



THE CLASSICAL ACADEMY

BOARD OF DIRECTORS ANNUAL MEETING

(OPEN TO THE PUBLIC)

MONDAY, AUGUST 13, 2018, 6:00-8:36 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) |
| | <ul style="list-style-type: none">• The Chair (Mr. Moulton) called the meeting to order at 6:00 pm | |
| II. | Pledge of Allegiance/Mission/Roll Call | 5 min (6:01) (6:01) |
| | <ul style="list-style-type: none">• Roll call: (Mr. Bennett; Here // Mrs. Goin; Here // Dr. Jennings; Here // Ms. Littleton; Here // Mr. Moulton; Here // Mr. Rudder; Here // Mrs. Van Vleet; Here) A quorum was present. | |
| III. | Approval of Agenda | 5 min (6:06) (6:02) |
| | <ul style="list-style-type: none">• Motion: Ms. Littleton moved to approve the agenda and was seconded.• Discussion: None• <u>Vote: By a roll call vote of 7-0 the Board approved the motion. (Mr. Bennett: Yea // 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)
(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) (6:02) |
| | <ul style="list-style-type: none">• There were no comments from the audience. | |
| V. | Sign Board Agreement/Conflict of Interest Disclosure/Executive Session Confidentiality Statement per Board policy BC-TCA | 5 min (6:16) (6:03) |
| | Action: (Moulton)
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 | |
| | <ul style="list-style-type: none">• The Board (except for Mr. Rudder; he was on the phone during the Board meeting) signed the Board Agreement/Conflict of Interest Disclosure (Attachment 1) and Executive Session Confidentiality Statement (Attachment 2).• Mr. Rudder will make arrangements to sign the Board Agreement, Conflict of Interest, and Executive Session Confidentiality Statement before the next Board meeting. | |
| VI. | Board Officer Elections per Board policy BBA-TCA | 10 min (6:21) (6:07) |
| | Action: (Moulton)
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 | |
| | <ul style="list-style-type: none">• The Board voted by acclamation on the following Board Officer positions. Congratulations to the new Board officers.<ul style="list-style-type: none">○ Board Chair: Mr. Robert Moulton○ Board Vice Chair: Ms. Peggy Littleton○ Treasurer: Mrs. Teri Goin○ Secretary: Mr. Rich Bennett | |

- VII. Comments from the Board of Directors** 5 min (6:31) (6:08)
- Mr. Bennett thanked the administration for the big success of the Aug 11 sneak peek of the new North campus facilities
 - Mr. Rudder thanked the Board and Administration for the last three years of hard work and cooperation and is looking forward to serving three more years
 - Ms. Littleton handed out literature about Faster Colorado at their request
 - Mrs. Van Vleet enjoyed the sneak peek of the new facilities, expresses TCA's great patience over the years to get to where we are now, and looks forward to the new year
 - Mr. Moulton thanked the Board and Administration for the last three years of hard work, is eager to start the new year, and was astounded by all the work that occurred between last week and the sneak peek to get ready for the open house
 - Mrs. Goin was amazed by all the work to create the new facilities at the North Campus and emphasized that we should enjoy the fruit of all the labor
- VIII. Board Development (Special Education: Endrew Case)** 10 min (6:36) (6:15)
- Action: (Miller)
- Motion: (Info)
- Rationale: to reinforce good practices of effective school boards
- Mr. Miller highlighted the following information from the Endrew Case:
 - The case highlighted that school districts may have to consider raising their duty to give special education students more services to ensure more individual progress
 - This could increase costs to provide additional services
 - Of concern are student records that do not follow students out of district; it is the home district's responsibility to provide services
 - TCA has its own special education services and works with the district to provide services to students with unique needs
 - Mr. Miller praised TCA's Student Support Services Department and commented that the case won't affect the superior service we provide to students with special needs
- IX. Report of the President & Cabinet Spotlights** 10 min/5 min (6:46) (6:24)
- Action: (Sojourner)
- Motion: (Info)
- Rationale: to highlight cabinet activities (Pres., Ops, Academic Services, and Advancement).
- Dr. Sojourner highlighted the following areas from his report:
 - Titan of the Year
 - Nikki Upchurch named Titan of the Year for 2017
 - Thanked parent team headed by Mrs. Thuon for their hard work
 - CASE Conference
 - Highlighted Safety and Security at Sandy Hook by Carley Posey (Mother from Sandy Hook)
 - Get kids behind locked doors
 - Drill, Drill, Drill
 - Cut down response times for armed security guards
 - Mr. Jolly highlighted the best attrition and class cap to date
 - 640 total classrooms with only two over the cap limit by one student each in elementary school
 - Attrition model we are using was the most accurate in the last four years; attrition model is working
 - Traditional High School is trending toward 600 students
 - Since 2003, when we began to track staff turnover, this year was the highest retention of teachers ever at TCA
- X. Consent Agenda** 3 min (7:01) (6:40)
- Board Directed items to be removed from Consent Agenda:
- Motion: (Vote) to file the Consent Agenda
- A. Finance (VanGambleare)
 1. June Financials
 2. May Financials
 - B. Charter Review (Signed Copy)
 - C. President's Designation of Two Emergency Replacements per Board policy CBC-TCA (Sojourner)
 - D. Strategic Calendar Update
 - E. Certificate of Completion of Board Training (Rich Bennett)
 - **Motion: Ms. Littleton 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. Bennett: Yea // Mrs. Goin; Yea // Dr. Jennings; Yea // Ms. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**
- XI. Minutes: June 4, 2018** 2 min (7:04) (6:41)
- Action: (Swanson)

Motion: (Vote) to approve the June 4, 2018 minutes

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

- **Motion: Mrs. Van Vleet moved to approve the June 4, 2018 minutes and was seconded.**
- Discussion: None
- **Vote: By a roll call vote of 7-0 the Board approved the motion. (Mr. Bennett: Yea // Mrs. Goin; Yea // Dr. Jennings; Yea // Ms. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**

XII. Discussion Agenda Items

A. Items removed from Consent Agenda

B. Cabinet Level Reports

1. Operations Capital Construction Report (Monthly) 5 min/10 min (7:06) (7:10)

Action: (Tubb)

Motion: (Vote) to approve added funding for North Campus Library Front Office Project

Rationale: to review progress on all TCA capital construction projects

- **Motion: Ms. Littleton moved to appropriate an additional \$25,000 from the General Fund for the North Library/Elementary School Office Remodel Project, for a total project appropriation of \$765,000 and was seconded.**
- Discussion:
 - The current construction projects at North (including the new Brown Center for the Arts, named after founding members Vance and Betsy Brown) are largely finished!
 - There will be some finishing work throughout the semester, and we are so thankful that the originally-scoped projects finished on-time and under budget.
 - This will be the last capital construction update until we get our next disbursement of District 20 bond money slated for January 2020.
 - Asking additional funding to increase 2nd floor library space by 600 square feet
- **Vote: By a roll call vote of 7-0 the Board approved the motion. (Mr. Bennett: Yea // Mrs. Goin; Yea // Dr. Jennings; Yea // Ms. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**

2. Annual Giving Report Stewardship Report/Fundraising Plan for New Year 10 min/10 min (7:21) (6:50)

Action: (Sojourner, Simpson)

Motion: (Info)

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

- Good news we raised more money this year than ever before with one significant donation that helped put us over the top
- Last year 24% of kindergarten families engaged by helping to donate to TCA
 - The current trend is that families are declining to continue donations after three years and instead to give are choosing to give one time periodic gifts
 - We will continue to encourage automatic monthly giving
- Face to face is still the best way to engage prospective donors
- We created a new TCA video that we think will help deliver a message of our unique educational experience
- We have expanded our naming rights to buildings and other related facilities
- We earned \$40,000 from naming seats in the new performing arts center and will continue program until sold out
- Not reported on the annual giving slides is over \$200,000 of fundraising from other TCA groups for specific needs
- We will continue to develop personal relationships with other fundraising professionals
- We will continue to contact alumni and expand our base
- We will continue to research methods to better communicate with the TCA community

C. Board Level Reports

1. Board Committees 5 min/5 min (7:41) (6:56)

Action: (Chair)

Motion: (Info)

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

- The Board Committee membership stayed the same except Ms. Littleton took Mrs. Van Vleet's place on the Governance Committee (See Attachment 3 for Board Committee List)
- The Construction Committee was placed on temporary hold until the next set of building projects begin

2. Board/President Goals 2 min/3 min (7:51) (6:58)

Action: (Sojourner)

Motion: (Vote) to approve the President's Goals for the 2018-2019 school year

Rationale: to approve the President's goals so that he can effectively lead the school in the coming year

- **Motion: Mr. Bennett moved to approve the President's Goals for the 2018-2019 school year with the following changes and was seconded:**

- Under Academic Performance and Education Philosophy Leader, Objectives and Measures, include “Periodically report to the TCA Board issues related to academic performance and any associated interventions”
- Under Cultural and Character Leader, Objectives and Measures, include “Periodically report to the Board measures taken to positively affect TCA community culture and understanding of the Core Values”.
- Discussion: None
- **Vote: By a roll call vote of 7-0 the Board approved the motion. (Mr. Bennett: Yea // Mrs. Goin; Yea // Dr. Jennings; Yea // Ms. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**

3. **Strategic Plan Annual Review** 2 min/3 min (7:56) (7:08)

Action: (Chair)

Motion: (Vote) to approve changes to the strategic plan as presented

Rational: To ensure TCA goals and measures align with the strategic plan

- **Motion: Dr. Jennings moved to approve changes to the strategic plan as presented and was seconded.**
- Discussion:
 - It was noted that TCA will be shifting soon from a building mentality to one of maintaining the resources/facilities that we own and the costs associated with that change
- **Vote: By a roll call vote of 7-0 the Board approved the motion. (Mr. Bennett: Yea // Mrs. Goin; Yea // Dr. Jennings; Yea // Ms. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**

4. **Core Values** 15 min (8:01) (7:45)

Action: (Goin)

Motion: (Discussion)

Rationale: To continue the conversation of the Core Values presentation from July working session

- The Board discussed issues surrounding the Core Values including the wording/meaning of the Core Values (clarity), systems in place to preserve the Core Values (longevity), what review of the Core Values entailed (understand, modify, familiarize), parent/staff concerns with Core Values (none reported to date), changing demographics, and changes in interpretation over time.
- A subcommittee was discussed to include Board and Administration members to determine next steps
- Currently, the staff is reviewing how well TCA is living up to the tenants of the Cole Values. The Board is encouraged to attend working groups on October 8, 2018 to see how the staff is currently reviewing the Core Values.
- It is important to coordinate the Board’s efforts with that of the Administration and to see what emerges from the staff review of the Cole Values.
- No action was taken

D. **Board Communication** 5 min (8:16) (8:32)

Action: (Secretary)

Rationale: to develop and approve of communication update to community

- Operations
- Board Officers
- Advancement

E. **Future Board Agenda Items** 10 min (8:21) (8:36)

1. Board Meetings Policy, Sept, Governance Committee
2. Grant of Authority, Sept, Governance Committee
3. Board Evaluation Policy, Sept, Governance Committee
4. HR Annual Report, Sept, Schulz
5. Quarterly FAC Report, VanGambleare
6. Recruit New Board Members, Sept, Training Committee
7. Voting Software, Littleton
8. Class Size Review, June, Jolly

F. **Comments from the Board of Directors** 5 min (8:31) (8:45)

- There were no comments from the Board.

XIII. **Adjournment** (Approx. 8:36 p.m.) (8:36) (8:45)

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

Attachments:

- 1) Board Agreement and Conflict of Interest
- 2) Executive Session Confidentiality Statements

3) Board Committee List

Rich Bennett
Board Secretary