



THE CLASSICAL ACADEMY

BOARD OF DIRECTORS MEETING

MONDAY, NOVEMBER 11, 2013, 6:00-10:00 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

Presentation/Question Time

- I. Call to Order (6:00 p.m.)
 - The meeting was called to order at 6:05 pm.
 - Dr. Leland asked for a moment of silence for Mr. Ramsdell as he recovers from a stroke.
- II. Pledge of Allegiance / Roll Call 5 min
 - Dr. Cameron (late, arrived at 7:29 pm), Mr. Carter, Dr. Harrington, Dr. Leland, Mr. Palmer, Dr. Woody, Mr. Ramsdell (excused)
- III. Approval of Agenda 5min
 - Dr. Harrington moved to accept the agenda with a second by Mr. Palmer with the following amendment:
 - Remove Item VIII. C. 3. Sub-Committee Review from the agenda and place on December agenda.
 - By unanimous voice vote, the agenda was approved with the amendment.
- IV. Comments from the Audience (Audience members have 5 minutes to address the Board) 10 min
 - Mr. Andy Popovich expressed his concerns with the handling of the Softball Coach resignation. He felt that the coach did not receive fair treatment.
 - He felt that the matter was not handled properly by the administration.
 - He was not able to get complete answers from the administration.
 - Is there a policy in place to lodge complaints and receive fair treatment?
 - After the coach left the team, he saw students being bullied on the field as well as parents in the stands.
 - Dr. Leland referenced TCA's Conflict Resolution Policy to address disagreements with decisions made at any level. He encouraged parents to handle disputes at the lowest levels and to work together to find common ground.
- V. Celebrating TCA 10 min
 - We recognized the superlative efforts of TCA golf coach, Mr. Gravelle, for providing great opportunities for not only the golf team to compete and grow the sport. He held a golf tournament for 28 Junior High students; Liam Ohoram and McKinzie Fontana were the boys and girls winners respectively.
 - He also enlisted golf pro's to teach younger TCA students to grow interest in the game and to make students aware of the game who may otherwise never be exposed to the game.

Break – 6:20 – 6:25
- VI. Report of the Executive Director & Cabinet Spotlights 10 min / 5 min
 - Dr. Coulter began his report by expressing his highest regards for the cast, crew, and teachers who made the fall play, The Pajama Game, a hit. They all have first rate talent. If you have not gone yet, you should go.

- The Veterans Day celebration was top notch. This year, we recognized the non-combat arms professions of the nurses and chaplains corps. However, when you say non-combat arms it is a misnomer especially when you see them risking their lives on the battle field to save others. Mrs. Johnson, D20 Board member was in attendance.
- The security kiosk at the East Campus held its ribbon cutting ceremony. This is another level of security we have added to keep our students, staff, and parents safer.
- District 20 reacted positively to our annual monitoring report. They are continually impressed by the hard work of our staff and the outstanding students that represent TCA.
- We had a very informative staff in-service that was kicked off from presentations from the Character Education Partnership. We are beginning to develop a common character language amongst our staff and develop touch stones that will highlight our core values and provide a basis from which to solidify what TCA believes.
- As we approach the TCA Board Election season, it would be worth taking time to address what constitutes a voting member; all parents vote rather than one vote per family; should staff, without children attending TCA schools, be allowed to vote.
- We need to get clearer guidance as to the ownership of the Titan of the Year award.
- As a precursor to the budget process this year, we are meeting regularly to address amending the current compensation tier system and equity issues.
- Dr. Woody moved to receive the report with a 2nd by Mr. Palmer.
- Dr. Woody asked if there is still a necessity for the D20 monitoring report to be given in person. Could we just send them a paper copy? Dr. Coulter thought it was appropriate to meet D20 face to face once a year.
- Dr. Woody asked if we could link our security cameras to PPCC monitors.
- Dr. Woody moved to receive the report with a 2nd by Mr. Palmer.
- The Board, by unanimous voice vote received the report.

VII. Consent Agenda

5 min

Board Directed items to be removed from Consent Agenda:

Motion: to accept the Consent Agenda Harrington/Woody

- Dr. Harrington moved with a 2nd by Dr. Woody to accept the consent agenda.
- By roll call vote, the Board unanimously accepted the consent agenda. Dr. Cameron (Late – no Vote), Mr. Carter, Dr. Harrington, Dr. Leland, Mr. Palmer, Dr. Woody.

A. Minutes: October 7 (Carter, Swanson)

B. 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 (VanGambleare)
 - a. September Financials
4. Advancement Update (Laney)
 - a. Annual Giving Update (\$Contributions/% Families)
5. Board Policy Reviews (Leland)
 - a. Board Decision Making
 - b. Internal Financial Controls
6. Board Evaluation Process

VIII. Discussion Agenda Items

A. Items removed from Consent Agenda

B. Cabinet Level Reports

1. Senate Report

10 min / 5min

Action: Hintze

Motion: to receive the report Harrington/Woody “Aye”

Rationale: to update the Board on Senate projects

- Dr. Coulter updated the Board on the progress the Senate is making with the Parent Survey.
- Currently, the Senate is looking at two types of questions: 1) “Global” questions that parents would answer with respect to the overall experience at TCA that would transcend schools; 2) “School Specific” questions that parents would answer with only the school their children attend.

- Bob will provide a time line of events for the Board with respect to the progress of the parent survey process. Dr. Harrington requested we look at the possibility of grouping questions under headings so that parents know what type of question they are answering.
 - Dr. Harrington move to receive the report with a 2nd by Dr. Woody.
 - The Board, by unanimous voice, voted to receive the report.
2. Annual Registrar Report 10 min / 10 min
 Action: McIntyre
 Motion: to receive the report
 Rationale: to provide the Board with information regarding student enrollment at TCA
- Mrs. McIntyre began her presentation by saying TCA is in a healthy and stable position with respect to having an ample resource of students who will be attending TCA.
 - The greatest attrition rate appears to be from 10th grade because of the rigorous academic nature associated with that grade level.
 - The goal is to get to a high school population around 600 however, we have some grades that have not reduced in capacity as is normally seen in the past. Consequently, for the next few years, our student population will still rise above 600 students.
 - We are no longer chasing CHSA numbers since they are a moving target that we have no control over. This year we will exceed 601 students which will move all of our sports programs into 4A except football which will remain at 3A; football has a different set numbers (student population; above 1049) that determines whether it is a 4A school.
 - Dr. Harrington was wondering what students meant by too rigorous. Some students define it as being able to earn a higher GPA, others too much/hard homework, no block system. Currently, we do not have a definition that identifies or differentiates between types of rigor.
 - The length of time someone is on a wait list is determined primarily by the grade level they are trying to enter.
 - Mr. Carter moved to receive the report with a 2nd by Mr. Palmer.
 - The Board, by unanimous voice vote, voted to receive the report.
3. Quarterly Financial Summary 10 min / 5 min
 Action: VanGambleare
 Motion: to receive the report
 Rationale: to review the current financial status of TCA
- Mr. VanGambleare presented the quarterly financial report.
 - A concern is that we should move from currently having 44 days of operating cash reserves to one that grows to at least 60 days of cash reserves.
 - We also need to determine the correct formula to use when determining the number of days of cash reserves; we use one while our bond raters use another.
 - Dr. Woody moved to receive the report with a 2nd from Dr. Harrington.
 - By roll call vote, the board unanimously voted to receive the report. Dr. Cameron (Late – no Vote), Mr. Carter, Dr. Harrington, Dr. Leland, Mr. Palmer, Dr. Woody.
4. Internal Financial Control Report 10 min / 5 min
 Action: VanGambleare
 Motion: to accept the report
 Dr. Cameron arrived at 7:29 pm
- TCA is continually strengthening its internal controls; approval authorities, number of approval levels (people to review), and providing more efficient automated approval processes.
 - Periodically we need to review the granting authority to ensure it is still valid and meets its designed purpose.
 - We will bring TCA Building Corp accounting under control of the TCA finance office.
 - Dr. Woody moved to accept the report with a 2nd by Dr. Harrington.
 - The Board by unanimous voice vote accepted the report.
- Rationale: to review the internal financial control report
 Break 7:30- 7:40
5. Central Campus Decision Paper 15 min / 15 min
 Action: Collins
 Motion: 1st read

Rationale: to review the options available with respect to long term facility requirements for the Central Campus for strategic planning/direction.

- Mr. Collins presented three building options in regards to the Central Campus.
 - Build a new building at the old East Campus Location.
 - Build a new building at the current Central Campus Location.
 - Renovate and add on to the current Central Campus.
- The main differences with the proposals centered on the different costs, time frames to complete construction, and the effects it would have on the students and staff.
- Pros and cons for each options were presented.
- Discussion also centered on the options to sell the old East campus. At this time there are interested buyers. There was interest from the Board to explore options to sell the property sooner than later.
- The Administration was in favor of renovating the current Central Campus and making additions to the building.
- It is important to make a decision this year in concert with the strategic plan process to determine the fate of the Central Elementary building so that future budgets/financial considerations (bond refinancing) can be evaluated, a phased building plan can be created, and how this decision affects other building projects (North Campus Auxiliary Gym) and required, currently unfunded maintenance items can be prioritized.
- Mr. Carter suggested that the next strategic planning meeting could be used to discuss the options in further detail.

C. Board Subcommittee Reports

1. Executive Director Search Committee Update 10 min / 5 min

Action: Cameron
Motion: to receive the report – Harrington/Palmer – “Aye”
Rationale: to review progress on the Executive Director Search Process after the close of the position on September 30, 2013

 - Dr. Cameron reviewed the Executive Search Process:
 - Purpose of the selection process was to bring together a broad cross section of TCA community together to provide input in the selection of the next Executive Director. There are 17 members representing admin, cabinet, teachers, parents, and TCA Board.
 - The selection committee began with 20 applicants then narrowed it down to 9 based on a review of the applications. There were 4 major areas or expertise the applicants were graded on:
 - Relational skills
 - Educational skills
 - Operational/Financial (Management) skills
 - Cultural/Character Education skills
 - The pool of applicants will be reduced from 9 down to 3-5 finalist for interviews based upon answers to 10 written educational philosophy essay questions (2nd round) and background checks. The committee will meet on 18 November to discuss who the finalist will be for interviews.
 - The committee asked if it needed to request funding to fly applicants to TCA for interviews that will take place on December 9, 2013; Mr. VanGambleare felt that it was already within the budget of the Board to do without asking for funding
 - Dr. Harrington moved to receive the report with a 2nd by Mr. Palmer.
 - The Board by unanimous voice vote received the report.
2. Quarterly FAC Report/Audit Review 10 min / 5 min

Action: Woody, VanGambleare
Motion: to receive the report/1st read of any motions Cameron/Harrington
Rationale: to review recommendations of the FAC and discuss audit report

 - TCA received unmodified opinion on our recent audit (highest rating). The FAC wants to thank Mr. VanGambleare and Mrs. DeMott and the finance team for their hard work in getting ready for the audit.
 - Dr. Woody pointed out how important fundraising was is to TCA (reference page 12) there was a general fund decline of \$700,000 and fundraising was pivotal in offsetting the change.

- Dr. Woody referenced page 6 of the management report and based upon the recommendation of the audit, the TCA finance department will be responsible for the accounting of the TCA Building Corp.
 - Dr. Cameron moved to receive the report with a 2nd by Dr. Harrington.
 - By roll call vote the Board unanimously voted to receive the report (Dr. Cameron, Mr. Carter, Dr. Harrington, Dr. Leland, Mr. Palmer, Dr. Woody- roll call – all in favor)
3. Sub-Committee Review 5 min / 5 min
Action: Leland
Motion: to update Board sub-committee list
- Moved to the December 9, 2013 Board meeting.
4. Future Executive Director Evaluation Process (flip with #1) 10 min / 10 min
Action: Palmer
Motion: to receive the report (no action –Dec. policy update)
Rationale: to review the process to evaluate the Executive Director
- Mr. Palmer handed out the Executive Director Evaluation summary page, evaluation criteria, and evaluation time line
 - Bob will incorporate the evaluation in the Board’s Executive Director policy (add to December Board agenda)
- D. Board Development and Assessment
1. Board Development & Training – Board Self-Evaluation 10 min
Action: Leland
- The Board listened to one of the 30 training capsules that help provide the framework of a good school Board.
 - Access the school Board.
 - Surveys to assess strengths and weaknesses.
 - Determining how close the Board is to achieving its goals.
 - Use standing or adhoc committees to help in decision making.
 - Review bylaws, policies, etc. on a regular basis.
 - Review and abide by Sunshine laws.
 - Ensure all Board members are actively engaged in promoting the vision and mission of the school. Are all Board members equally engaged.
 - Develop a strategic plan.
 - Board is proactive rather than reactive.
 - Board understands the resources it has and uses them with the most effective results.
 - Board understands the school’s business plan, financial structure.
 - Board engages in creating productive relationships within the community as well as outside the community.
 - Board must also assess its professional development needs.
2. Board Communication Planned 5 min
Action: Carter
Rationale: to develop and approve of communication update to community
- Celebrate TCA
 - Central Campus Building Options
 - Registrars Report
- E. Future Board Agenda Items 5 min
1. Board Strategic Planning Working Session-December 4, 2013-7:00 pm-Community Bible Study Building
 2. Read Aheads for the December 4, 2013 Strategic Planning Meeting are due on Monday, December 2, 2013.
 3. Common Core Standards Update; December 9, 2013; Jolly
 4. Touchstones; March 10, 2014; OC3I
 5. Cottage School/College Pathways Activity Participation; December 9, 2013; Jolly
 6. Celebrate TCA; Serteens; December 9, 2013
 7. Bylaw Review; December 9, 2013, Leland

- IX. Executive session pursuant to C.R.S. 24-6-402(4)(b) conference with an attorney for the purpose of receiving legal advice; and (e) Determining contract negotiation strategies with regard to continuation of external contracting and costs involved toward budget impact.
- At 9:33 Mr. Carter moved to enter executive session with a second by Dr. Woody.
 - The Board unanimous voted, by voice vote, to enter executive session. The executive session consisted of the Board, Mr. Collins, Dr. Coulter, and Mr. Miller.
 - Mr. Carter moved to move out of executive session at 10:13 pm with a 2nd by Dr. Harrington.
 - The Board unanimously voted to move into public session at 10:14 pm.
- X. Adjournment
- Dr. Woody moved to adjourn the meeting at 10:17 pm with a second from Mr. Palmer. (There was much woo wooing)