



THE CLASSICAL ACADEMY

BOARD OF DIRECTORS ANNUAL MEETING

(OPEN TO THE PUBLIC)

MONDAY, SEPTEMBER 12, 2016, 6:00-9:01 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)
- Mr. LaValley (Board Chair) called the meeting to order at 6:01.
- II. **Pledge of Allegiance/Mission/Roll Call** 5 min (6:01) (6:01)
- Roll call: (Mr. Carter; Here //Mr. Dubois; Here (Phone In) //Dr. Jennings; Here (Phone In) // 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: Mr. Moulton moved to approve the agenda and was 2nd with the following change:**
 - **Item X.B.4. Advancement Report will be presented before Item X.B.3. Bond Priorities.**
 - Discussion: None
 - **Vote: By a roll call vote of 7-0 the Board approved the motion. (Mr. Carter; Yea // Mr. Dubois; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**
- IV. **Comments from the Audience** (Audience members have 5 minutes to address the Board) 5 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)
- There were no comments from the audience.
- V. **Comments from the Board of Directors** 5 min (6:16) (6:04)
- Mr. Dubois made the following observations:
 - On the Board Committee spread sheet, Board members are mentioned two ways (Board Member and Board director) please make it consistent. Bob will make the correction.
 - The FAC and Capital Construction Committee are having the same conversations about the same topics; it might be double the work
 - It would be nice to have Board committee chairs send out meeting synopsis after meetings occur to keep the Board informed of what is happening
 - Mr. LaValley is asking for Board members to volunteer to conduct the Board Development topic at Board meetings
- VI. **Celebrate TCA (Art Award: Mikayla Taylor and National Writing Award: Makenna Collins)** 5 min (6:21) (6:05)
Action: (Harris)
Motion: (Info)
Rationale: to highlight accomplishments of TCA students, staff, and parents
- We celebrated two of our students this month for their participation in summer projects.
 - McKenna Collins, TCA North 4th grader, won first place in the national contest “Rush Revere’s Interview your Elders.” McKenna interviewed her Opa for the contest, and the committee was impressed with all the time, detail, and effort she put into the interview.
 - Mikayla Taylor, 10th grader, submitted her artwork for a mural contest at Family Life Services, which provides affordable housing, counseling, and support to single moms. Her artwork won, and her mural was painted at their building this summer
- VII. **Board Development (Dirty Walls)** 10 min (6:26) (6:11)
Action: (Moulton)

Motion: (Info)

Rationale: to reinforce good practices of effective school boards

- Mr. Moulton led the Board discussion of where the Board duties begin and end with relation to the micro-managing vs oversight of the President and Administration including
 - Asking the correct questions; How well, rather than how will
 - Using the strategic calendar to ensure proper oversight is being accomplished
 - Is the Board balanced between its topic of governance vs process?
 - Board committees are being used effectively to delve deeper into issues that saves time at Board meetings

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

5 min/10 min (6:36) (6:21)

Motion: (Info)

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

- Dr. Sojourner highlighted the following items from his report:
 - All staff in-service
 - Dr. Hatchell spoke at our all staff in-service and was well received
 - We had over 400 staff members attend
 - This year's TOTY is Laura Hendricks; 1st tutor to receive this honor
 - Attire Policy
 - Mr. Shields (HS) has enacted a new uniform enforcement process
 - Teachers send e-mails to the office with student's name and attire deficiency, students report to his office; so far 300 hundred referrals have been made at the start of the year
 - Look to see this trend decrease as the year progresses
 - Mrs. Stedman (one of our lead teachers) thought this was a great idea that helps reduce the time it takes out of the school day for teachers to police students
 - We are optimistic about the long term results
 - El Paso Charter School Alliance
 - As you know last year we were disinvited from the monthly breakfasts since we did not choose to help pay for a lobbyist
 - This year we have been re-invited to discuss issues that we may have in common with the other schools including:
 - Common litigation issues
 - Common Core
 - Opt out issues
 - CDE does not have a Commissioner
 - Usefulness of lobbyists
 - Matters Relation to Personnel
 - Consulted with Mr. Miller (TCA Attorney) that the way we hire and fire staff is not a Board responsibility but rather a President responsibility
 - The HR report, Matters Relating to Personnel, will appear in the President's report rather than in the consent agenda
 - The Board will not need to approve hiring and firings

IX. **Consent Agenda**

5 min (6:51) (6:32)

Board Directed items to be removed from Consent Agenda:

Motion: to accept the Consent Agenda (vote)

- A. Minutes: August 8, August 22 (Swanson)
 - B. Written Reports of the President and Cabinet
 - 1. Finance (VanGambleare)
 - a. July Financials
 - b. Budget Projection Report (5 Years)
 - C. Site Based Management Policy Review
 - D. Budget Projections Policy
 - E. SAC Minutes
 - 1. High School Sept 1, 2016
- **Motion: Mr. Carter moved to approve the agenda and was 2nd with the following change:**
 - **Item IX.B.1.b. Budget Projection Report be taken off of consent and discussed as Item X.B.4.**
 - Discussion: None
 - **Vote: By a roll call vote of 7-0 the Board approved the motion. (Mr. Carter; Yea // Mr. Dubois; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**

X. **Discussion Agenda Items**

A. **Items removed from Consent Agenda**

B. **Cabinet Level Reports**

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

5 min/10 min (6:56) (6:40)

Action: (Tubb)

Motion: (Info)

Rationale: to review progress on all TCA capital construction projects

- Mr. Tubb highlighted the following items from his report:
 - Central Campus
 - School started on time due to the great efforts of our Elder Contractor, Mrs. DeMeyer, Mr. Pacht custodians, and teachers
 - Still some minor things to clean up to complete the restoration
 - Dr. Jennings complimented Mr. Tubb on being able to start the school year on time at the central campus
 - Multi-use Field
 - We are about two weeks behind due to the water springs we found as we were digging
 - Installed a French drain under the field to divert water to our drainage pond
 - Mr. Dave Hieronymus, our multi-use field architect commented that in his 34 year of building athletic fields, he has never seen water issues like this
 - Field should be completed by our next Board meeting
 - Half the turf arrived today
 - Backstop net due today
 - Aggregate dirt to be spread this week
 - College Pathways Additional Office Space
 - CP administrative staff and counselors have moved into the building
- Mr. Rudder commented that the Facility Committee was successful in transmitting important information, handling difficult situations. Projects are under budget.

2. **Annual HR Report/Comparable Salaries/Retention** 10 min/10 min (7:11) **(6:56)**

Action: (Schulz)

Motion: (Info)

Rationale: to provide the Board with a yearly review of HR performance in accordance with TCA's Strategic Plan

- Ms. Schulz highlighted the following items from her report:
 - TCA received excellent feedback from the Staff Survey
 - Staff overwhelmingly felt the climate they work in is excellent and conducive to their staying at TCA
 - Turnover was the second lowest in 10 years
 - Comparable to other charters and districts
 - Recruitment Strategies
 - Focus: TCA is a great place to work
 - 5 highest reasons to work at TCA
 - Clear mission, vision, core values
 - We hire teachers that are relational
 - We have a good way to resolve conflicts
 - We are transparent in our communications
 - Salaries have improved and are competitive with other charter schools
 - Our best recruitment effort is by word of mouth (teacher and parents)
 - Reasons for staff leaving
 - Not necessarily based upon salary; usually based upon relocation, taking care of family, other job opportunity
 - Everyone who completed the exit survey would recommend TCA as a good place to work and:
 - A positive environment
 - Staff care about each other
 - The President and Cabinet are engaged
 - Pay/Benefits
 - We were able to honor our teacher pay salary system
 - Able to give \$650 returning bonus to full time staff, prorated amount for less than full time staff
 - CDE will not be doing 3-year salary surveys any more (gathering information via Automated Data Exchange)
 - TCA's teacher salary comparison was 97.1% of all charter schools in the state
 - TCA had the highest base (starting teacher) salary of all comparable charter schools in the area
 - It is difficult to give you an estimated pay increase for this coming year since we do not know what the PPR will be (our goal to give at least a COLA increase)

- This year we are self-insured which prevented a 30-40% increase in costs for benefits without losing any benefits
 - Last year we had a higher than normal year for staff health care utilization; with the change to being self-insured, we are more in control of our fate
 - We are members of Peak Med Consortium Primary Care as an additional benefit for medical enrollees and their dependents

3. **Bond Priorities** (Changed to Item 5) 10 min/10 min (7:31) (8:01)

Action: (Sojourner)

Motion: (Info)

Rationale: to provide update on D20 bond issue submittal and review administration priorities

- Dr. Sojourner discussed the following topics concerning the ASD20 Bond initiative:
 - The ASD20 Bond Initiative will be listed as voting item 3A on the November Ballot
 - ASD20 Board is in support of this Bond initiative (\$230 M)
 - TCA will receive \$21.05 M
 - TCA would use funds for projects at each of our schools/campuses yet to be determined (Administration will bring the Board a list of projects in Dec, Jan, Feb for approval) but could include the following:
 - North Campus Elementary Gym
 - Performing Arts center and
 - Central Elementary Artificial Turf Field
 - East Campus Capital Improvements
 - Junior high/High School Commons/Cafeteria
 - Additional Parking
 - Currently, we have been involved with other schools' bond attorneys to determine the meaning of severability and the projects that could or could not meet the severability definition
 - For future discussion:
 - Does this affect TCA's building philosophy?
 - Could ASD20 leverage us using our buildings?
 - ASD20 would rather just give us the funds without dealing with the severability issue but even they can't argue against state statute
 - ASD20 has been very cooperative in approving severable projects that we have presented to them
 - Dr. Sojourner provided the Board with a draft resolution to review that is in favor of the passage of ASD20's Bond initiative with a vote at the October Board meeting

4. **Advancement Report Update** (Changed to Item 3) 10 min/10 min (7:51) (7:18)

Action: (Sojourner)

Motion: (Info)

Rationale: to provide the Board with a yearly review of Advancement performance in accordance with TCA's Strategic Plan

- Mr. Simpson highlighted the following items from his report:
 - Provided the Board with a Change to the Overview Slide ([See Attachment 1](#))
 - This was the second highest year we have had for fundraising
 - 2015-2016 (\$711,000)
 - 2016-2017 (\$684,000)
 - We are continuing our upward trend of the number of families donating to TCA
 - 2015-2016 (1269 families)
 - 2016-2017 (1330 families)
 - The average annual family donation is \$400
 - Other fund raising activities we did as a school include:
 - Titan Car Wash
 - TCA Golf Tournament
 - Titan 5K Run
 - We have developed a contact calendar that illustrates each of our contact opportunities with various giving constituent groups throughout the year
 - In the 5-year Budget Plan, the numbers are notional based upon our goals. They are there for the Board to get an estimate/feel for what the budget will look like in future years (for instance, PPR and fundraising are only estimates). The report in April 2016 will narrow down the actual amounts based upon clearer estimates of PPR and fundraising progress
 - The 5% increase for fundraising may be an unrealistic expectation, but we will have to see how families donate this year, especially if the ASD20 Bond initiative passes in November

- Advancement is continually looking for innovative endeavors to spur and attract foundation and individual giving

Break 10 min (7:46)

5. Five Year Plan (Changed to item 4) 5 min (7:56)

Removed form Consent

Discussion:

- The fall Five Year Plan is more of an information item rather than a consent item that the Board should vote on, the dollar amounts are only estimates for the Board to be aware of rather than hard numbers to use in the actual budget
- The spring Five Year Plan, delivered in April, should have more refined numbers based upon better estimates of what the actual PPR and fundraising totals will be
- In the future, consider the fall report as an information item rather than voted upon under consent by the Board

C. Board Level Reports

1. Quarterly FAC Report

5 min/5 min (8:11) (8:36)

Action: (Moulton)

Motion: (Info)

- Mr. Moulton highlighted the following items from his report:
 - ASD20 Bond discussions around severability and its effect on TCA
 - Capital construction projects are proceeding very well
 - We've only spent 2/3 of our available contingency funds
 - We don't expect any major unknowns to surface
 - Reviewed the 5 Year Projection Plan
 - The LED project funding will be transferred to improving roads to decrease traffic congestion
 - The audit process is going well

Rationale: to review current financial practices and recommendations from the FAC

2. Student Attire Policy

5 min/5 min (8:21) (8:38)

Action: (LaValley)

Motion: (Discussion)

Rationale: to review proposed changes to the Student Attire Policy

- **Motion: Mr. Moulton moved to have a vote to approve the Student Attire Policy.**
- Discussion: None
- **Vote: By a roll call vote of 7-0 the Board approved the motion. (Mr. Carter; Yea // Mr. Dubois; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**
- **Motion: Mr. Rudder moved to approve the Student Attire Policy.**
- Discussion: None
- **Vote: By a roll call vote of 7-0 the Board approved the motion. (Mr. Carter; Yea // Mr. Dubois; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**

3. Recruitment of New Board Members

5 min/5 min (8:31) (8:43)

Action: (Carter)

Motion: (Info)

Rationale: to review progress on recruiting new Board members for this year's election

- Discussion arose on the timing of appointing the board member to ensure they have the time to complete training before assuming duties in August
- The Board will be looking at ways to recruit new Board members based upon what the Board views as its greatest need/expertise on the Board
- It would be helpful to know when Board members' terms expire
 - We can add terms to the Boards bios on line
- There might be a need to have a temporary committee of the Board to recommend appointment/application process
 - It could be the Governance Committee or Board Development Committee or a separate committee

4. Board Agreement / Board Self Evaluation Questions

5 min/5 min (8:41) (8:51)

Action: (LaValley)

Motion: (Info)

Rationale: to review the Board Agreement, particularly the Board's Self Evaluation questions, and make recommendations for changes to the TCA Board

- Next meeting, we will vote on the changes to the Board agreement and re-sign the agreement
- The Governance Committee recommended the following changes
 - Making no distinction between excused and unexcused Board member absences from Board meetings and stressed the importance of being on time to meetings
 - Setting four as the number of meetings a Board member can be absent or late per school year.
 - Amended and removed questions from the Board self-evaluation

D. Board Communication

5 min (8:51) (8:56)

Action: Secretary

Rationale: to develop and approve of communication update to community

- Construction Update
- Celebrate TCA
- TCA Board Ballot Resolution
- Staff Survey Favorable Results

E. Future Board Agenda Items

5 min (8:56) (8:59)

1. Annual Operations Review: Policies, Improvements, Funding, Security Trends, Oct, Tubb
2. Election Policy Review, Oct, Governance Committee
3. Conflict of Interest Policy Review, Oct, Governance Committee
4. ASD20 Monitoring Report Summary, Oct, Sojourner
5. Executive Session, Oct, President Feedback, Board
6. Board Meeting Policy, Oct, Governance Committee
7. Board Development, Oct, Miller
8. TCA Board Bond Resolution Vote, Oct, Board
9. Board Agreement Vote and Resign, Oct, Board

XI. Adjournment (Approx. 9:01 p.m.)

(9:01) (9:01)

- **Motion: Mr. Carter moved to adjourn the meeting and was 2nd.**
- Discussion: None
- **Vote: By a roll call vote of 7-0 the Board approved the motion. (Mr. Carter; Yea // Mr. Dubois; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**

Attachments:

- 1) Overview Change to the Advancement Report



Chris Carter
TCA Board Secretary