



THE CLASSICAL ACADEMY

BOARD OF DIRECTORS MEETING

MONDAY, MARCH 11, 2013, 5:30-10:00 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

- I. Call to Order (5:30 p.m.)
 - The Board meeting was called to order at 6:03 p.m.
- II. Pledge of Allegiance / Roll Call 5 min
 - The following Board members were in attendance: Dr. Cameron, Mr. Carter, Mr. Kretchman, Mr. Palmer, and Mr. Pope. Dr. Leland and Dr. Woody were absent but excused.
- III. Approval of Agenda 5 min
 - Mr. Cater made a motion to approve the agenda with 2nd by Dr. Cameron. Unanimous vote to approve the agenda.
- IV. Board Candidate Presentations 30 min
 - The Board candidate presentations began at 5:30 p.m.
 - Dr. Cameron, Dr. Harrington, and Mr. Jensen each delivered 5 minute presentations.
 - These presentations were video recorded and will be posted on the TCA web site.
- V. Comments from the Audience (Audience members have 5 minutes to address the Board) 10 min

(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)

 - Mr. Wes Jolly (H.S. teacher) spoke as a representative for the secondary staff.
 - He expressed thanks to administration for providing a voice for the teachers as they begin to assess the Educational Philosophy structure.
 - This process will increase trust amongst the teachers and begin a reformation process that will have teacher buy in. We are on the proper path that will strengthen the relationship between teachers and the administration.
 - Josh McCormick (senior TCA student) spoke about the need to have student as well as teacher representation on the uniform sub-committee or at least have a voice in the process.
 - Students/teachers will better accept the policies they are part of the process.
 - Mr. Pope stated that forming the sub-committee is the first phase of the uniform discussion process. The sub-committee will be creating a draft Board Policy on uniforms /dress code and will solicit feedback on that policy from various stakeholders including students, teachers, and parents.

- Mr. Kretchman re-emphasized the Joint Board-Admin Subcommittee process and that we need to carefully think through the steps.
- Mr. Kretchman thanked Josh for talking to the Board with civility and proper reasoning. In addition, stating that he was a leader amongst his peers.

VI. Celebrating TCA 5 min

- The Board recognized TCA students that qualified for Debate Nationals in June.
- Andrew Register is the first TCA wrestler to win a state championship.
- Thanked Mrs. Lebosko for helping acquire a grant for \$1,000 to purchase PE Archery equipment.
- Allison Flanery (TCA teacher) – wrote a book that was born at TCA. Recently releasing “*In the Hall of the Mountain King*”.

VII. Report of the Interim Executive Director & Cabinet Spotlights 10 min

Motion: to receive the report

- Dr. Coulter presented highlights of his monthly report:
 - The secondary teachers support the IPD restructuring process and are happy to have a voice in the process.
 - Karin Reynolds will facilitate the TCA Strategic Planning process. First meeting will be at 8:00 a.m. on March 22, 2013 in the Colorado Room.
 - Senior Seminars will be this Friday, March 15th.
 - TCA Senate met for the first time on February 26th. Next meeting Mar 19th.
 - Positive School Culture event on April 13th will be held at the AOG building at the Academy from 8:00 a.m. until 1:00 p.m.
 - BEST Grant submitted \$387K for improvement to East Campus. Anticipate to hear back in August 2013. TCA will need to match about \$162,000 of the total amount.
 - Bond refunding is being investigated that has potential to save \$250,000 annually.
 - Director of Academic Services and Dean of Instructional Philosophy positions will be posted by spring break.
 - Parent Survey has been sent out to parents for completion by March 31st.
 - Staff climate survey completed with report out planned on April 8th.
 - Dr. Cameron asked why it would cost \$3 million for a HVAC system at the Central Campus. Primarily this is due to not having an air conditioning system. They would need to add ducting throughout the school and replace the entire heating system.
 - Mr. Carter made a motion to accept the report and Dr. Cameron 2nd. Unanimous voice vote to receive the report.

VIII. Consent Agenda 5 min

Board Directed items to be removed from Consent Agenda:

Motion: to accept the Consent Agenda

- A. Minutes: February 11 (Swanson/Pope)
- B. District Purchased Services (Information item – Collins)
- C. Written Reports of the Executive Director and Cabinet
 1. Human Resources (Schulz)
 - a. Matters Relating to Personnel Action
 2. Operations (Collins)
 - a. Ops Update
 3. Finance (VanGampleare)
 - a. January Financials
 4. Advancement (Laney)
- D. New Board Member Training Sub-Committee (Woody)
- E. Colorado Charter School Conference Trip Report (Woody)
 - The Board removed item D. of the consent agenda and placed it as item C. 3 under Board subcommittee reports. Moved item B. 2 Academic Services Update ahead of item B. 1. Removed item X. Executive session from the agenda.
 - A motion to accept amended consent agenda made by Dr. Cameron and 2nd Mr. Palmer.

- Dr. Cameron – Aye; Mr. Kretchman - Aye, Mr. Pope – Aye, Mr. Carter – Aye, Mr. Palmer – Aye; Motion passes.

IX. Discussion Agenda Items

- A. Items removed from Consent Agenda
- B. Cabinet Level Reports

1. Joint Board-Admin Uniform Policy Committee 10 min

Action: Pope

- Mr. Pope met the Mr. and Mrs. Kretchman (school founders) to get their perspective on uniforms.
- Enforcement of a uniform policy should be an opportunity for a teachable moment not so much a punishment.
- The subcommittee will write a Board Policy on Uniforms and present to the Board in May with a goal to be approved by June.
- Motion: to accept the report on the status and next steps of the committee by Mr. Carter and 2nd by Dr. Cameron-voice approval.

2. Academic Services Update - IPD 20 min

Action: Hilts

Motion: to receive report

Rationale: to inform Board of specific actions and plans related to the future of IP at TCA

- Mr. Hilts presented the process by which the secondary will recommend, review and select a model for Educational Philosophy Department.
 - Mr. Hilts asked each department to make a case for the models that were suggested. The administration listened to all the inputs made by the various departments. There were many areas of consensus that were developed into a model.
 - Mr. Hilts highlighted a few of the consensus items:
 - The leaders tasked with making our educational philosophy relevant and specific to a content area must be experienced teachers who have taught in their content area at TCA. Therefore, the Department Lead Teachers (DLT's) will be TCA veterans.
 - The Department Lead Teachers should provide both philosophical and managerial leadership to the department. Therefore, a single teacher will serve both functions for each secondary department.
 - The Department Lead Teachers must have a common planning time. The Secondary Dean of Educational Philosophy will facilitate regular meetings of the DLTs to align and deepen their shared understanding of TCA's educational philosophy. This group will act as a working team to articulate, publish, train, and generally optimize our philosophy.
 - The Dean of Educational Philosophy needs to have a deep understanding of classical education.
 - There still needs to be a conversation with the Director of Finance to discuss FTE and compensation for the various position requirements.
- Dr. Cameron emphasized the process to select the right people for the Dean and Department Leads and to understand what the expected costs will be. Asking if there will be enough time before next year to identify the right people. He also asked if athletics fit into the EP design and Mr. Hilts said it did.
- The Dean of EP works with the Department Heads as a team to help provide Principals with the best teachers. The Principal has the ultimate authority of evaluation of teachers.
- Mr. Pope wanted to ensure that the Dean of EP has influence of the evaluation of teachers by making recommendations to the Principal.
- Mr. Kretchman liked the collaborative nature of the process but wanted to ensure we do not drift from founding principles, asking who is there to make sure we are going in the right direction and stating that there needs to be a coordinated leadership.

- Dr. Coulter stated that at times IPD was too personality driven and became the focus point. It is important to distribute the load and begin to train and trust more people so that no one person is empowered with “the knowledge” of just how TCA works. We want to give more responsibility to teachers and recognize their important role in the education of our students.
- Motion made to receive the report by Mr. Carter and 2nd Dr. Cameron. – Aye; Mr. Kretchman - Aye, Mr. Pope – Aye, Mr. Carter – Aye, Mr. Palmer – Aye; Motion passes.
- The Board took a break at 7:20 and reconvened at 7:32 p.m.

3. Dashboard Update 10 min
 Action: Collins
 Rationale: to update the Board on the key metrics being considered for inclusion in the Dashboard

- Mr. Collins provided a status on Administrations process of updating the format and content of the Dashboard. Currently, it is taking up a lot of time to produce a dashboard that may not change each month or is not tied to specific strategic outcomes.
- When developing the dashboard it is important to develop indicators/parameters as to what is classified as bad/cautionary/good.
- Dr. Cameron recommended considering option to place information on the web to reduce need to print information at each Board meeting. Information depicted on the dashboard may lead to other inter-relationships that may not be readily evident by one dashboard indicator.
- Mr. Collins proposed that the dashboard be presented annually or maybe biannually.
- The dashboard is on hold until completion of the strategic plan and the committee reformed.

C. Board Subcommittee Reports

1. Board Annual Evaluation 10 min
 Action: Leland/Woody
 Motion: to present and approve the Board Annual Evaluation process and format.
 Rationale: as part of the Board being more accountable this subcommittee will begin the process of creating an evaluation form and process for the Board.

- Mr. Kretchman described an aspect that some evaluation questions are more germane to some stakeholders and not others and could dilute the results of the evaluation.
- Mr. Kretchman will send out an e-mail to ask for inputs to the process.
- Postpone the topic to April board meeting since neither Dr. Leland nor Dr. Woody are present to discuss.

2. FAC Report 10 min
 Action: Woody
 Motion: to accept report
 Rationale: to review information from the FAC

- Mr. VanGamble presented the FAC report with the following highlights:
 - FAC has reviewed and sent TCA’s 990 to the Board for review.
 - There was a \$1.5 million reduction in cash reserves, as per plan to finish out the secondary basement and third flow, which took us to 45 days of operational cash reserves. The FAC recommends TCA be at 60 days of operational cash reserves.
 - We are discussing Bond refunding with Mr. Russ Caldwell. If the time is right, it could potentially save TCA \$250,000 annually. There are a lot of variables in play to decide if it is the opportune moment to pursue Bond refunding.
 - The Board needs to decide on whether it needs to develop policies concerning internal controls and choosing an audit firm.
- Motion to accept the report made by Mr. Carter and 2nd Mr. Pope – passed unanimously via voice vote.

3. New Board Member Training Sub-Committee 10 min

Action: Woody

- Mr. Carter stated that the TCA Board the needs to have a New Board Member Training Sub-Committee to ensure new Board members are ready to assume their roles on the Board.
- Motion made by Mr. Palmer and second by Mr. Pope that the TCA Board approve the formation of a new Board member training sub-committee chaired by Dr. Woody per the proposal presented with Mr. Carter, Mr. Kretchman, Dr. Coulter, and Mr. Swanson as members. Motion passed on unanimous voice vote.

D. Board Policy Review

1. Board Communication Process 10 min
Action: Carter/Leland
Motion: to introduce and briefly discuss communication process and role of Board Communication Liaison
 - The objective of the committee is to develop a Board policy/job description for the Board communications liaison on how to communicate with the TCA community. This does not include communication between the Board and Administration.
 - Motion made by Mr. Carter with second by Mr. Palmer to form a temporary Board Sub-committee to develop a job description for the Board Communication Liaison position including the two way communication between the Board and the Community with Mr. Carter as the committee chair and Mr. Palmer and Dr. Leland as members.
 - Motion passed unanimously on voice vote.
2. Executive Director Evaluation 10 min
Action: Palmer
Motion: to review the process and evaluation form for ED annual evaluation.
 - Mr. Palmer requested time at a working session to discuss the evaluation process of office of the Executive Director to be determined at a later date
 - Separately, Mr. Palmer recommends a modified Board evaluation of Dr. Coulter using the goals approved by the Board and his proof of accomplishment.
 - Information only at this point without need of a motion.
3. Senate "At Large" Board Nominations 10 min
Action: Carter
Motion: to discuss/determine process for "at large" Board nominations to the Senate
 - The Board was going to nominate Mr. LaValley as an at large representative to the Senate but he was already selected as a member of the Senate by the SAC he is part of.
 - The members of the Senate to determine the rules and selection process for "at large" members, how to select a co-chair, and to set up bylaws.
 - Mr. Carter motioned with a second by Mr. Pope that the Board nominate Kim Reyes and Kelly Cameron as candidates for At Large Senate positions and simultaneously dissolve the TCA Senate Board Subcommittee.
 - Motion passed unanimously on voice vote, with abstention from Mr. Cameron.

E. Board Development and Assessment

1. Board Development & Training 10 min
Action: Leland
 - The Board listened to Board Training Module "Five Practical Ways to End Excessive School Leader Turnover" by Dr. Carpenter: 1. Recognize that choosing their school leader is their most far reaching decision, 2. Ensure its principles, policies, and practices are in line with sound governing theory, 3. Establishing a written employment agreement with ground rules by which each party agrees to operate by, 4. Formally and objectively evaluate their school

leader's performance annually, and 5. Ensure that any termination is done lawfully, professionally, and humanely.

- 2. Board Strategic Planning Process 10 min
Action: Leland
Motion: overview and introduce strategic planning process with initial meeting agenda for April 1, 2013. To approve finances to cover meeting/process.

- Postponed

- 3. Board Communication Planned 5 min
Action: Carter
Rationale: to develop and approve of communication update to community

- Celebrate TCA, 3 Board candidates, EP discussions

- F. Future Board Agenda Items 5 min
 - 1. Academic Services Update (2014-2015 Calendar)-April 8, 2013-Hilts
 - 2. Fundraising Philosophy-April 8, 2013-Carter
 - 3. Employee Climate Survey Results-April 8, 2103-Schulz
 - 4. Parent Survey Results-May 13, 2013-Collins
 - 5. Review Bylaws-May13, 2013-Pope
 - 6. Character Team Update-May 13, 2013-Hilts/Brown

- X. Executive session pursuant to C.R.S. 24-6-402(4)(c & e) for the purpose of discussing confidential student matters as well as meeting with legal counsel to discuss matters related to negotiations. 15 min

- Removed from agenda.

Adjournment (Approx. 10:00 p.m.)

- Motion to Adjourn made by Mr. Carter seconded by Dr. Cameron at 9:25pm – passed unanimously by voice vote.

Minutes Approved by: _____ Date: _____