



THE CLASSICAL ACADEMY

BOARD OF DIRECTORS MEETING

(OPEN TO THE PUBLIC)

MONDAY, MARCH 9, 2015, 6:00-8:40 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) (6:07)
- Dr. Woody (Board Chair called the meeting to order)
- II. **Pledge of Allegiance / Roll Call** 5 min (6:01) (6:08)
- The following members of the Board were present: Mr. Carter, Mr. Dubois, Dr. Harrington (arrived at 6:30 pm), Dr. Jennings, Mr. LaValley (arrived at 7:33 pm), Dr. Woody, and Dr. Sojourner (non-voting member of the Board)
- III. **Approval of Agenda** 5 min (6:06) (6:09)
- **Motion: Dr. Jennings moved to approve the agenda and was 2nd.**
 - Discussion Topics: None
 - **Vote: By unanimous voice vote, the agenda was approved.**
- IV. **Comments from the Audience** (Audience members have 5 minutes to address the Board) 10 min (6:11) (6:09)
(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. **Celebrating TCA (Focus on HS State Choir and Published Works)** 10 min (6:21) (6:10)
- We celebrated the many accomplishments of TCA's High School this past month. Two TCA Juniors' short stories were recently selected for publication. Hannah Carter's essay titled "Latina Non Mortua Est," translated to "Latin is not Dead" was selected by Teen Ink magazine as a top entry from 25,360 stories. Also, Dante Macy's short story, "Stars and Broken Glass" has been accepted for print publication in the Young Writers Anthology, to appear this fall.
 - Three TCA students were recognized by the Scholastic Art Awards of Colorado. Over 5,000 original works of art were submitted to regionals by Colorado students with approximately 7% being selected for awards. TCA's award winners were:
 - Alaina Waterhouse, Senior, Silver Key Winner for her painting John Doe
 - Ashley D'Agnesse, Junior, Honorable Mention for her print Masked by Pretense
 - Bobby Ball, Sophomore, Honorable Mention for his colored pencil piece Dog Days
 - To round out our night of honoring the TCA High School, we had eight students represented in the 2014-15 Colorado All State Choir this year. This is the largest group ever to represent TCA. The students must demonstrate a high level of music knowledge as well as an excellent solo performance. Four of the eight All State Choir participants sang a selection from the music they learned for the All State Choir Festival. The Board enjoyed hearing this selection by Bailey Brown, Hannah Stevens, Lea Supplee, and Hannah Williams.
- VI. **Board Candidate Video Presentations and Questions** 30 min (6:31) (6:25)
- Action: Woody
Motion: (Info)
Rationale: to meet, hear, and video Board Candidate reasons for wanting to be Board members
- Mr. Buckhouse, Mr. Farny, Mr. Moulton, and Mr. Rudder each presented 5 minute video taped presentations on why they wanted to be on the TCA Board of Directors.

- The videos will be added to the Board Election web site.

Break 10 min (7:01) (6:50)

VII. **Board Development (El Paso County Charter School Meeting)** 10 min (7:11) (7:06)

Action: Woody/Collins

Motion: (Info)

Rationale: to review and highlight information from local charter school leaders

- Dr. Woody, Mr. Collins, and Mr. Miller attended the El Paso County Charter School Meeting
- Many of the schools had mutual interest concerning common core, testing, CLCS representation of charter schools
- Dr. Woody emphasized that we need to be involved (to the best of our abilities) in the ongoing political processes affecting TCA (we can't afford to sit on the sidelines)
- It was noted that there are no representatives from El Paso County on the CLCS Board (11 Board members are from Denver and 3 are from around the state)
- Dr. Woody stressed that we should continue to attend these meetings to help understand the issues facing Charter School in Colorado to exchange ideas and network

VIII. **Report of the President & Cabinet Spotlights** 5 min/5 min (7:21) (7:22)

Motion: (Info)

Rationale: to review progress on President's Goals and highlight cabinet activities (Ops, Academic Services, and Advancement).

- Dr. Sojourner highlighted the following areas:
 - Dr. Sojourner participated on a panel (at the Colorado Charter Schools Conference) to discuss the difference between parent involvement and parent run schools
 - Dr. Sojourner relayed to the Board that he thought the two best conferences that Board members could attend would be the Colorado Charter School Conference usually held in February or the CASB (Colorado Association of School Boards) conference at the Broadmoor in December
 - Dr. Sojourner let the Board know that he was responding to a CORA request (as is ASD20) to provide all of the surveys students take at TCA
 - The Parent Survey is completed and we had 1467 respondents
 - Mr. Collins will be retiring as of 15 August. The Director of Operations position will be open this week with the goal of selecting a new DO in April
 - There is a movement to equalize the schools in the various athletic levels (2A,3A, 4A, etc.) CHSAA will be reviewing student population numbers
 - We are \$166,000 ahead in the Annual Fund from where we were last year
 - We had 27% of our parents opt-out of PARCC testing (there is no penalty being assessed by CDE to schools that do not have a 95% participation rate in testing this year)
 - We have had positive feedback on how TCA is conducting its testing

IX. **Consent Agenda** 5 min (7:31) (7:38)

Board Directed items to be removed from Consent Agenda:

Motion: to accept the Consent Agenda (vote)

- Minutes: Feb 9, Mar 4 (Swanson)
- Written Reports of the President and Cabinet
 - Human Resources (Schulz)
 - Matters Relating to Personnel Action
 - Finance (VanGambleare)
 - January Financials
- Board Policy Review (Board)
 - Communicate with the Board (BEDH-TCA)

D. SAC Minutes

- E Elementary Minutes, Feb 2, 2015
- CP/CS Joint Accountability Committee Minutes, Feb 17, 2015

E. July 11, 2015 Board Retreat/Working Session Agenda

F. District Purchased Services

G. Internal Financial Control Report

- **Motion: Dr. Jennings moved to accept the consent agenda and was 2nd.**
- Discussion Topics: None
- **Vote: By unanimous roll call vote the Board accepted the consent agenda (Mr. Carter; Yea, Mr. Dubois; Yea, Dr. Harrington; Yea, Dr. Jennings; Yea, Mr. LaValley; Yea, Dr. Woody; Yea)**

X. **Discussion Agenda Items**

A. **Items removed from Consent Agenda**

B. Cabinet Level Reports

1. Strategic Plan

10 min/10 min (7:36) (7:39)

Action: Sojourner

Motion: (Info)

Rationale: to begin the discussion of the strategic plan (the first of three planned discussions)

- Dr. Sojourner informed the Board that this is the first discussion to determine whether the administration is taking the right direction in its approach to the Strategic Plan
- He reviewed the background to arriving at the present draft (SWOT, Mission, Vision, Goals)
- He stressed that the administration is looking for SMART goals; and easily measured
 - It will be important for the Board to look at the strategic plan to determine how information is reported to them in a timely manner
- The Board was concerned that the goals were taking on a stovepipe appearance and wanted to ensure measures were in the works so that they could assess “How Well” TCA is doing
 - 56 pages for strategic plan would be too much (how about something in the 2-4 page realm)
 - The strategic goals need to be grand ideas about where TCA is going (something exciting that draws people in and encourages giving to the Annual Fund.
 - Be sure to include (Goals, objectives, measures, feedback, time frame, initiatives)
- Dr. Sojourner emphasized that he will incorporate TCA’s Core Values throughout the plan
- The Board will pick up the Discussion at the April 8 Special Board meeting

2. Budget Projection Report (5 Year)

5 min/5min (7:56) (8:25)

Action: VanGambleare

Motion: (Info)

Rationale: to review the estimated budget projection for the next 5 years in preparation of the annual budget cycle

- Mr. VanGambleare highlighted the following areas:
 - We are looking at an increase in PPR (It is always a guessing game; it could be \$220 to \$450)
 - The MLO revenue is maxed out
 - We are looking for \$580,000 from donation to the annual fund and increasing that by 8% next year
 - Currently, we have 52 days of reserve funds. We are shooting for 60 days.
 - Wages account for 69.2% of TCA’s budget.

Break

5 min (8:06) (8:41)

C. Board Level Reports

1. Governance Committee Report

5 min/5 min (8:11) (8:46)

Action: Woody

Motion: to approve changes to the following Board policies (vote): President Succession Plan is added to Board Policy Chief Executive Officer (CBC-TCA); Board Officer Election Procedure Policy is added to the Board Job Description Policy (BBA-TCA)

Rationale: to review the progress of the Governance Committee and provide suggested updates to Board policies for approval by the TCA Board

- **Motion: Mr. Carter moved to approve the amendments to the Chief Executive Officer Board Policy (CBC-TCA).**
- Discussion Topics: None>
- **Vote: By unanimous roll call vote the Board approved the amendments to Board Policy CBC-TCA. (Mr. Carter; Yea, Mr. Dubois; Yea, Dr. Harrington; Yea, Dr. Jennings; Yea, Mr. LaValley; Yea, Dr. Woody; Yea)**
- **Motion: Mr. Carter moved to approve the amendments to the Board Job Description Policy (BBA-TCA) concerning Board Officer Election and was 2nd.**
- Discussion Topics:
 - In the amendment it states that all Board members (incoming and outgoing) would nominate and vote for Board officer positions. This does not abide by the Bylaws for having just 7 elected Board members voting.
 - Also, there was discussion about whether old vs new Board members should be nominating and voting for the Board officer positions. Many believed it was the responsibility of the newly elected Board members to decide the officer positions.
- **Vote: The Board revised the motion to read that the Board Officer Election Policy will have only the continuing and newly seated Board members nominate and vote for Board officer positions and was proposed by Mr. Dubois and was 2nd. By roll call vote of 5-1 the Board approved the revised amendment to Board Policy CBC-TCA. (Mr. Carter; Yea, Mr. Dubois; Yea, Dr. Harrington; Yea, Dr. Jennings; Yea, Mr. LaValley; Yea, Dr. Woody; Nay)**

- **Motion: Mr. Carter moved to approve the amendments to the Board Job Descriptions and was 2nd.**
- Discussion Topics:
 - There were concerns about expanding the duties and responsibilities of the Chair and Vice Chair with respect to being available for day by day conversations with the President.
 - The Chair is not selected as a designee to act on behalf of the Board (the Board should be making decisions as a body)
 - On the other hand, it would seem prudent for the President and Chair to meet periodically (not everyday) to discuss what is happening at TCA and present any issues to the Board that may require actions from the Board; meeting topics that were discussed between the Board Chair and President would be sent to Board members (no decisions or actions would be involved in these meetings)
- **Vote: None. The Board tabled the motion and returned this item to the Governance Committee for further review.**

2. Board Budget

5 min/5 min (8:21) (9:18)

Action: Dubois

Motion: to the approve the Board Budget for the 2015-16 school year (vote)

Rationale: to review and approve the estimated Board budget for the 2015-16 school year

- **Motion: Mr. Dubois moved to approve the TCA Board's Budget.**
- Discussion Items:
 - Mr. Dubois removed the CLCS fees form the Board's Budget as well as the legal fees.
 - The Board was interested in increasing the amount estimated for the Board's Professional Development (attending meetings, conferences, etc.).
 - The Board hoped that more Board members would attend or seek out Professional Development opportunities or have a specified number of Board members attend the CASB or Colorado Charter School Conference.
 - Mr. Carter suggested amending the Board Agreement to include references to Board members attending Professional Development opportunities.
- **Vote: None. The Board ask Mr. Dubois to revise the amount of funds allocated toward Board Professional Development and bring the budget back for a vote to the next Board meeting.**

D. Board Communication

5 min (8:31) (9:32)

Board Communication Planned

Action: Carter

Rationale: to develop and approve of communication update to community

- Celebrate TCA
- Board Election

E. Future Board Agenda Items

5 min (8:36) (9:34)

1. Board Retreat/Work Session-Jul 11, 2015 (Penrose House)
2. Report on the Effects of Increased Class Sizes in K, 1st and 2nd Grade have had on TCA-Jun 8, 2015 (Jolly)
3. Proposal to adding the following items as permanent fixtures on the Board Agenda: 1)Board of Director's Comments 2) Other Matters to Properly Come Before the Board-April 13, 2015 (Jennings)
4. GOA-Aug 10, 2015 (Harrington, returning to regularly scheduled Strategic Calendar review cycle)
5. President's Bonus Rubric-Apr 13, 2015 (LaValley)
6. Whistle Blower Policy-Apr 13, 2015 (Dubois/Schulz)
7. Annual Discloser Statement (Board Agreement/Conflict of Interest)-Apr 13, 2015 (Dubois)
8. Expanded Board Conflict of Interest Statement (Board Agreement/Conflict of Interest)-Apr 13, 2015 (Dubois)
9. Training Committee Update- Apr 13, 2015 (Carter)

XII. Adjournment (Approx. 8:40 p.m.)

(8:41) (9:35)

- **Motion: Mr. Carter moved to adjourn the meeting at 9:35 pm and was 2nd.**
- Discussion Topics: None
- **Vote: By unanimous voice vote the meeting adjourned.**



Chris Carter
TCA Board Secretary