



# THE CLASSICAL ACADEMY

## BOARD OF DIRECTORS MEETING

### (OPEN TO THE PUBLIC)

MONDAY, MAY 14, 2018, 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.   | <b>Call to Order</b>  | 1 min (6:00) (6:01)           |
|      | <ul style="list-style-type: none"><li>The Chair (Mr. Moulton) called the meeting to order at 6:01 pm</li></ul>  |                               |
| II.  | <b>Pledge of Allegiance/Mission/Roll Call</b>   | 2 min (6:01) (6:02)           |
|      | <ul style="list-style-type: none"><li>Roll call: (Dr. Baker; Arrived at 8:05 pm due to car accident // Mrs. Goin; Here // Dr. Jennings; Here // Ms. Littleton; Here // Mr. Moulton; Here // Mr. Rudder, Here // Mrs. Van Vleet; Here, left at 8:38) A quorum was present.</li></ul>   |                               |
| III. | <b>Approval of Agenda</b>   | 2 min (6:03) (6:03)           |
|      | <ul style="list-style-type: none"><li><b>Motion: Mr. Rudder moved to approve the agenda and was seconded with the following change:</b><ul style="list-style-type: none"><li><b>Move Dr. Baker's farewell to 8:00 pm due to Dr. Baker having a car accident.</b></li></ul></li><li>Discussion: None</li><li><b><u>Vote: By a roll call vote of 6-0 the Board approved the motion. (Mrs. Goin; Yea // Dr. Jennings; Yea // Ms. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)</u></b></li></ul>   |                               |
| IV.  | <b>Comments from the Audience</b> (Audience members have 5 minutes to address the Board)<br>(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 (6:05) (6:03)           |
|      | <ul style="list-style-type: none"><li>There were no comments from the audience.</li></ul>   |                               |
| V.   | <b>Celebrate TCA (TCA Science Fair Winners)</b>   | 5 min (6:10) (6:04)           |
|      | Action: (Harris)<br>Motion: (Info)<br>Rationale: to highlight accomplishments of TCA students, staff, and parents <ul style="list-style-type: none"><li>We celebrated the first place winners at the Colorado State Science Fair.</li><li>TCA sent 29 students to participate in the State Fair. TCA placed in 4 categories and received 15 recognition awards.</li><li>Two of the students shared their winning projects with the Board.</li></ul>   |                               |
| VI.  | <b>Acceptance of Dr. Baker's Resignation and Farewell to Dr. Baker</b>  | 10 min (6:15) (6:10; Delayed) |
|      | Action: (Moulton)<br>Motion: (Info)<br>Rationale: to thank Dr. Baker for his service to TCA <ul style="list-style-type: none"><li>The Board accepted Dr. Baker's resignation that he sent to the board at the March 2018 Board meeting.</li></ul>   |                               |
| VII. | <b>Board Appointment Committee Recommendation</b>   | 5 min (6:25) (6:11)           |
|      | Action: (Van Vleet)<br>Motion: (Vote) to approve the recommendation of the Board Member Appointment Committee as to the replacement of Dr. Baker's empty seat<br>Rationale: to review and select a Board appointed member to the TCA Board to Replace Dr. Baker <ul style="list-style-type: none"><li><b>Motion: Mrs. Van Vleet moved to approve Mr. Rich Bennett as the recommended replacement for Dr. Paul Baker on the TCA Board of Directors by the Board Member Appointment Committee</b><ul style="list-style-type: none"><li>Mr. Bennett will have voting privileges and will attend executive sessions immediately.</li><li>Mr. Bennett signed the Board Agreement and the Executive Session Affidavit (Attachments 1 and 2)</li><li>His Board training will be completed in the next couple of months.</li></ul></li><li>Discussion: None</li><li><b><u>Vote: By a roll call vote of 6-0 the Board approved the motion. (Mrs. Goin; Yea // Dr. Jennings; Yea // Ms. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)</u></b></li></ul> |                               |

- VIII. **Board Election of New Board Secretary** 1 min (6:30) (6:13)  
 Action: (Moulton)  
 Motion: (Vote) to select/approve of a new Board Secretary to replace Dr. Baker  
 Rationale: to select a new Board Secretary
- Mr. Bennett was the only member of the Board nominated for the Secretary position and he accepted the position.
- IX. **Comments from the Board of Directors** 5 min (6:31) (6:14)
- Mrs. Littleton congratulated the soon to be graduating TCA seniors.
  - Mr. Bennett thanked the Board on his selection to the Board.
  - Mrs. Van Vleet attended the Cottage School Musical and was impressed by the crossover of help provided by high school students to help make the musical a success.
  - Mrs. Goin welcomed Mr. Bennett to the TCA Board.
- X. **Report of the President & Cabinet Spotlights** 10 min/5 min (6:36) (6:17)  
 Motion: (Info)  
 Rationale: to highlight cabinet activities (Pres., Ops, Academic Services, HR, and Advancement).
- Dr. Sojourner highlighted the following items from his report:
    - Changes to the Parent Letter of Understanding
      - Renamed the letter to Parent Letter of Commitment
      - Highlighted TCA Core Values
      - Clearly outlines expectations of what TCA expects from parents and what parents can expect from TCA
    - Invited the Board to take part in any of the four book studies next year
      - Books that are selected help staff to better understand TCA's core values and character traits
    - Expressed the importance of TCA Day where TCA Junior High and High School students go out amongst the community to perform acts of kindness
- XI. **Consent Agenda** 2 min (6:51) (6:23)  
 Board Directed items to be removed from Consent Agenda:  
 Motion: to file the Consent Agenda (vote)
- A. Finance (VanGamble)
    1. March Financials
    2. Quarterly Financial Summary
    3. Quarterly FAC Report
  - B. SAC Minutes
    1. High School; January 9, 2018
    2. North Elementary; February 6, 2018
    3. Central Elementary; April 16, 2018
    4. CSP/CP; April 17, 2018
  - C. SAC School Resource Priority Lists
  - D. Policies
    1. Board Responsibilities, Election of Board Officers, and Board Job Descriptions
    2. Board Philosophy on Advancement
    3. Board Committees
- **Motion: Dr. Jennings moved to file the consent agenda and was seconded.**
    - Discussion: None
  - **Vote: By a roll call vote of 7-0 the Board approved the motion. (Mr. Bennett; Yea // Mrs. Goin; Yea // Dr. Jennings; Yea // Ms. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**
- XII. **Minutes: Apr 9, 2018** 3 min (6:53) (6:25)  
 Action: (Swanson)  
 Motion: (Vote) to approve the minutes for Apr 9, 2018  
 Rationale: to review and approve the minutes
- **Motion: Dr. Jennings moved to approve the April 9, 2018 minutes and was seconded.**
    - Discussion: None
  - **Vote: By a roll call vote of 7-0 the Board approved the motion. (Mr. Bennett; Yea // Mrs. Goin; Yea // Dr. Jennings; Yea // Ms. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**
- XIII. **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) (6:26)  
 Action: (Tubb)  
 Motion: (Info)  
 Rationale: to review progress on all TCA capital construction projects
      - Mr. Tubb highlighted the following topics from his report:
        - Currently, the North Campus projects (Gym and Performing Arts Center) are on time and under budget

- The North Campus Library/Elementary Front Office Project will begin at the end of school and should be completed before the start of the new school year
    - Mr. Tubb reviewed the floor plans of the project
2. **Charter Review** 5 min/5 min (7:06) (6:34)  
 Action: (Tubb)  
 Motion: (1<sup>st</sup> Read)  
 Rationale: to review and amend the Charter between TCA and ASD20
- Mr. Tubb highlighted the following topics from his report:
    - There are very few changes that occur in our Charter Contract with ASD20 this year. Most changes occur due to legislative changes.
      - We will be adding an additional security officer at East/Central
      - Language added to the contract to codify TCA’s contribution and participation in the ASD20’s Food Service Fund; money from this fund may be used to repair and /or replace equipment in our cafeteria kitchens.
    - The Charter for New Summit Charter School will look very different from ours based on our longevity.
3. **Student Fee Schedule** 2 min/3 min (7:16) (6:40)  
 Action: (Jolly, Birkey)  
 Motion: (Vote) to approve the student fee schedule for next year  
 Rationale: to review and approve the student fees for the 2018-2019 school year
- **Motion: Mr. Rudder moved to approve the 2018-2019 student fees and was seconded.**
    - Discussion: Mr. Jolly provided additional information pertaining to changes to the student fee schedule since last month when the Board first reviewed the student fee schedule
  - **Vote: By a roll call vote of 7-0 the Board approved the motion. (Mr. Bennett; Yea // Mrs. Goin; Yea // Dr. Jennings; Yea // Ms. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)**
4. **Preliminary Budget Review for next FY (2018-19)** 10 min/10 min (7:21) (6:45)  
 Action: (VanGambleare)  
 Motion: (1<sup>st</sup> Read)  
 Rationale: to review and amend the budget for the 2018-19 school year
- Mr. VanGambleare highlighted the following items from his report:
    - The state increased the PPR by 6.1% (very good news)
      - Helped reduce the Budget Stabilization Factor by \$150 M
    - Fundraising efforts enabled TCA to give returning staff the highest returning bonus ever
    - TCA budgeted for a student count of 3386 for the 2018-2019 budget
    - Staff can look forward to a base line pay increase of 3.9%
    - TCA health care benefits will rise between 15-18%
    - PERA Expenses
      - 2% increase for staff
      - .25% increase for employers
      - These changes are slated to begin July 1, 2019
    - Creating a deferred payment reserve for capital projects to repair future expenditures for roofs, boilers, etc. that will need repairs over time.
5. **Annual Parent Survey Analysis** 10 min/10 min (7:41) (7:05)  
 Action: (Jolly)  
 Motion: (Info)  
 Rationale: to review the results of the Parent Survey
- Mr. Jolly highlighted the following items from his report:
    - We had the highest participation rate in history on the parent survey; 1911 responses
    - Over all it was a good news report that TCA is meeting or exceeding parent expectations (there is no cause for concern)
    - Every TCA common question area was rated higher than when first asked 4 years ago; all areas – facilities, safety, academic prep, communication, character, and uniform scored a 4.25 response (between Agree/Strongly Agree) or higher on a 5-point scale
    - Top “best thing” about TCA responses from parents (in order of priority):
      - Teachers/staff
      - Education/Academics
      - Character
      - Community/Family
      - Caring
      - Culture/Environment
      - Small Classes
      - Core Values
      - Classical Education
    - Focus items to address
      - Communication that reinforces TCA’s character training efforts

- Homework balance
- Uniforms (although trending in the right direction)
- Principals will dissect the results of the parent survey to see how it affects their schools specifically

Break (7:28)

6. **Annual Character Report (Data Supported Measures)** 10 min/10 min (8:01) (7:33)

Action: (Jolly)

Motion: (Info)

Rationale: to review the progress of Character Education at TCA

- Mr. Jolly highlighted the findings from his report on the following twelve character performance outcomes at TCA:
  - TCA successfully partners with parents to develop virtuous character.
  - If I were to name the best thing overall about TCA, it would be.
  - Attendance and truancy rates at TCA.
  - Discipline rates at TCA.
  - My child feels safe at school.
  - Bullying at TCA.
  - Appropriately preparing students academically.
  - Academic achievement snapshot from state assessment report.
  - Graduation rates at TCA.
  - Overall parent satisfaction taken from the annual parent survey.
  - Teacher retention and satisfaction measures.
  - Student attrition numbers at TCA.
- All of the above areas reported outcomes that warranted a green rating other than the “Academic achievement snapshot from state assessment report” which is reported at a yellow level of performance
  - TCA administration is currently reviewing test scores to analyze whether any trends exist and to determine what types of actions are needed to properly focus on the challenges this area involves

Dr. Baker Farewell (8:08)

- The Board thanked Dr. Baker for his contributions that strengthened the Board and noted the following:
  - Wisdom
  - Commitment
  - Comradery
  - Personal support
  - Calming influence
  - Proactive problem solver
  - Took on duties as Board Secretary as a newly assigned Board member
- The Board wished him well in his future endeavors

7. **New Policy on Naming Rights at TCA** 5 min/5 min (8:21) (8:21)

Action: (Sojourner)

Motion: (1<sup>st</sup> Read) to approve new policy concerning naming rights and privileges

Rationale: review new guidelines on facilities naming rights

- Dr. Sojourner presented a new policy on Naming Rights at TCA
- There are possibilities in the future that may benefit TCA (fundraising wise) in the ability to name our facilities (Buildings, rooms, etc.)

**C. Board Level Reports**

1. **Adopt a School Reports** 14 min (8:31) (8:32)

Action: (Board)

Motion: (Info)

Rationale: to allow the Board to provide a brief overview of the information that they have learned about their assigned schools

- As a whole the Board highlighted these key areas of our schools:
  - Expressed their appreciation to the Principals and SACs for their leadership
  - Impressed with all of the activities students participate in that strengthen/enhance TCA’s core values
  - Huge parent attendance at various school events: art shows, plays and various other performances/activities

**D. Board Communication**

5 min (8:45) (8:37)

Action: Secretary

Rationale: to develop and approve of communication update to community and to update the Board on e-mail traffic and distribution

- Celebrate TCA
- Appointment of Mr. Bennett to the TCA Board
- Operations update
- Parent Survey Results

**E. Future Board Agenda Items**

5 min (8:50) (8:39)

1. Charter Review/Policy Review, June, Tubb, Vote
2. Quarterly FAC Report, May, Goin, Info
3. Current Year Budget Revision, June, VanGampleare, Vote
4. President Compensation Determined, June, Moulton, Vote
5. Budget Approval for Next FY (2018-19), June, VanGampleare, Vote
6. Appreciation Committee Annual Report, June,
7. Training Committee Annual Report, June
8. Adopt a School; Board Member Assignments, June, Moulton, Vote
9. Current Year Budget Revision, June, VanGampleare, Vote
10. Voting Software, Littleton
11. Board's Discussion of Core Values, July, Van Vleet

**F. Closing Comments from the Board**

5 min (8:55) (8:40)

- There were no closing comments from the Board.

**G. Executive Session**

25 min (9:00) (8:41)

Action: (Moulton)

Motion: (Vote) to move into Executive Session pursuant to C.R.S. 24-6-402 (4)(f)(e) TCA President Final Evaluation and Contract Negotiations

Rationale: to give TCA President final evaluation for the year and discuss contract negotiations

- **Motion: Dr. Jennings moved to enter into Executive Session pursuant to C.R.S. 24-6-402 (4)(f)(e) TCA President Final Evaluation and Contract Negotiations and was seconded.**
  - Discussion: None
- **Vote: By a roll call vote of 6-0 the Board approved the motion. (Mr. Bennett; Yea // Mrs. Goin; Yea // Dr. Jennings; Yea // Ms. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea //**

**XIV. Adjournment** (Approx. 9:25 p.m.)

(9:25) (9:35)

- **Motion: Mr. Moulton moved to adjourn the meeting and was seconded.**
  - Discussion: None
- **Vote: By a roll call vote of 6-0 the Board approved the motion. (Mr. Bennett; Yea // Mrs. Goin; Yea // Dr. Jennings; Yea // Ms. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea //**

Attachments:

- 1) Board Agreement Signed by Mr. Bennett
- 2) Executive Session Affidavit Signed by Mr. Bennett

Rich Bennett  
Board Secretary