



THE CLASSICAL ACADEMY

BOARD OF DIRECTORS ANNUAL MEETING

(OPEN TO THE PUBLIC)

MONDAY, OCTOBER 17, 2016, 5:30-8:55 P.M.

NORTH CAMPUS — COLORADO ROOM AND 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.

AGENDA

Presentation/Question Time/Start Time

- I. **Call to Order (5:30 pm) (Colorado Room)** 1 min (5:30) (5:32)
- Mr. LaValley (Board Chair) called the meeting to order at 5:32.
- II. **Pledge of Allegiance/Mission/Roll Call** 5 min (5:31) (5:33)
- Roll call: (Mr. Carter; Here //Mr. Dubois; Here //Dr. Jennings; Here (Arrived at 5:34) // Mr. LaValley; Here // Mr. Moulton; Here //Mr. Rudder; Here // Mrs. Van Vleet; Here) A quorum was present.
- III. **Approval of Agenda** 5 min (5:36) (5:34)
- **Motion: Mr. LaValley moved to approve the agenda and was 2nd with the following change:**
 - **Add Executive Session after Item IV. pursuant to CRS 24-6-402(4)(b) to receive legal advice on financial issues**
 - 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. **Executive Session** 19 min (5:41) (5:35)
- Action: (Sojourner, Mr. Eric Hall)
- Motion: to move into executive session pursuant to C.R.S. 24-6-402 (4)(h) discussion of individual students.
- Motion: Mr. Rudder moved to enter into executive session pursuant to C.R.S. 24-6-402 (4)(h) discussion of individual students.**
- 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)**
 - **The following personnel entered the executive session: 7 Board members, TCA President, 4 Cabinet members, Mr. Miller (TCA Legal Representative), Mr. Eric Hall (TCA Legal Representative)**

Executive Session

Action: (LaValley, Mr. Miller)

- **Motion: Mr. LaValley moved to enter into executive session pursuant to CRS 24-6-402(4)(b) to receive legal advice on financial issues**
- 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)**
- **The following personnel entered the executive session: 7 Board members, TCA President, Mr. Miller (TCA Legal Representative)**

- V. **Comments from the Audience** (Audience members have 5 minutes to address the Board) 5 min (6:00) (6:15)
(RM 2213/2214)
 (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.
- VI. **Comments from the Board of Directors** 5 min (6:05) (6:16)
- Board re-signed Board Agreement due to changes to Board Agreement (See [Attachment 1](#) Board Agreement Signatures)
 - Mr. Dubois highlighted the following when assessing TCA's limited resources:
 - Noted from the District Monitoring report that our fundraising efforts only amount to 3% of TCA's entire budget; we spend a lot of time, effort and resources for a such a little return on effort
 - We should consider/discuss re-focusing the great amount of time and resources we spend on fundraising towards achieving other strategic goals
 - Mr. Carter listened to a webinar on "Board Recruitment"
 - The company provides a free Board Evaluation Questionnaire and will provide an evaluation of the results for free; it may be useful for the Board to pursue
 - Mr. LaValley noted the importance of using TCA e-mails when conducting TCA business
 - Currently, all TCA Board members have a TCA e-mail account that they can use
- VII. **Celebrate TCA (Titan Club)** 5 min (6:10) (6:21)
 Action: (Harris)
 Motion: (Info)
 Rationale: to highlight accomplishments of TCA students, staff, and parents
- We celebrated the success of the Titan Club.
 - Titan Club funds needed activities/athletics equipment purchases not covered in the normal school budget.
 - This past year they raised over \$45k through membership and corporate sponsorships.
 - The Titan Club has built up our community this year by hosting a bonfire with hot chocolate and s'mores for our students, a tailgate for all members, and giveaways for our cheerleaders to throw during games.
 - Titan Club Officers Steve Palmer, Scott Palmer, Katie Troupe, and Connie Ryba have worked tirelessly this year, and we truly celebrate them for giving their time and talent to TCA.
- VIII. **Board Development (Legislative Update)** 10 min (6:15) (6:27)
 Action: (Miller)
 Motion: (Info)
 Rationale: to update the Board on current legislative initiatives and reinforce good practices of effective school boards
- Mr. Miller's legislative update can be found at [Attachment 2](#) Legislative Update.
 - Mr. Miller's report highlighted the following areas.
 - Composition of the State Senate, House, and State Board of Education: leaning Democratic
 - State Budget-Revenue is down so don't expect a large increase in PPR next year
 - State Legislature-Requesting waivers form Common Core and PARCC, tax credits that follow students, pre-school legislation
- IX. **Report of the President & Cabinet Spotlights** 5 min/10 min (6:25) (6:36)
 Motion: (Info)
 Rationale: to highlight cabinet activities (Pres., Ops, Academic Services, HR, and Advancement).
- Dr. Sojourner highlighted the following item from his report:
 - As part of our all-teacher October Conference in-service, staff met in small groups and discussed the ties between the virtues demonstrated by George Washington, and the virtues we expect to model for our students. Staff then discussed our K-12 character development program, with specific emphasis on what we're doing well and what we can do in the future to improve.
- X. **Consent Agenda** 5 min (6:40) (6:46)
 Board Directed items to be removed from Consent Agenda:
 Motion: to accept the Consent Agenda (vote)
- A. Minutes: Sept 12 (Swanson)
 - B. Written Reports of the President and Cabinet
 1. Finance (VanGambleare)
 - a. August Financials
 - C. Board Election Policy
 - D. Board Conflict of Interest Policy
 - E. Board Meeting Policy
 - F. Board Agreement / Board Self Evaluation Questions
 - G. SAC Minutes
 1. CP/CSP, Sept 6, 2016
 2. North Elem., Sept 13, 2016
 3. East Elem., Sept 19, 2016
 4. Central Elem., Sept 19, 2016

- **Motion: Dr. Jennings moved to approve the consent agenda and was 2nd with the following changes:**
 - **Remove the following items for discussion:**
 - **September 12 Minutes**
 - **Board Election Policy**
 - **Board Conflict of Interest Policy**
 - **Make the following changes:**
 - **Board Meeting Policy**
 - **Page 1, Step 6 remove “(5)” and just say five**
- 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)**

XI. Discussion Agenda Items

A. Items removed from Consent Agenda

1. **September 12 Minutes** (6:50)
 - **Motion: Mr. Rudder moved to approve the minutes and was 2nd with the following change:**
 - **Page 4, Item 3. Bond Priorities: change the wording from “working with ASD20 lawyers” to “we have been involved with other school bond attorneys”**
 - Discussion:
 - Wanted to clarify that we were not working with ASD20 lawyers but with other school bond attorneys.
 - **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)**
2. **Board Election Policy** (6:54)
 - **Motion: Mr. Dubois moved to approve the Election Policy changes and was 2nd.**
 - Discussion:
 - Currently, the Board’s Election Policy only refers to spouses not being able to work at TCA while being a member of the Board of Directors; should this be more restrictive to include other “immediate family” members (must be able to define immediate family members)
 - This consideration is brought up as we also review TCA’s Conflict of Interest Policy
 - The Board agreed to have the Governance Committee review the policy again keeping in mind the Conflict of Interest policy and should anyone else beyond the spouse not being allowed to work at TCA while being a member of the TCA Board of Directors
 - **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. **Board Conflict of Interest Policy** (6:59)
 - **Motion: Mr. Carter moved to approve the changes to the Board’s Conflict of Interest Policy and was 2nd.**
 - Discussion:
 - Reading through the Conflict of Interest Policy, there were some items missing or unclear including:
 - The policy does not outline how we handle conflicts of interest
 - Leaving the room when there is a conflict of interest does not seem practical; a member may still have a valid point of view, they just don’t get to vote
 - Unclear as to the definition of conflict of interest
 - Should it be left up to a committee to determine whether there is a conflict of interest or it is the Board’s responsibility as a whole to determine?
 - The Board decided to table this vote until Mr. Miller (Board Legal Representative) and Mr. Dubois (Board Director) have further time to review the policy

B. Cabinet Level Reports

1. **Operations Capital Construction Report (Monthly)** 5 min/10 min (6:45) (7:03)
 - 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
 - We will be charged \$28 K from the Colorado Utilities that was never charged/collected for a water tap fee when we converted the central campus from a septic system to city sewage in 2010

- On the positive side, during that time, we were never charged for waste water since 2010
 - Encouraged TCA Board Directors to tour the new addition at the central campus; best time is about 3:00 to 4:00 pm on Thursdays
 - Multi-use Field
 - Completed
 - Grand opening on Oct 18 at 10:40 am
 - Bunches of kids, media, Dr. Sojourner, and Tyson Nunn will be in attendance; TCA Board is welcome to attend
 - Overall cost was about \$50 K less than budgeted
 - We may need to look at the following items:
 - Additional walls around the field to provide for erosion control.
 - Security cameras to help prevent vandalism
 - **Motion: Mr. Dubois moved to approve additional multi-use field erosion control (additional scope) within the current approved budget 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)

2. * **Annual Safety and Security Report**

10 min/10 min (7:00) (7:17)

Action: (Tubb)

Motion: (Info)

Rationale: to provide the Board with an annual update and assessment of TCA's Safety and Security program.

- Mr. Tubb highlighted the following areas from his report:
 - School nurses
 - We have a nurse at each campus (not a district or state standard)
 - Compared to ASD20 we have a very good nurse to student ratio (ASD20: 1 to 1800; TCA: 1 to 850)
 - Medical Response Teams (MRT) are unique to TCA
 - Made up of nurses/teachers/staff who can access the severity of a student injury quickly; MRTs are sent to the site of any student injury
 - Difference between Safety and Security
 - Safety mostly administrative
 - Security mainly operational
 - Environmental
 - Central modular air quality is a priority
 - Security Officers
 - Three at North Campus
 - Threat is more likely to occur at JH/HS
 - East Campus
 - Security at PPCC and New Life Church can help out in an emergency
 - Central Campus
 - TCA North Campus security make 3 random visits to East and Central Campuses each week
 - Renovation improves security by recusing 41 entrances to only 7 with a central entrance point
 - ASD20 security also make random visits (day and night) to all TCA campuses
 - We have looked at getting an SRO at each school but costs may outweigh the need; an SRO may have added access to resources and can actively patrol our schools
 - Armed teachers
 - An idea to have some teachers armed would cause undue slowdown in case of an actual emergency; police don't know who the active shooter is and may be confused with various plane clothed personnel carrying weapons
 - Cameras
 - We continually increase our cameras to provide greater coverage of our area
 - Cameras run 24/7 and tapes are kept 2 weeks
 - Cameras are a deterrent but are most helpful after an incident
 - Depending on the types of cameras; they have limited use at night
 - Having a camera that tracks license plates positioned at the entrance of each school can be effective but can be extremely costly
 - Parent survey result
 - A majority of parents respond positively to the statement "My child feels safe at school."

- The North Elementary Parents had the lowest score in this area based upon the reduced safety that the North Gym has since it houses high school, junior high, elementary physical education classes at the same time

Break (7:42)

3. **ASD20 Monitoring Report Summary** 5 min/10 min (7:20) (7:49)

Action: (Sojourner)

Motion: (Info)

Rationale: to review the information contained in the ASD20 Monitoring Report to be presented to the ASD20 Board on October 20, 2016

- Dr. Sojourner summarized the monitoring report as follows:
 - Dr. Sojourner will be presenting the report to ASD20 this Thursday, October 20, 2016
 - Mr. LaValley and Mr. Swanson will also attend
 - ASD20 is happy with the report; we continue to perform highly in the district
 - The report is divided into 5 parts (Governance, Academic Achievement, Finances, Operations, and Notable Accomplishments)
 - We included a copy of the TCA Board's Bond Resolution
 - This is one of the best overall reports that encapsulates what TCA has accomplished in the previous year; it would be a good resource to give to anyone who would like to know more about TCA

C. Board Level Reports

1. **TCA Board District 20 Bond Resolution** 5 min/5 min (7:35) (7:54)

Action: (LaValley)

Motion: (Vote) to approve the TCA resolution pertaining to the ASD20 Bond initiative

- **Motion: Mr. Rudder moved to approve the Board Resolution with respect to the ASD20 Bond with the following change:**
 - **Add the following verbiage to Whereas #4: "Whereas property taxes would not increase and TCA would receive \$21.05 million..."**
- Discussion:
 - Dr. Sojourner assured the TCA Board that voting "Yes" on measure 3A on the November 8 election ballot would assure TCA \$21.05 million of the \$230 million ASD20 Bond initiative
 - Dr. Sojourner reminded they Board that as TCA President, he can only provide information about the facts of the bond (Pros and Cons) and cannot encourage voting for or against the bond
 - ASD20 seemed to put out confusing information about the bond; we need to make it crystal clear to our community what is at stake
 - Although Dr. Jennings and Mrs. Van Vleet are not District 20 residents, they are in favor of the resolution.
- **Vote: By a roll call vote of 6-1 the Board approved the motion. (Mr. Carter; Yea // Mr. Dubois; Nay // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**

Rationale: to review and approve the TCA Board

2. **Strategic Plan Changes** 5 min/5 min (7:45) (8:11)

Action: (LaValley)

Motion: (Vote)

Rationale: to review and approve proposed changes to the TCA Strategic Plan in Section 6

- **Motion: Mr. Rudder moved to approve the changes to the Strategic plan and was 2nd.**
- Discussion:
 - These changes are in the right direction but may need further refining in July at the board retreat
- **Vote: By a roll call vote of 6-1 the Board approved the motion. (Mr. Carter; Yea // Mr. Dubois; Nay // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**

3. **Blueprint for Appointment Process of Board Members** 5 min/10 min (7:55) (8:20)

Action: (LaValley)

Motion: (Vote)

Rationale: to discuss the creation of a temporary Board committee and process for appointing a new Board member

- **Motion: Dr. Jennings moved to create a temporary Board committee to recommend a process/policy to appoint a Board member to the Board rather than be elected to the Board.**

Members of the committee will be Mr. Moulton (Chair), Mr. LaValley (Board Chair), Mrs. Van Vleet (Board Director), Dr. Sojourner (TCA President), Mr. Swanson (Board Clerk). The committee is named the Appointed Board Member Committee.

- Discussion and Questions
 - It will be important for the Board to determine if they are looking for a particular person or set of skill sets to fill a position on the Board
 - It will be interesting to seek out community members that would rather be appointed to the Board rather than go through the election process and vice versa
 - How will the Board Appointing Committee integrate with the Board and what is the committee's roles and responsibilities?
 - It will be important to provide an initial course of action to the election cycle NLT January 2017
 - Will the appointment process be included in the election policy or a separate policy?
 - Will a committee need to be formed once every three years when an appointed position on the Board becomes available?
- **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)**

4. Board Policy CBB-TCA Recruitment, Appointment, and Evaluation of President 5 min/5 min (8:10) (8:23)

Action: (Dubois)

Motion: (Vote) to approve the changes to the President's Evaluation policy

Rational: to amend the President's yearly evaluation process closer to the end of the school year (May/June) and eliminate the mid-year evaluation done in January due to the added feedback sessions

- **Motion: Mr. Moulton moved to approve the changes to Board Policy CBB-TCA and was 2nd.**
- Discussion:
 - Changes to the President's evaluation include:
 - Removing the mid-year evaluation/feedback with periodic yearly feedback sessions based upon reports given to the Board
 - Moved final evaluation of TCA President to May with a compensation discussion in June
- **Vote: By a roll call vote of 6-1 the Board approved the motion. (Mr. Carter; Nay // Mr. Dubois; Yea // Dr. Jennings; Yea // Mr. LaValley; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**

D. Board Communication 5 min (8:20) (8:31)

Action: Secretary

Rationale: to develop and approve of communication update to community

- Bond Resolution
- Multipurpose Field
- Titan Club

E. Executive Session 10 min (8:25) (8:35)

Action: (LaValley)

Motion: to move into executive session pursuant to C.R.S. 24-6-402 (4)(f) TCA President feedback.

- **Motion: Dr. Jennings moved to move into executive session pursuant to C.R.S. 24-6-402 (4)(f) TCA President feedback.**
- 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)**
- **The following personnel entered the executive session: 7 Board members, TCA President.**

F. Governance Philosophy and Protocol 15 min (8:35) (8:51)

Action: (Rudder)

Motion: (Discussion)

Rationale: to clarify roles and responsibilities of Board and Staff

- Mr. Rudder led a discussion to determine the correct protocol to give and get information that does not compromise TCA's value set
- The Board highlighted the following items:
 - It is OK to ask presenters follow-up questions about reports given to the Board to seek additional information or clarify information that may not be in the presentation and could clarify understanding

- As a Board, it is OK to direct questions to the President to seek additional information that may not have been answered in the presentation to bring back to the Board at a later date
 - It would be inappropriate to render opinions about the quality of a particular report; suggestions to improve reports should be provided to Dr. Sojourner in his feedback sessions
 - It is important that the Board find a way to gather information without including personal opinions/critiques of reports to the Board or to question virtuosity of fellow Board members, President, or Cabinet members
 - The goal should be the free flow of information between the President/Cabinet and the Board with the goal of mutual understand of the information being presented to the Board and leave with a feeling of mutual encouragement, respect, and needs being met
 - As a Board, we should be careful when we communicate with one another, on Board matters, using e-mail that forgets to include all Board members
 - It is important that conversations outside Board meetings do not lead to decisions that are not part of the public discussion
 - It is important that the Board self-regulate its actions and use, when appropriate, Robert's rules of order

G. Future Board Agenda Items

5 min (8:50) (9:23)

1. Annual Registrar Report, Nov, Martinez
2. Quarterly Financial Summary, Nov, VanGambleare
3. Internal Financial Control Report, Nov, VanGambleare
4. Start Annual Board Evaluation, Nov, Board
5. Quarterly FAC Report/Audit Review, Nov, Moulton
6. Board Member Evals of President Due, Nov, Board
7. *State Assessment/Student Achievement Comparative Analysis Report, Nov, Jolly
8. *Accreditation Status, Nov, Jolly
9. Board Development, Nov, Van Vleet
10. President Eval Policy, Nov, Governance Committee
11. Skill Set Tests, Dec, Carter
12. *End of Year Financial Review, Nov, Van Gambleare

XII. Adjournment (Approx. 8:55 p.m.)

(8:55) (9:24)

- **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)**

Attachment:

1. Item VI. Board Agreement Signatures
2. Item VIII. Attach 1 Legislative Update, Mr. Miller



Chris Carter
TCA Board Secretary

Note: Items highlight with an (*) are tied to the Strategic Plan and deliverables by the Administration to the Board