



THE CLASSICAL ACADEMY

BOARD OF DIRECTORS MEETING

(OPEN TO THE PUBLIC)

MONDAY, NOVEMBER 14, 2016, 6:00-9:26 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 | 1 min (6:00) (6:02) |
| | <ul style="list-style-type: none">Mr. LaValley (Board Chair) called the meeting to order at 6:02. | |
| II. | Pledge of Allegiance/Mission/Roll Call | 5 min (6:01) (6:03) |
| | <ul style="list-style-type: none">Roll call: (Mr. Carter; Here //Mr. Dubois; Here //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) (6:04) |
| | <ul style="list-style-type: none">Motion: Mr. Moulton moved to approve the agenda and was 2nd.Discussion: None<u>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)</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) (6:04) |
| | <ul style="list-style-type: none">There were no comments from the audience. | |
| V. | Comments from the Board of Directors | 5 min (6:16) (6:04) |
| | <ul style="list-style-type: none">Mr. Dubois observed that the protocol for Board Communication may need to be discussed based upon occurrences at a recent TCA Basketball game.Mr. Carter asked the Board to complete the OnTrack evaluation when they receive it via e-mail and not to confuse it with the Board Self Evaluation that will be sent out via survey monkey on Tuesday.Mr. LaValley thanked the Board for supporting #A and for the community voting for 3A. It means a lot for the future of TCA. Mr. LaValley reminded the Board of their adopt a school report due at the December Board meeting.Mr. Moulton attended the finals of the marching band competition (TCA took 3rd Place) and was impressed by the behavior of the band (they acted with dignity and respect throughout the competition). He also attended the Veterans Day Celebration and was captivated by the ceremony as well as having the students take control of a majority of the event.Mrs. Van Vleet commented on the lasting and important relationships she has built over the years at TCA. She thanked Dr. Sojourner for making relationship building a high priority at TCA. | |
| VI. | Celebrate TCA (Titan Marching Band/Men's Cross Country Winner-Tanner Norman) | 5 min (6:21) (6:10) |
| | Action: (Harris)
Motion: (Info)
Rationale: to highlight accomplishments of TCA students, staff, and parents | |
| | <ul style="list-style-type: none">We celebrated TCA's Band Program as well as 4A Cross Country State Winner, Tanner Norman. The TCA Marching Band won the 2A Regional competition and placed 3rd at the State Competition in Grand Junction. We viewed a portion of their program, it was amazing! Tanner Norman is a 2-time State Champion in Cross Country. No simple feat, according to his coach, Alan Versaw, who says "Tanner is his own biggest motivator and is always striving to be his best". | |
| VII. | Board Development | 10 min (6:26) (6:14) |
| | Action: (Van Vleet) | |

Motion: (Info)

Rationale: to reinforce good practices of effective school boards

- Mrs. VanVleet reviewed Dr. Carpenter's Broken Promises lesson.
- She highlighted the following fundamentals of a good school Board:
 - Worth: of organization and its mission/vision
 - Obedience: to stakeholders
 - Compliance: to state and local requirements
 - Financial Awareness: 31 reason most charter school fail is because of poor fiscal management and procedures
 - Integrity: We need a high level of trust in ourselves as well as the administration to work as a well-oiled team to achieve our mission
 - Oversight: Trust but verify
- Mr. Carter volunteered to present the next Board development topic

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:
 - Dr. Scott Poland talked about suicide prevention to parents (600) and staff (400)
 - He was well received by both groups
 - His presentations can be found on our web site
 - We have initiated a task force to better understand the issues surrounding suicide; they meet for the first time on 2 Dec and will report back to the President
 - Attended the National Character Conference in Washington D.C.
 - Always valuable to attend to hear what other schools and organizations are doing to incorporate character into their schools
 - Traffic (North car pool) congestion is becoming cumbersome for our neighbors (Community Bible Study and Relators).
 - We are trying to work with them in all ways possible
 - We are working with the city traffic engineers to look for possible solutions

IX. **Consent Agenda**

5 min (6:51) (6:34)

Board Directed items to be removed from Consent Agenda:

Motion: to accept the Consent Agenda (vote)

- A. Minutes: Oct 17 (Swanson)
 - B. Written Reports of the President and Cabinet
 - 1. Finance (VanGambleare)
 - a. September Financials
 - b. Quarterly Financial Summary
 - c. Internal Financial Controls
 - C. Board Policy on Internal Financial Controls
 - D. Annual Board Evaluation
 - E. SAC Minutes
 - 1. JH SAC Minutes, Sept 21, 2016
 - 2. JH SAC Minutes, Oct 20, 2016
 - 3. HS SAC Minutes, Nov 3, 2016
- **Motion: Mr. Jennings moved to approve the consent agenda 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)**

X. **Discussion Agenda Items**

A. **Items removed from Consent Agenda**

B. **Cabinet Level Reports**

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

5 min/5 min (6:56) (6:35)

Action: (Tubb)

Motion: (Info)

Rationale: to review progress on all TCA capital construction projects

- **Central Campus**
 - TCA paid Colorado Springs Utilities \$26,610 for a wastewater connection fee that was not paid when the Central Campus moved from a septic system to the city sewer system.
 - After the completion of the renovation we are tentatively \$90,000 under budget (Elder will finalize numbers in the coming months).
 - After several torrential August rains, we are adjusting the water run off plan/design; however, we must work with the county and city managers since our property butts up against them both

- **Motion:** Mr. Dubois moved to approve to approve \$100,000 for D20 Bond Capital Construction Initial Planning Funding and was 2nd.
- Discussion:
 - The approval of the D20 Bond means that about \$21M is going to be available for TCA capital construction over the next 5-7 years. Preliminary planning shows the first \$13M will be available next year with the remainder following approximately 3-4 years (\$6M) and 5-7 years (\$2M) later.
 - TCA will need to negotiate with D20 for approval of the bond-related projects based on severability of new construction and other constraints linked to the nature of state bond funding for charter schools. TCA has also promised that there will be projects for each of the three campuses and D20 will be moving forward with over \$200M overall for their capital construction projects.
 - The TCA Board Capital Construction Committee recommends that the Board immediately approve \$100,000 for TCA operations to begin the planning and consultation efforts necessary to:
 - Prioritize projects for the first round of funding.
 - Develop necessary plans to support funding approval and severability with D20.
 - Determine project budgets, risk assessments, and schedules for board approved projects.
 - Enable TCA to begin project work as soon as funding is provided by D20.
- 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. Dubois moved to continue the Capital Construction Committee through the duration of the approved capital construction projects 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 Registrar's Report

5 min/10 min (7:06) (6:55)

Action: (Tubb)

Motion: (Info)

Rationale: to provide the Board with an annual update and assessment of TCA's student population

- Mr. Tubb highlighted the following information from the registrar's report:
 - The old attrition model we have been using is not in line with our current attrition rate (we have a low attrition rate); it is good for finance
 - We may need to adjust our model in the future
 - The number one reason in JH for leaving is "dissatisfaction" but there is no trend or consistent reason for this comment
- The Board ask to have a report in Jan that helps them understand how TCA assists struggling children; it would be helpful to hear from Student Support Services to hear about 504's, IEP's, RTI, etc. that we use to help our students succeed

3. *Annual DAS Report TCA State Assessment/Student Achievement Comparison Analysis Report/Accreditation Report/Status

10 min/10 min (7:21) (7:03)

Action: (Jolly)

Motion: (Info)

Rationale: to review and assess TCA student achievement

- Mr. Jolly highlighted the following information from his report:
 - TCA is continuing to perform at a high level
 - U.S News and Newsweek highlight our high schools as top performing in the nation
 - High School, College Pathways, and Elementary schools all received the highest accreditation rating. Junior high was designated as Improvement Plan
 - TCA has appealed the JH rating to CDE based upon the following indicators:
 - Opt out rate and resulting impact on testing
 - JH was only .5% point from the next academic growth category in Math which would have resulted in receiving the highest grade overall
 - CDE adjusted paper and pencil Math scores lower this year but not in 2015 providing a disadvantage to schools testing on paper and pencil both years
 - PSAT (10th grade) and ACT (11th grade) scores are among the top in the state

4. *Annual CFO Year End Report

5 min/5 min (7:41) (7:25)

Action: (VanGamble)

Motion: (Info)

Rationale: to review the previous year's financial state

- Our audit went quit well
 - Mr. VanGambleare wanted to thank his finance team for their excellent work
- PPF was \$7,044 for the 2016-17 year. As an estimate, it may go up 2.5% to \$7,217 for the 2017-18 school year.
- Personnel costs were 69% of the budget.
- Debt service was 12.9% of the budget.

Break (7:37)

C. Board Level Reports

1. Quarterly FAC Report/Audit Review

5 min/10 min (7:51) (7:46)

Action: (VanGambleare)

Motion: (Info)

Rationale: to review comments from the FAC and review results from the audit

- This was the first time we used our new auditor (Clifton/Larson/Allen)
 - Changing auditors is a good practice
 - Get new insights
 - We received a clean and unqualified opinion
 - No issues; business as normal
 - We are continually improving
- One expense item of note is our self-funded health benefits plan
 - This year we are having several medical claimants with expensive maladies

2. Appointment Process of Board Members

10 min/10 min (8:06) (7:53)

Action: (Moulton)

Motion: (Info)

Rationale: to discuss a policy for the appointment of a Board member

- Mr. Moulton highlighted the following items from his report:
 - The goal was not to create a policy until we find out how the process works; this year may be more fluid being the first time
 - It might be more advantageous to create a policy first
 - This year will be the first year the Board will appoint a Board member to the Board rather than be voted in. This year the TCA community will be electing two Board members while the Board will be appointing one member of the Board.
 - Will timing for the appointment process coincide with that of the regular election process
 - May want to move the voting election up a month
 - Should the appointment occur before or after the election?
 - This process will only be used every 3 years when the term limit of the appointed board member is concluded
 - First Read will be in Dec and vote in January
- It is imperative that the Board begin looking for potential Board Candidates as soon as possible
 - Is the Board looking for a specific person with skills or a person that the Board needs with skills that the Board does not have

3. Board Policy CBB-TCA Recruitment, Appointment, and Evaluation of President

5 min/5 min (8:26) (8:23)

Action: (LaValley) to approve changes to the Board policy CBB-TCA

Motion: (Vote) to approve changes to Board Policy CBB-TCA

Rational: to review the President's recruitment, appointment, and evaluation policy

- **Motion: Mr. LaValley moved to approve changes to Board Policy CBB-TCA 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)**

4. Board Election Policy BBB-TCA/Bylaws

5 min/5 min (8:36) (8:25)

Action: (LaValley)

Motion: (1st Read)

- The Board asked the Governance committee to review the following items prior to approving the changes:
 - What is the meaning of immediate family? Clarify.
 - What needs to be changed in the Bylaws if we are going to change the election policy?
 - Is there a distinction between full time, part time, substitute, coach, stipend employees?

Rationale: to review the election policy/bylaws to recommend changes to eligibility of Board members with respect to having immediate family members working for TCA while also being a Board member

5. Board Decision Making Policy

5 min /5 Min (8:46) (8:42)

Action: (LaValley)

Motion: (1st Read)

Rationale: to suggest deleting this policy from the list of Board policies

- The Board ask the Governance committee to review the Board Meeting Policy to ensure the same type of language was in the Board Decision Making Policy before deleting the policy.
 - Of particular interest was ensuring that each Board members would be allowed to have items included on the agenda upon request to the agenda planning group and would not be denied.

D. Board Communication 5 min (8:56) (8:47)

Action: Secretary

Rationale: to develop and approve of communication update to community

- 3A Passing and moving forward on planning
- Celebrate TCA
- DAS Low Major Discipline Report

E. Executive Session 5 min (9:01) (8:52)

Action: (LaValley)

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

- **Motion: Mr. Rudder moved to enter executive session 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)**
- Dr. Sojourner (President) and the Board were involved in the Executive Session.

F. Executive Session 10 min (9:06) (9:02)

Action: (LaValley)

Motion: to move into executive session pursuant to C.R.S. 24-6-402 (4)(b) to receive legal advice regarding student matters

- Dr. Sojourner (President), Mr. Miller (TCA Legal Counsel) and the Board were involved in the Executive Session.

G. Closing Comments from the Board 5 min (9:16) (9:12)

- Dr. Jennings noted an inconsistency between Board discussion surrounding new facility severability with the possibility of being forced into undesired uses of our facilities and TCA's actual staff policies allowing equal access to our facilities.

H. Future Board Agenda Items 5 min (9:21) (9:14)

1. Conflict Resolution Policy, Dec, LaValley
2. Annual Board Evaluation/Results of Annual Eval., Dec, LaValley
3. Parent Survey Plan, Dec, Jolly
4. New Course Approvals, Dec, Jolly
5. Adopt a School Report, Dec, Board Members
6. Chief Executive Officer/Succession Plan Policy, Dec, Governance Committee
7. Student Support Services, Jan
8. Midyear Budget Modification, Dec, VanGampleare

XI. Adjournment (Approx. 9:26 p.m.) (9:26) (9:17)

- **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)**



Chris Carter
TCA Board Secretary