



THE CLASSICAL ACADEMY

BOARD OF DIRECTORS MEETING

(OPEN TO THE PUBLIC)

MONDAY, JUNE 13, 2016, 6:00- 9:11 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 p.m.)	1 min (6:00) (6:00)
• Mr. LaValley (TCA Board Chair) called the meeting to order at 6:00 p.m.	
II. Pledge of Allegiance/Mission/Roll Call	5 min (6:01) (6:01)
• Roll call: (Mr. Carter; Here //Mr. Dubois; here //Dr. Harrington; Absent, Excused // Dr. Jennings; Here // Mr. LaValley; 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)
• Motion: Dr. Jennings moved to approve the agenda and was 2nd.	
• Discussion: Note: Mr. Miller has the flue and won't here tonight to present Item VI. Board Development.	
• <u>Vote: By a roll call vote of 6-0 the Board approved the motion. (Mr. Carter; Yea // Mr. Dubois; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; 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) (6:03)
• Mr. Van Eaton spoke on behalf of the North Campus multi-use field.	
• He was happy that progress was being made on the field and supported the increase in proposed funding for the field. His conversation concentrated on 3 areas:	
○ As a fund raising group the multi-use field community has hit a wall in its efforts to fund raise towards their goal. Currently \$75,000 has been raised toward the field.	
○ We are looking forward to visible construction on the field.	
○ To turn the practice field into a playable field we need to have fencing around the field as well as a permanent back stop.	
• We are looking forward to forging ahead with fundraising initiatives.	
V. Comments from the Board of Directors	5 min (6:16) (6:10)
• Mr. Dubois attended the citizens Religious Freedom Seminar. Mr. Eric Hall presented information on the best practices for schools when determining whether religious freedoms are acceptable in school settings. Mr. Dubois asked to know whether TCA's secondary schools regularly say the pledge of allegiance each morning. TCA's elementary schools set aside time to say the pledge each morning. (See Attachment 1)	
• Mr. Carter has met with Mr. Shields on numerous occasions and is impressed with the investment in time Mr. Shield's takes with people when making difficult decisions.	
• Mr. LaValley is interested I learning more about the states views on alternative assessments. He asked the Board to read the Strategic Plan come prepared to discuss whether TCA is living up to the Strategic Plan and what changes need to be made to it.	
• Mr. Rudder thanked everyone for their support during his mother-in-law's sudden passing away.	
• Mr. Moulton played in TCA's golf tournament and enjoyed the event. He went to graduation and was appreciative the way TCA has its graduation (more intimate and family oriented; parents give diplomas to graduating children). He encouraged the Board to visit the Central Campus. Things are happening fast and furious.	

VI. **Board Development (Legislative Update)**

Action: Miller

Motion: (Info)

Rationale: to provide the Board with additional information concerning current events or trending information in education

- Mr. Miller had the flu and was not able to present this evening.

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

5 min/10 min (6:31) (6:20)

Action: Sojourner

Motion: (Info)

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

- Dr. Sojourner discussed three main items from his report:
 - Mrs. Betsey Brown will be retiring this summer as the Character Development Coordinator. She feels that TCA is in the best place that it has ever been.
 - Here responsibilities will be divided between the other members of the C3I team: Niki Upchurch-College Pathways, Blake Galvin-Secondary; Dorothy Simpson-Elementary.
 - Emphasized the importance of student community service requirement. Included in his read aheads is a random sampling of essays by TCA students about their experiences relating to their overall impact/observations on community service. This is part of their graduation requirement. During TCA Day (community outreach and service oriented projects that school perform each year) students performed numerous community service projects. Community service is more than one day a year; students have a minimum requirement of 40 hours but many exceed this number.
 - Encouraged the Board to read the last issue of Palmarium for this year. It outlines the numerous accomplishments TCA students have excelled in during the past year. Also worth reading is an article by Emily Hanninburg (TCA Teacher and past alumni) and Niki Upchurch (College Pathways Teacher).

VIII. **Consent Agenda**

5 min (6:46) (6:25)

Board Directed items to be removed from Consent Agenda:

Motion: to accept the Consent Agenda (vote)

A. Minutes: 9 May 2016 (Swanson)

B. Written Reports of the President and Cabinet

1. Human Resources (Schulz)
 - a. Matters Relating to Personnel Action
2. Finance (VanGambleare)
 - a. April Financials
3. Board Policies (Governance Committee)
 - a. Administrative Organization Policy
 - b. Board Job Description Policy
 - c. Student Dress Code Policy
4. SAC Minutes
 - a. Junior High, Oct 22, 2015
 - b. Junior High, Jan 21, 2016
 - c. Junior High, Mar 16, 2016
 - d. High School, April 7, 2016
5. TCA Charter Approval
6. Adopt a School: Board School Assignments

- **Motion: Dr. Jennings moved to approve the consent agenda with the following changes and was 2nd: Remove items Item VIII.A. Minutes 9 May 2016, Item VIII.B.3.a. Administrative Organization Policy, Item VIII.B.3.c. Student Dress Code Policy for further discussion as Items IX. B6, B7, and B8 respectively.**
- Discussion: Dr. Jennings would like to take the above mentioned items off the consent agenda for further review, discussion, and clarification.
- **Vote: By a roll call vote of 6-0 the Board approved the motion. (Mr. Carter; Yea // Mr. Dubois; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea)**

IX. **Discussion Agenda Items**A. **Items removed from Consent Agenda**B. **Cabinet Level Reports**

1. **Operations Capital Construction Report (Monthly)**

5 min/10 min (6:51) (6:27)

Action: (Tubb)

Motion: (Info)

Rationale: to review progress on all Central and CP projects

- Mr. Tubb highlighted the following areas pertaining to the Central and CP projects:
 - Central:
 - Approximately \$70,000 saved from contract through continued value engineering
 - More asbestos was discovered than what was previously anticipated

- Mastic under carpet and tile in more rooms than previously identified; also found in sections of roof
- The increased asbestos abatement so far has not affected the scheduled completion date
- If you have time, the Board is encouraged to visit the central campus to see the progress being made; coordinate visits with Mr. Tubb or Mr. Pacht

○ CP Modular

- We have cleared most of the hurdles with the state
- The goal is to have the modular in place by the end of the week
- There was discussion of the stoplight colors and how those are measured assessed; however, no definitive guidance was offered

2. **Multi-Use Competition Field Construction Timeline**

5 min/ 5 min (7:06) (6:50)

Action: (Tubb)

Motion: (Vote)

Rationale: to review accelerating portions of the Phase II construction time line

- Discussion: Mr. Tubb highlighted the following topics during his discussion:
 - Mr. Tubb introduced Mr. Lasarre (Vice Pres. of Nunn) and Mr. Sanders (Nunn Project Engineer)
 - Additional requirements/costs issued by the city:
 - Include ADA
 - Two foot drop in field elevation caused by water erosion will require retention walls; these were not included in the original bid
 - As of this meeting, we have not approved Nunn's GMP proposal
 - Currently we are 2 weeks behind the Feb proposed schedule
- The Board discussed the need to have a temporary committee to review the progress on the three projects to ensure more communication occurs between the Board and Administration in between Board meetings
- **Motion: Mr. Rudder moved and was 2nd to create a temporary joint Board construction committee to make recommendations to the Board and facilitate communication between the Board and Administration for the duration of the three current construction projects (North Campus Multi-use field, Central Campus renovation and addition, and College Pathways modular addition. Members of the committee and meeting dates TBD. Subsequent to the Board Meeting, the following people volunteered for the committee: Mr. Rudder (Chair), Mr. Dubois, Mr. Tubb, Mr. Pacht.**
- **Vote: By a roll call vote of 6-0 the Board approved the motion. (Mr. Carter; Yea // Mr. Dubois; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea)**
- Discussion: Mr. Tubb presented the current status of the baseball field and two possible motions for the Board to consider
 - The Board highlighted the following topics during the discussion:
 - The Board felt it is important to move forward with the project to make it a competition field and selected Motion 2 to vote on with a couple of amendments (increasing the allotment of the field to \$1.5 M with a \$50,000 retaining wall contingency fund)
 - The Board pointed out that it is worth doing right
 - It makes a difference to TCA families and keeps kids from harm's way driving up and down the highway
 - The Board also pointed out that it is important to control the costs
- **Motion: Mr. Carter moved and was 2nd to approve an increase to the Phase I multi-use field budget from \$1.056M to \$1.5M (with \$50,000 of the proposed increase to be solely used as contingency funds for the retaining wall), so as to proceed with Phase I (with schedule to be revised upon GMP acceptance) and the previously identified items from Phase II in order to build a minimum-level competition field.**
- **Vote: By a roll call vote of 6-0 the Board approved the motion. (Mr. Carter; Yea // Mr. Dubois; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea)**

3. **Quarterly FAC Report/990 Review**

5 min/5 min (7:16) (7:40)

Action: (VanGamble/Moulton)

Motion: (Info)

Rationale: to review the quarterly FAC report and make recommendations for changes to the TCA Board; 990 review

- Mr. Moulton highlighted the following items from the FAC report:

- The 990 was submitted. The 990 is an important document that needs to be meticulously reviewed each year. There are about 350 boxes that are required to be filled out.
- The FAC reviewed the TCA budget in the early stages but did not review the final budget.
- It might be helpful that the FAC's quarterly meetings list the required topics to be discussed at those meetings so that when members change on the committee the outgoing Board treasurer can inform the new FAC members on the range of oversight responsibilities they have in making recommendations to the Board.

Break

(7:42)

4. **Current Year Budget Revision** 5 min/5 min (7:26) (7:47)
 Action: (VanGambleare)
 Motion: (Vote) to approve the changes to the 2015-2016 budget
 Rationale: to review and approve changes to the 2015-2016 budget
 - **Motion: Mr. Rudder moved to approve the Current Year Budget (2015-16) Revision changes and was 2nd.**
 - Discussion:
 - Mrs. DeMott reviewed the changes to the current year budget.
 - Most of the changes have to deal with purchase services with ASD20. We don't know until the end of the year what the final tally will be (it depends on the hours and the resources allocated. Our initial estimates are based on what have been done in the past which could vary some during the year.
 - For instance, there are variables in determining the Special Education services used during the course of the year that are not tallied until the end of the year
 - Another example are the hours associated with our security guards
 - **Vote: By a roll call vote of 6-0 the Board approved the motion. (Mr. Carter; Yea // Mr. Dubois; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea)**
5. **TCA Budget Approval for 2016-17** 5 min/5 min (7:36) (8:00)
 Action: (VanGambleare)
 Motion: (Vote) to approve the 2016-2017 TCA Budget
 Rationale: to review and approve TCA's budget for 2016-2017
 - **Motion: Mr. Carter moved to approve the Budget for 2016-17 and was 2nd.**
 - Discussion: None.
 - **Vote: By a roll call vote of 6-0 the Board approved the motion. (Mr. Carter; Yea // Mr. Dubois; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea)**
6. **Item VIII.A. Minutes 9 May 2016**
 - **Motion: Dr. Jennings moved and was 2nd approve the minutes after the following corrections have been made:**
 - Record votes in the minutes only with the votes of those present
 - Indicate in the roll call portion of the minutes that a quorum is present
 - Sign minutes after they are approved
 - Discussion: None
 - Rationale: to make minutes more easily understood and appropriately recorded
 - **Vote: By a roll call vote of 6-0 the Board approved the motion. (Mr. Carter; Yea // Mr. Dubois; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea)**
7. **Item VIII.B.3.a. Administrative Organization Policy**
 - **Motion: Dr. Jennings moved and was 2nd to postpone approval of the Administrative Organization Policy until a revised organizational chart is reviewed by the Governance Committee and presented to the Board.**
 - Discussion: It would be helpful to have additional levels/names of the TCA organization tree listed to include Principals/Asst. Principals and other key positions
 - Rationale: to be able to have one document that outlines the organizational structure of TCA and correlates the names of people to those positions
 - **Vote: By a roll call vote of 6-0 the Board approved the motion. (Mr. Carter; Yea // Mr. Dubois; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea)**

8. Item VIII.B.3.c. Student Dress Code Policy

- **Motion: Dr. Jennings moved and was 2nd to postpone approval of the Student Dress Code Policy until it has been reviewed by the Governance Committee and further changes presented to the Board.**
 - Discussion: The Board requests a presentation containing further information concerning the implementation, enforcement, evaluation, and feedback on TCA's Dress Code Policy.
- Rationale: to review TCA's Dress Code Policy to ensure it meets with TCA's core values and is enforced fairly across campuses based upon the schools published rules and guidelines
- **Vote: By a roll call vote of 6-0 the Board approved the motion. (Mr. Carter; Yea // Mr. Dubois; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea)**

C. Board Level Reports

1. Board/President Goals Reviewed

5 min/5 min (7:46) (8:27)

Action: (LaValley)

Motion: (Vote) to approve the Board's and President's goals for 2016-2017

Rationale: to review and approve next year's Board's and President's goals for TCA

- **Motion: Mr. Moulton moved to approve the President's goals for 2016-17 and was 2nd.**
- Discussion: Note one page of his goals was missing in the read ahead; they are the same ones you reviewed last month. Bob will update this read ahead.
- **Vote: By a roll call vote of 6-0 the Board approved the motion. (Mr. Carter; Yea // Mr. Dubois; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea)**

2. Training Committee Update

5 min/5 min (7:56) (8:30)

Action: (Carter)

Motion: (Info)

Rationale: to review current activities associated with the training committee including new Board member training and July 22, 2016 Board Strategic Planning Offsite Agenda

- Mr. Carter reviewed the progress of the Training committee including:
 - Meeting with Mrs. VanVleet to schedule New Board Member Training
 - She is well ahead on her Board module training
 - Handed out potential topics for Board development/training for the July 22
 - Requests Board members to e-mail him with their top 3 choices for topics in the next two weeks (before July 1) (See Attachment 2)
 - The Board has a renewed interest in discussing topics that relate to increasing their knowledge of best practices of Board governance during Board Development at Board meetings

3. Appreciation Committee Update

5 min/5 min (8:06) (8:37)

Action: (Carter)

Motion: (Info)

Rationale: to review current activities associated with the Board Appreciation Committee

- Mr. Moulton and Mr. Carter condensed the efforts of each of TCA's 7 schools in their efforts to appreciate staff with the following observations:
 - It is obvious that each school is taking appreciation seriously
 - Each school has their own methods to recognizing and appreciating their staff
 - Schools are doing incredible job in finding ways to keep staff happy and appreciated
- Add this topic to June on the Board's Strategic Calendar and make it a yearly report

4. TCA President's Evaluation Committee

5 min/5 min (8:16) (8:41)

Action: (Dubois)

Motion: (1st Read)

Rational: to review the current process of evaluating the TCA President and make recommendations to the TCA Board for changes

- Mr. Dubois reviewed the progress of the committee in developing a evaluation tool for the President.
 - He is looking for inputs from the Board before the July strategic planning meeting with respect to measures that can be used to evaluate the President keeping in the mind the following:
 - Measures align with the strategic plan
 - Being able to give the President constructive feedback in smaller bites during the year rather than only once or twice during the year

- Keep in mind what we are already doing during the year with respect to reports we are given in regards to the Strategic Calendar; we don't need to reinvent the wheel
- The goal would be to give the Board a 1st read in July and vote in August

5. **Board Agreement Review: Board Member Attendance at Board Meetings** 10 min (8:26) (8:47)

Action: (LaValley)

Motion: (Discussion)

Rationale: to clarify the instances where excused and unexcused Board meeting absences are approved and consequences for having too many of either (page 3 Board Agreement)

- The Board asked the Governance Committee to review the Board Agreement to determine if a revision is appropriate in regards to the number of excused/unexcused excusals from Board meetings is warranted.
- The Board ask the committee to keep in mind the following:
 - Context of excusals
 - Is a total number of excusals (for instance 3) during a year more important rather than the type of excusal; excused/unexcused
 - Should there be a limit on how many meetings can be missed in a row

6. **Naming Authority** 10 min (8:36) (8:58)

Action: (LaValley)

Motion: (Discussion)

Rationale: to begin the discussion on the process of approving naming authority of various TCA facilities

- The Board discussed the ramifications of selling naming rights to our baseball field.
- The Board wondered that if we sold our naming rights that we in some respects are selling our identity.
- There was a discussion between the difference between sponsorships versus naming rights as well as morals clauses.
- The Board at the moment is comfortable with the adopted ASD20 policy for naming buildings. Bottom line, the Board is the approval authority for any naming decisions.

D. **Board Communication** 5 min (8:46) (9:24)

Action: Secretary

Rationale: to develop and approve of communication update to community

- Multi-use competition field update
- Student excellence in Palmarium
- Central Campus progress

E. **Executive Session:** 15 min (8:51) (9:27)

Pursuant to CRS 24-6-402 4 (f) Personnel Matters, President Semi-Annual Evaluation

Action: (LaValley)

Motion: (Info)

Rationale: to provide semi-annual feedback to the President

- **Motion: Mr. Carter moved to enter executive session pursuant to CRS 24-6-402 4 (f) Personnel Matters, President Semi-Annual Evaluation.**
- Discussion: None.
- **Vote: By a roll call vote of 6-0 the Board approved the motion. (Mr. Carter; Yea // Mr. Dubois; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea)**

F. **Future Board Agenda Items** 5 min (9:06) (10:18)

1. Strategic Plan Review, Jul, Board Offsite (Glen Eyrie)
2. Board Development, Jul, Board Offsite (Glen Eyrie)
3. Annual Review: Policies, Improvements, Funding, Security Trends, Aug, Tubb
4. Annual Meeting: Seat Board Members, Aug, LaValley
5. Annual Meeting: Board Officer Election, Aug, LaValley
6. Annual Meeting: Board Picture for web-site, Aug, Swanson
7. Hail and Farewell to Board Members, Aug, President
8. Charter Review: Signed Copy for Records, Aug, Swanson (Consent)
9. Strategic Plan Annual Review/Approval, Aug, Board Chair
10. Board Agreement Signing, Conflict of Interest Disclosure, Executive Session Confidentiality, Aug, Board Chair
11. Grant of Authority Review, Aug, VanGampleare
12. Endowment Review, Aug, Sojourner
13. President Designates 2 Cabinet Members as Emergency Replacements, Aug, Sojourner
14. Board Committee Chair Assignments, Aug, Board Chair
15. Board Meeting Policy, Sept, Governance Committee
16. Budget Projection Policy, Sept, Governance Committee

X. **Adjournment** (Approx. 9:11 p.m.) (9:11) (10:19)

- **Motion: Mr. Carter moved to adjourn the meeting and was 2nd.**

- Discussion: None.
- **Vote: By a roll call vote of 6-0 the Board approved the motion. (Mr. Carter; Yea // Mr. Dubois; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea)**

Attachment:

- 1) Religion and Public Schools (Best Practices for Neutrality “Do’s and Don’ts”)
- 2) Possible Board Development Topics for July Offsite



Chris Carter
TCA Secretary