional information with regard to TCA's additional future fundraising plans, possibly via future President's Report
  - Mrs. Goin thought that a simple message focusing on a specific item such as teachers would be effective
  - Mr. Simpson: "If we hit last year's donation numbers, it would be a home run; that would be my best case scenario"

**C. Board Level Reports**

- Break (8:18)  
5 min/5 min (8:01)(8:24)
- 1. Board Committees**
- Action: (Chair)  
Motion: (Info)  
Rationale: to review current Board committees and select committee chairs and members
- The Board reviewed the membership of the five active Board committees and adjusted the memberships as follows:
    - FAC
      - Co-Chairs: Goin/VanGampleare
      - Moulton
      - DeMott
      - Woody
      - Frager
    - Governance
      - Chair: Jennings
      - Moulton
      - Sojourner
      - McIntyre
      - Swanson
    - Appreciation
      - Chair: Van Vleet
      - Littleton
    - Training
      - Chair: Rudder
      - Jennings
    - Construction
      - Chair: Rudder
      - Van Vleet
- 2. Board/President Goals** 5 min/5min (8:11)(8:30)
- Action: (Sojourner)  
Motion: (Vote) to approve the President's Goals for the 2017-2018 school year  
Rationale: to approve the President's goals so that he can effectively lead the school in the coming year
- **Motion: Dr. Jennings moved to approve the President's Goals for 2017-2018 school year and was seconded.**
  - Discussion: Dr. Sojourner noted that these were the same goals presented at the Board retreat in July.
  - **Vote: By a roll call vote of 7-0 the Board approved the motion. (Dr. Baker; Yea // Mrs. Goin; Yea // Dr. Jennings; Yea // Mrs. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**
- 3. Strategic Plan Annual Review** 5 min/10 min (8:21)(8:33)
- Action: (Chair)  
Motion: (Vote) to approve changes to the strategic plan as presented  
Rationale: To ensure TCA goals and measures align with the strategic plan
- **Motion: Dr. Jennings moved to approve the changes to the strategic plan as presented and was seconded.**
  - Discussion: None
  - **Vote: By a roll call vote of 7-0 the Board approved the motion. (Dr. Baker; Yea // Mrs. Goin; Yea // Dr. Jennings; Yea // Mrs. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**
- 4. 2017-2018 TCA Board Meeting Calendar (Changes)** 5 min/5 min (8:36)(8:35)
- Action: (Chair)  
Motion: (Vote) to approve changes to the Board Meeting Calendar  
Rationale: to add two additional working sessions to the calendar
- This item was changed to a first read for the Board to review the dates of the working sessions presented and decide if those were the most opportune
- D. Board Communication** 5 min (8:46)(8:42)
- Action: (Secretary)  
Rationale: to develop and approve of communication update to community
- New Board Officer Positions
  - Operations Update
  - Thank you to departing Board members
  - Patience during carpool
- E. Future Board Agenda Items** 10 min (8:51)(8:44)
1. Site Based Management Policy Review, Sept, Chair/Governance Committee
  2. HR Annual Report, Sept, Schulz

3. Quarterly FAC Report, VanGambleare
4. Budget Projection Report (5 Years), Sept, VanGambleare
5. Recruit New Board Members, Sept, Training Committee
6. TCA Board Future Discussion Items
  - Mr. Moulton asked the Board to review the topics for future Board discussion to see which ones they wanted to discuss and to determine a time frame for presentation
  - Mr. Rudder added another possible topic to the list; future vocational opportunities at TCA

**F. Comments from the Board of Directors** 5 min (9:01)(8:56)

- Mr. Moulton stressed that he would value the time allotted for agenda items
- Mrs. Van Vleet looked forward to working with the new Board members and welcomed what the future has to bring

XV. **Adjournment** (Approx. 9:06 p.m.) (9:06)(8:58)

- **Motion: Dr. Jennings moved to adjourn the meeting and was seconded.**
- Discussion: None
- **Vote: By a roll call vote of 7-0 the Board approved the motion. (Dr. Baker: Yea // Mrs. Goin; Yea // Dr. Jennings; Yea // Mrs. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**

Dr. Paul Baker  
Board Secretary

Attachments:

- 1) Signed Board Agreement
- 2) Signed Executive Session Affidavits