



THE CLASSICAL ACADEMY

BOARD OF DIRECTORS MEETING

(OPEN TO THE PUBLIC)

MONDAY, APRIL 13, 2015, 6:00-9:25 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)
- Dr. Woody (Board Chair) called the meeting to order at 6:00 p.m.
- II. **Pledge of Allegiance / Roll Call** 5 min (6:01)(6:01)
- The following members of the Board attended the meeting: Mr. Carter (Excused; Arrived at 8:10, Mr. Dubois, Dr. Harrington, Dr. Jennings, Mr. LaValley, Dr. Woody, Dr. Sojourner (non-voting member of the Board)
- III. **Approval of Agenda** 5 min (6:06)(6:02)
- **Motion: Dr. Jennings moved to approve the agenda and was 2nd.**
 - Discussion Topics: None
 - **Vote: The Board, by a 5-0 roll call vote, approved the agenda: (Mr. Dubois, Yea; Dr. Harrington, Yea; Dr. Jennings, Yea; Mr. LaValley, Yea; Dr. Woody, Yea.)**
- IV. **Comments from the Audience (Audience members have 5 minutes to address the Board)** 10 min (6:11)(6:03)
(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)
- None
- V. **Celebrating TCA (District Art Award Winners)** 10 min (6:21)(6:04)
- We celebrated the recent winners of the D20/Air Academy Federal Credit Union Art Show. TCA competed against all the schools in D20. TCA swept Best of Show Art Awards in elementary, middle and high school. TCA won a total of 11 first place awards. Congratulations to all the winners, the following winners displayed their artwork for us: Dillon Rawlings, Mikaela Roy, Isabella Jorgens, Hope Ahnfeldt, Chandler Bolin and Luke Megahan.
- VI. **Board Development (CS Program)** 10 min (6:31)(6:06)
- Action: VanVleet
Motion: (Info)
Rationale: to review key aspects of the CS program at TCA
- Mrs. Becky VanVleet highlighted the following items about the Cottage School Program (CS) (Mrs. VanVleet will be leaving TCA at the end of the year)
 - CS is a robust and healthy program
 - K-8 program
 - Students typically attend 1 day a week (.2)
 - Parents have students in a variety of schools at TCA, other schools in the district, as well as full time home school students
 - Although we do not teach math and science we do not see this as a problem; usually, parents provide high quality one on one preparation in these areas as they enter CP (could be as much as one or two grades ahead)
 - Staff: 15 teachers (part time teachers) and 4 tutors
 - We use the IEW program (Institute of Excellence in Writing)

- No classes on Friday
- CS started in 1999
- CS centers around the language arts; Classes include PE, art, music, classical elements
 - Field Trips
 - Field Days
 - JH musical
- Concentrates on the trivium, Charlotte Mason, Dorothy Sayers (Memorization/Resitation)
- CS has a character program
 - Intentional
 - CS teachers look for teachable moments
 - Titans Creed is a foundational starting point
 - CS has a dedicated scope and sequence
- One of the most important aspects of CS is the CS community and the network that has been developed
 - Relationship building
 - One on one support system and student attention
- CS hires teachers HQ teachers that teach both elementary and junior high (adaptive teachers)
 - CS identifies the parents as the main teachers
 - Teachers share classrooms

VII. **Report of the President & Cabinet Spotlights**

5 min/5 min (6:41)(6:34)

Motion: (Info)

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

- Dr. Sojourner highlighted the following items from his report:
 - Titan of the Year: The Titan of the Year Finalists are decided
 - I want to thank Mrs. Dubois, Mrs. Sparr, Mrs. Hintze, and Mrs. Harris for organizing the efforts to award the finalists and select the ultimate winner
 - Compensation: This year we are look at matching an average 7% pay increase for our nonteaching staff as we did last year or our teaching staff in addition to raising teacher salaries
 - Advancement: This month we dropped slightly in giving to the Annual Fund but remain well ahead of where we were last year.
 - Testing:
 - The state legislature/state Board of Education are still in a state of limbo when it comes to how many tests will be given and the types of test to be given
 - Some testing is valid; how much and the effect computers have on the outcomes are debatable; TCA has fought to take paper and pencil tests
 - Surveys that may be imbedded into tests
 - TCA students won't be taking the PARCC Survey
 - What information is collected on students
 - Mostly information that is already available to the state
 - There have been about 30% of TCA students opting out of tests
 - We will look at creating a policy on student information that we divulge to D20/others and continue to monitor what types of surveys our students take

VIII. **Consent Agenda**

5 min (6:51)(6:54)

Board Directed items to be removed from Consent Agenda:

Motion: to accept the Consent Agenda (vote)

- A. Minutes: Mar 9, Apr 8 (Swanson)
- B. Written Reports of the President and Cabinet
 - 1. Human Resources (Schulz)
 - a. Matters Relating to Personnel Action
 - 2. Finance (VanGambleare)
 - a. February Financials
- C. Board Meeting Schedule
- D. Board Strategic Calendar
 - **Motion: Mr. LaValley moved to approve the consent agenda with the following amendments and was 2nd: remove consent items VIII.C. and D. for discussion.**
 - Discussion Topics: None
 - **Vote: The Board, by a 5-0 roll call vote, approved the motion to approve the consent agenda with the following amendments: remove consent items VIII.C. and D. for discussion.: (Mr. Dubois, Yea; Dr. Harrington, Yea; Dr. Jennings, Yea; Mr. LaValley, Yea; Dr. Woody, Yea.)**

IX. **Discussion Agenda Items**

- Items removed from Consent Agenda

- **Motion VIII.C.: Mr. LaValley moved to approve the Board Meeting Schedule with the following amendments and was 2nd:**
 - **Remove requirement by TCA Board for D20 Liaison to attend all TCA Board meetings.**
 - **Make note that the TCA Board does not require the TCA President to have cabinet meetings or have them on any specific dates.**
- Discussion Topics:
 - Are working sessions, on the Board Meeting Schedule, mandatory for Board members or place holders? We will ask Mr. Miller (TCA Legal Counsel for his interpretation)
 - Can Board members discuss future agenda items for better understanding during working sessions (as long as no decisions are made) or do all discussion need to be conducted during regular board meetings? We will ask Mr. Miller (TCA Legal Counsel for his interpretation)
 - The Board has no requirement to have the D20 Liaison to Attend its Board meetings (This can be removed from the list of required attendees)
 - The Board is not requiring that the TCA President have cabinet meetings on the dates specified (make note that cabinet meetings are at the discretion of the TCA President)
- **Vote: The Board, by a 4-1 roll call vote, approved the motion with the proposed amendments. (Mr. Dubois, Nay; Dr. Harrington, Yea; Dr. Jennings, Yea; Mr. LaValley, Yea; Dr. Woody, Yea.)**
- **Motion VIII.D.: Mr. LaValley moved to approve the Board Strategic Calendar with one amendment and was 2nd:**
 - **Remove the July “Vote” to approve Insurance Review-Premium Approval, HR**
- Discussion Topics: None
- **Vote: The Board, by a 5-0 roll call vote, approved the motion with the proposed amendment. (Mr. Dubois, Yea; Dr. Harrington, Yea; Dr. Jennings, Yea; Mr. LaValley, Yea; Dr. Woody, Yea.)**

○ **Cabinet Level Reports**

1. **Curriculum Review (High School)**

5 min/5 min (6:56)(7:18)

Action: Jolly

Motion: to approve the HS curriculum changes (Vote)

Rationale: to review changes to the HS curriculum

- **Motion: Dr. Jennings moved to approve the changes to the HS history and science curriculum and was 2nd.**
- Discussion Topics:
 - Mr. Jolly went through the process to review the curriculum with the staff including book review, curriculum adjustments, AP considerations, and TCA philosophy.
- **Vote: The Board, by a 6-0 roll call vote, approved the changes to the HS history and science curriculum. (Mr. Carter, Yea; Mr. Dubois, Yea; Dr. Harrington, Yea; Dr. Jennings, Yea; Mr. LaValley, Yea; Dr. Woody, Yea.)**

2. **Parent Survey Results**

5 min/5 min (7:06)(7:34)

Action: Jolly

Motion: (1st Read)

Rationale: to provide the Board with the raw data from the Parent Survey

- Mr. Jolly highlighted the following information from the Parent Survey raw data:
 - Asking 6 common questions across all school worked well this year by providing questions of interest stated the same across schools
 - The threshold score level for concern was between 3 and 3.5
 - Overall, parents are happy with the way our school is operating

3. **Student Fee Schedule**

5 min/5 min (7:16)(7:43)

Action: Jolly

Motion: (1st Read)

Rationale: to review the student fee costs for FY 2015-16

- Mrs. Birkey highlighted the following items:
 - Next year CS will have a \$5 fee for IEW licensing fee
 - \$20 book fee (English Courses) for HS 9, 10, 11 allows you to keep your book and write in it
 - 12th grade book fee reduced from \$26 to \$20
 - For activities/athletics, there is a no fee no play policy
 - For academics, parents pay once at the beginning of the school year (parents needing assistance may be allowed scholarships or pay by the end of the year) we make every effort to collect fees and/or make accommodations for parents

- In 12th grade, we hold onto their diploma until their fees are paid

Break

10 min (7:26)(7:54)

4. **Preliminary Budget for Next FY (Student Count Estimate) /FAC Report** 10 min/10 min (7:36)(8:00)

Action: VanGamble/Dubois

Motion: (1st Read)

Rationale: to review the proposed FY 2015-16 TCA budget

- Mr. VanGamble highlighted the following items from the Budget for FY15-16
 - The FAC went through the budget and gave its preliminary approval
 - We expect to meet our student count estimates for next year
 - Our teacher salaries range from \$30,000 to \$55,000
 - We expect the PPR for students to go up modestly

5. **Capital Construction Progress Report**

5 min/10 min (7:56)(8:19)

Action: Collins

Motion: (Info)

Rationale: to review the progress on capital construction projects

- Mr. Collins presentation to the TCA Board included the following:
 - Architects/General Contractor designs for the 3 major projects (Central Campus, North Elementary Gym, Baseball Field)
 - The Central Campus will be a design/build project
 - Spent a lot of time getting inputs from all our customers as their needs and wants
 - We reached out to various contractors for cost estimates; getting at least 3 to compare costs
 - We reviewed severability and cut lines
 - Progress on BEST grant; we should know more information on our chances of receiving a BEST grant on May 19, 2015
 - We have spent about \$20,000 of the \$100,000 the Board allocated to begin conceptual design work on our projects
 - We will provide a time line in May outlining
 - We anticipate leasing the CP modular
 - 85% of the bond revenue must be spent by September 2017
 - We will be presenting the Board monthly metrics based upon the concept of “on time, on budget, within scope”; we understand the Board’s desire to “trust but verify”
 - We are stepping closer to hiring a construction manager to help the next TCA Director of Operations to oversee the various projects that we will undergo almost simultaneously over the next 3 years
 - In May, I will provide you with a tradeoff list for the various major projects based upon whether we receive the BEST grant or not

○ **Board Level Reports**

1. **Governance Committee Report**

5 min/10 min (8:11)(8:56)

Action: Woody

Motion: to approve the Board Officer Election Procedures which is added to the Board Job Description Policy (BBA-TCA) (Vote) and the Board Officer Descriptions (BBA-TCA) (Vote)

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

- **Motion: Mr. LaValley moved to approve the changes to the Board Officer Elections and was 2nd.**
- Discussion Topics: None
- **Vote: The Board, by a 6-0 roll call vote, approved the changes to the Board Officer Election Procedures. (Mr. Carter, Yea; Mr. Dubois, Yea; Dr. Harrington, Yea; Dr. Jennings, Yea; Mr. LaValley, Yea; Dr. Woody, Yea.)**
- **Motion: To approve the changes to the Board Officer Descriptions with the following amendment:**
 - **When outlining the expanded duties of the Board Officer positions, include the word “Typically” before each expanded job description.**
- Discussion Topics:
 - The Board determines the extent of responsibilities for each Board Officer position (at their discretion based upon the Bylaws). The expanded job descriptions helps clarify the responsibilities associated with Board Officer Positions and are what “typically” the Board expects of its officers.
- **Vote: The Board, by a 6-0 roll call vote, approved the changes to the Board Officer Descriptions with the proposed amendment. (Mr. Carter, Yea; Mr. Dubois, Yea; Dr. Harrington, Yea; Dr. Jennings, Yea; Mr. LaValley, Yea; Dr. Woody, Yea.)**

2. **Board Whistle Blower Policy** 5 min/5 min (8:26)(9:06)
 Action: (Dubois)
 Motion: (1st Read)
 Rationale: to review a policy concerning whistle blowers for 990
- Discussion Topics:
 - The Whistle Blower Policy is really a HR policy that the Board does not need to vote to approve (not a Board Policy)
 - The Whistle Blower Policy helps curb illegal activity by protecting individuals coming forward to report inappropriate activities
 - The Board is making sure/reviewing we have a policy based upon the information we have reported on TCA 990
 - This topic does not need further review by the TCA Board and has changed from a “1st Read” to an “Info” item

3. **Training Committee Update** 5 min/5 min (8:36)(9:16)
 Action: Carter
 Motion: (Info)
 Rationale: to review progress that the training committee is making toward the Board Self Evaluation Action Plan

- Mr. Carter reviewed the following items that the training committee is working on:
 - TCA Board Evaluation Action Plan
 - Based upon the number of “Don’t Know” answers in the past two years on the Board Self Evaluation questionnaire, the committee is determining whether there should be different questionnaires developed for different groups of people or,
 - Review all the questions on the Board Self Evaluation to determine if they adequately reflect what the TCA Board does or should be evaluated on ro,
 - Should the number of people that the questionnaire is given to be reduced to get a more accurate appraisal of the Board of Directors

- **Board Communication** 5 min (8:46)(9:19)

Board Communication Planned

Action: Carter

Rationale: to develop and approve of communication update to community

- Celebrate TCA
- Parent Survey
- Capital Construction

- **Future Board Agenda Items** 5 min (8:51)(9:23)

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) Included in President’s Report
3. Board Professional Development (College Pathways)-May 11, 2015 (Wright)
4. Board Comments and Other Matters to Properly Come before the Board- May 11, 2015 (Jennings)
5. Staff Climate Survey-May 11, 2015 (Schulz)

- X. **Executive Session (TCA President Hire Letter/Bonus Rubric)** 30 min (8:56)(9:24)
 Pursuant to C.R.S 24-6-402 (4)(f) Personnel matters. (President Hire Letter/Bonus Rubric)

- XI. **Adjournment** (Approx. 9:26 p.m.) (9:26)(10:06)

- The Board exited the executive session at 10:06 p.m. and adjourned the meeting.