



THE CLASSICAL ACADEMY

BOARD OF DIRECTORS MEETING

(OPEN TO THE PUBLIC)

MONDAY, APRIL 9, 2018, 6:00-8:20 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	1 min (6:00) (6:00)
• The Chair (Mr. Moulton) called the meeting to order at 6:00 pm	
II. Pledge of Allegiance/Mission/Roll Call	2 min (6:01) (6:01)
• Roll call: (Dr. Baker; Absent // Mrs. Goin; Here // Dr. Jennings; Here // Ms. Littleton; Here // Mr. Moulton; Here // Mr. Rudder // Mrs. Van Vleet; Here) A quorum was present.	
III. Approval of Agenda	2 min (6:03) (6:02)
• Motion: Mr. Rudder moved to approve the agenda and was seconded.	
• Discussion: None	
• <u>Vote: By a roll call vote of 6-0 the Board approved the motion. (Mrs. Goin; Yea // Dr. Jennings; Yea // Ms. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)</u>	
IV. Comments from the Audience (Audience members have 5 minutes to address the Board)	5 min (6:05) (6:02)
(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. Celebrate TCA (Art Show Winners)	5 min (6:10) (6:03)
Action: (Harris)	
Motion: (Info)	
Rationale: to highlight accomplishments of TCA students, staff, and parents	
• We celebrated the recent winners of the D20/Air Academy Federal Credit Union Art Show and the Scholastic Art Awards of Colorado.	
• TCA won a total of 12 first place awards, 3 best of show awards, 4 Gold Keys, a Silver Key and an honorable mention in the competitions with over 5000 entries.	
VI. Comments from the Board of Directors	5 min (6:15) (6:10)
• There were no comments from the Board of Directors.	
VII. Board Development (Board's Role in Contracting and Legislative Update)	10 min (6:20) (6:11)
Action: (Miller)	
Motion: (Info)	
Rationale: to review current legislatives initiatives/activities at the state and/or to provide applicable Board level training	
• Highlights from Mr. Miller's Report	
○ Robert's Rules of Order and TCA	
▪ Broadly used to help keep order (not used verbatim; only as a guideline)	
▪ Board Chair is responsible for keeping the meeting on track	
• Prioritize work of Board	
• Creates the agenda	
• Chair may introduce motions	
• Spokesman of the Board to convey Board's intentions	
▪ Reviewed who and how the agendas can be changed on the night of the Board meeting	
▪ Types of Board meetings (Regular, Special, Working Session)	
▪ Minutes only have to record actions by the Board	
• Current minutes portray balance of information vs Board actions	
▪ Types of motions and voting on motions (Friendly motions)	

- Point of Order
- Legislative Actions
 - Initial outlook good for allocating a large amount to the education budget this year
 - PERA challenges and hurdles
 - Parent notification of teacher allegations
 - Liability of Board and Administrative Staff

VIII. **Report of the President & Cabinet Spotlights** 10 min/5 min (6:30) (6:27)

Motion: (Info)

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

- TCA Golf Tournament on June 5, 2018 at the Broadmoor's East Course
- Dr. Sojourner read a letter from CP about our testing philosophy
- Dr. Sojourner announced the finalists for this year's Titan of the Year

IX. **Consent Agenda** 2 min (6:45) (6:48)

Board Directed items to be removed from Consent Agenda:

Motion: to file the Consent Agenda (vote)

A. Finance

1. February Financials (VanGambleare)
2. 5 Year Plan Budget Projection (VanGambleare)
3. Auditor Engagement

B. 2018-2019 Board Meeting Schedule

C. 2018-2019 Board Strategic Calendar

D. FAC Quarterly Report

E. Colorado League of Charter School Reports

1. Mr. Moulton Report
2. Mrs. Van Vleet Report

F. SAC Minutes

1. North Elementary November 14, 2017
2. CSP/CP February 6, 2018
3. Junior High March 3, 2018

- Motion: Ms. Littleton moved to file the consent agenda with the following changes and was seconded:

- Remove Item IX.A.2. 5 Year Plan Budget Projection for further discussion
- Remove Item IX.B. 2018-2019 Board Meeting Schedule for further discussion

- Discussion: None

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

X. **Minutes: Mar 12, 2018** 3 min (6:47) (6:49)

Action: (Swanson)

Motion: (Vote) to approve the minutes for Mar 12, 2018

Rationale: to review and approve the minutes

- Motion: Dr. Jennings moved to approve the minutes for March 12, 2018 and was seconded.
- Discussion: None
- Vote: By a roll call vote of 6-0 the Board approved the motion. (Mrs. Goin; Yea // Dr. Jennings; Yea // Ms. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)

XI. **Discussion Agenda Items**

A. **Items removed from Consent Agenda**

1. **Five Year Plan Budget Projection** (6:50)

- **Motion: Mr. Rudder moved to file the 5 Year Plan Budget Projection and was seconded.**

- **Discussion:**

- Mr. VanGambleare provided additional information about the initial good news projection for the Education Budget
 - Efforts to decrease Budget Stabilization Factor
 - Larger increase in PPR than expected
 - Possible increase to Charter School Capital Construction Fund (Funded by marijuana tax money)

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

2. **2018-2019 Board Meeting Schedule** (6:58)

- **Motion: Mr. Rudder moved to file the 2018-2019 Board Meeting Schedule and was seconded.**

- **Discussion:**

- The four working session dates remain on the calendar (still could be cancelled at a later date)
- Board may look at including larger topics of discussion during Board meetings provided there is adequate time

- **Vote: By a roll call vote of 5-1 the Board approved the motion. (Mrs. Goin; Yea // Dr. Jennings; Yea // Ms. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Nay // Mrs. Van Vleet; Yea)**

B. Cabinet Level Reports

1. Operations Capital Construction Report (Monthly)

5 min/5 min (6:50) (7:01)

Action: (Tubb)

Motion: (Info)

Rationale: to review progress on all TCA capital construction projects

- Current projects are under budget and on time
- The Library project bidding process, was more expensive than expected (about \$121,000 more than the \$600,000 budgeted for)
- Reviewed the contractor selection for the Library/Front Office Project
- Reviewed use of Endowment Fund vs General fund for paying for Library/Front Office Project

- **Motion: Mr. Rudder moved to change the topic from information to a vote and was seconded.**

- Discussion: None

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

- **Motion: Mr. Rudder proposed the following motion:**

- Whereas the initial costs estimates to fund the high school library project were projected to be \$600,000 and the General Contractor bids placed the anticipated costs in the range of \$740,000
- Whereas the costs associated with delaying the library project are likely to increase over the next year, given the current local construction market
- Whereas the concept of developing a large Endowment whose interest would help pay for TCA projects never materialized due to governmental restrictions on investment strategies that limit the Endowment's growth potential
- Whereas any restrictions of donor designated Endowment funds can be removed by seeking relief from the Attorney General in August 2020

The motion is to:

1. Increase the General Fund appropriation that the TCA Board approved at the March 12, 2018 Board meeting from \$600,000 to \$740,000.
2. Remove the internal restrictions on the use of the Board-Designated Endowment fund and direct staff to continue to remove external/legal restrictions on the remainder of the Endowment
3. Approve the transfer of any amounts that have not been restricted by specific donor intent from the Endowment Fund to the General Fund for the North Campus library/front office project

- **Discussion:**

- Using funds from the Endowment to pay for the Library/Front Office Project and how the money would transfer from the Endowment to the General Fund

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

2. Curriculum Review/Text Review (Secondary)

5 min/ 5 min (7:00) (7:22)

Action: (Jolly/Galvin)

Motion: (Vote)

Rationale: to review and approve changes to the secondary curriculum

- **Motion: Dr. Jennings moved to approve the secondary curriculum and text review and was seconded.**

- Discussion: None

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

3. Student Fee Schedule

5 min/10 min (7:10) (7:23)

Action: (Jolly/Birkey)

Motion: (1st Read)

Rationale: to review and approve the student fees of the 2018-2019 school year

- Mrs. Birkey highlighted the following from her report:

- There will be a student fee audit this year to review costs
 - New internal procedures will be reviewed
- Compared TCA vs ASD20 student fee costs

Break (7:38)

4. Annual Staff Climate Survey

10 min/10 min (7:25) (7:43)

Action: (Schulz)

Motion: (Info)

Rationale: to review the results of the Staff Climate Survey

- Ms. Schulz highlighted the following from her report:
 - Highest participation rate ever at TCA and overall the results were very positive
 - Positive energy; no wheels falling off from staff perspective
 - Staff stability high
 - TCA strengths shown by the survey:
 - Staff knows what is expected of them
 - Open to change for the greater good
 - Positive supervisory support and accessibility
 - TCA focus areas shown by the survey
 - Compensation
 - Additional Staff Leave days
 - Facilities
 - Although this is a focus area it went up the most in improvement and is at 80% satisfaction
 - Enlisted PERA training to help the staff better understand their retirement options
 - Positive Board effectiveness increase

5. Form 990 Review

5 min (7:45) (8:18)

Action: (VanGambleare/DeMott)

Motion: (Info)

Rationale: review information on the Form 990

- Mrs. DeMott handed out the Form 990 for the Board to review
- The FAC previously reviewed the Form 990

C. Board Level Reports

1. Board Member Appointment Committee Update

2 min/3 min (7:50) (8:23)

Action: (Van Vleet)

Motion: (Info)

Rationale: to provide the Board with an update on the progress to appoint a new Board member

- The committee recommends interviewing the two candidates who have applied to fill the Board seat
 - Mr. Rich Bennett
 - Mr. Todd Buckhouse
- The committee will interview the candidates and provide the Board a recommendation at the May Board meeting

2. July Board Working Session Topic Discussion

10 min (7:55) (8:33)

Action: (Moulton)

Motion: (Discussion)

Rationale: to review possible subject for the July Board Retreat (Glen Eyrie)

- Re-title Board Retreat to Board Working Session
- Included Mr. Kretchman at the beginning of Board Discussion about Core Values (to give Board historical perspective)
- Move starting time from 12:00 noon to 11:00 am and adjourning at 5:30 pm rather than 7:30 pm

D. Board Communication

5 min (8:05) (8:44)

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
- Staff Climate Survey
- Construction Update
- Library Construction Update

E. Future Board Agenda Items

5 min (8:10) (8:45)

1. Student Fee Schedule, May, Jolly, Vote
2. Quarterly Financial Summary, May, VanGambleare, Info
3. Current Year Budget Revision, May, VanGambleare, 1st Read
4. Preliminary Budget Review for Next FY, May, VanGambleare, 1st Read
5. Annual Character Report (Data Supported Measures), May, Jolly, Info
6. Charter Review, May, Tubb, 1st Read

7. Board Evals of President Due, May, Moulton
 8. Annual Parent Survey Analysis, May, Jolly, Info
 9. Adopt a School Report, May, Board Members, Info
 10. Endowment, Jennings
 11. Voting Software, Littleton
 12. Board's Discussion of Core Values, July, Van Vleet
- **Removed Endowment from future agenda items list**

F. Closing Comments from the Board

5 min (8:15) **(8:46)**

XII. **Adjournment** (Approx. 8:20 p.m.)

(8:20) (8:48)

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

Paul Baker
Board Secretary