



THE CLASSICAL ACADEMY

BOARD OF DIRECTORS ANNUAL MEETING

(OPEN TO THE PUBLIC)

MONDAY, AUGUST 12, 2019, 6:00-8:10 P.M.

NORTH CAMPUS — SECONDARY LIBRARY CONFERENCE ROOM (TITAN ROOMS A AND B, 1ST FLOOR)

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) |
| | <ul style="list-style-type: none">The Chair (Mr. Moulton) called the meeting to order at 6:00 pm | |
| II. | Pledge of Allegiance/Mission/Roll Call | 2 min (6:01) (6:01) |
| | <ul style="list-style-type: none">Roll call: (Dr. Andre; Here // Mr. Bennett; Here // Mrs. Goin; Here // Mr. Hannan; Here // Dr. Jennings; Absent// Ms. Littleton; Here, // Mr. Moulton; Here // Mr. Rudder; Here// Mrs. Van Vleet; Here) A quorum was present. | |
| III. | Approval of Agenda | 2 min (6:03) (6:02) |
| | <ul style="list-style-type: none">Motion: Ms. Littleton moved to approve the agenda and was seconded.Discussion: None<u>Vote: By a roll call vote of 6-0 the Board approved the motion. (Mr. Bennett: Yea // Mrs. Goin; Yea // Ms. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)</u> | |
| IV. | Hail and Farewell to Board Members | 10 min (6:05) (6:03) |
| | <ul style="list-style-type: none">The Board said farewell to Dr. Jennings and Mrs. VanVleet. Without their perspective and collective experience, TCA would not be as successful as it is. The Board thanked them for their hard work, sincere service, and dedication to TCA.The Board said hello to its newest Board members Dr. Andre and Mr. Hannan and thanked them for their willingness to be Members of the Board. | |
| V. | 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 (6:15) (6:15) |
| | <ul style="list-style-type: none">There were no comments from the audience. | |
| VI. | Sign Board Agreement/Conflict of Interest Disclosure/Executive Session Confidentiality
Statement per Board policy BC-TCA
Action: (Moulton)
Motion: (Info)
Rationale: to ensure the Board is familiar with their responsibilities, acknowledge any conflicts of interest (if any), and understand the confidentiality requirements associated with Board Executive Sessions | 5 min (6:20) (6:16) |
| | <ul style="list-style-type: none">All Board members signed the Board Agreement/Conflict of Interest Disclosure (See Attachment 1)All Board members signed the Executive Session Confidentiality Statement (See Attachment 2) | |
| VII. | Board Officer Elections per Board policy BBA-TCA
Action: (Moulton)
Motion: (Vote) the Board by majority vote selects the new Chair, Vice Chair, Treasurer, and Secretary
Rationale: at the beginning of each school year, the Board selects the officer positions on the Board for the upcoming year | 10 min (6:25) (6:17) |
| | <ul style="list-style-type: none">Motion: Ms. Littleton moved to select Mr. Moulton as the Board Chair and was seconded.Discussion: There were no other nominations | |

- **Vote: By a roll call vote of 7-0 the Board approved the motion. (Dr. Andre; Yea // Mr. Bennett: Yea // Mrs. Goin; Yea // Mr. Hannan; Yea // Ms. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea)**
- **Motion: Mr. Moulton moved to select Ms. Littleton as the Board Vice-Chair and was seconded.**
- Discussion: There were no other nominations
- **Vote: By a roll call vote of 7-0 the Board approved the motion. (Dr. Andre; Yea // Mr. Bennett: Yea // Mrs. Goin; Yea // Mr. Hannan; Yea // Ms. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea)**
- **Motion: Mr. Moulton moved to select Mrs. Goin as the Board Treasurer and was seconded.**
- Discussion: There were no other nominations
- **Vote: By a roll call vote of 7-0 the Board approved the motion. (Dr. Andre; Yea // Mr. Bennett: Yea // Mrs. Goin; Yea // Mr. Hannan; Yea // Ms. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea)**
- **Motion: Mr. Moulton moved to select Mr. Bennett as the Board Secretary and was seconded.**
- Discussion: There were no other nominations
- **Vote: By a roll call vote of 7-0 the Board approved the motion. (Dr. Andre; Yea // Mr. Bennett: Yea // Mrs. Goin; Yea // Mr. Hannan; Yea // Ms. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea)**

VIII. Comments from the Board of Directors 5 min (6:35) (6:18)

- Mrs. Goin: Attended the TCA Staff Back to School Kickoff. She enjoyed seeing Dr. Sojourner in his role as the head of staff. He was motivational and encouraging. In addition, he artfully discussed TCA's tactical vision and goals.
- Mrs. Littleton: Thanked the staff for getting school started off on the right foot and on time. Her grandson starts on Wednesday.
- Dr. Andre: Appreciated the work that went into The Titan of the Year presentation and the impact that it has on the staff; the engaging stories coupled with an atmosphere of celebration.

IX. Board Development (Board Fiduciary Duties Under Colorado Law) 10 min (6:40) (6:23)

Action: (Farmer)

Motion: (Info)

Rationale: to reinforce good practices of effective school Boards

- Mr. Tim Farmer outlined the Board's fiduciary duties under Colorado law (See Attachment 3)

X. Report of the President & Cabinet Spotlights 10 min (6:50) (6:35)

Action: (Sojourner)

Motion: (Info)

Rationale: to highlight cabinet activities (Pres., Ops, Academics, HR, Finance).

- Dr. Sojourner highlighted the following items from his report:
 - Titan of the Year
 - Recognized Jessica Adair as the Titan of the year; she radiates a positive influence over TCA
 - Thanked Mrs. Gloria Thuon as the parent chair of the Titan of the Year committee for putting together an impactful presentation and Mrs. Tisha Harris for all her behind the scenes work
 - CASE Conference
 - Based on the conversations at each of the breakout sessions, TCA continues to do the right things as well as great things
 - OPS/HR Reports
 - These reports are typically longer after the summer
 - OPS report lists all of the projects completed during the summer
 - HR Report lists all of the changes in personnel over the summer
 - Classroom Caps
 - Filled kindergarten; last year was an anomaly
 - Mr. Jolly reviewed that only 8 classroom exceeded the caps, each by one student, out of a total of 650 classrooms
 - Our attrition model is working
 - Goal of 600 student HS (Currently we are at 602)
 - Goal of 400 student JH (Currently we are at 405)

XI. Consent Agenda 3 min (7:00) (6:47)

Board Directed items to be removed from Consent Agenda:

Motion: (Vote) to file the Consent Agenda

- A. Finance (VanGambleare)
 1. June Financials
 2. May Financials
- B. Charter Contract (Signed Copy)
- C. President's Designation of Two Emergency Replacements per Board policy CBC-TCA (Sojourner)
- D. Strategic Calendar Update

- **Motion: Mr. Rudder moved to file the Consent Agenda with the following changes:**

- Remove May Financials for discussion
- Remove Strategic Calendar for Discussion
- Discussion: None
- Vote: By a roll call vote of 7-0 the Board approved the motion. (Dr. Andre; Yea // Mr. Bennett; Yea // Mrs. Goin; Yea // Mr. Hannan; Yea // Ms. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea)

XII. Minutes: June 3, 2019

2 min (7:03) (6:52)

Action: (Swanson)

Motion: (Vote) to approve the June 3, 2019 minutes

Rationale: to provide a record of the Board meeting for files

- **Motion: Mrs. Goin moved to approve the June 3, 2019 minutes and was seconded.**
- Discussion: There were no other nominations
- Vote: By a roll call vote of 7-0 the Board approved the motion. (Dr. Andre; Yea // Mr. Bennett; Yea // Mrs. Goin; Yea // Mr. Hannan; Yea // Ms. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea)

XIII. Discussion Agenda Items

A. Items removed from Consent Agenda

1. May Financials

(6:53)

- Discussion
 - How does cost affect the purchase of curriculum materials such as books?
 - TCA does not buy cheaper books at the cost of sacrificing curriculum
 - It just happened that the books chosen this year were cheaper but met all of our curriculum requirements
 - In the future costs could be higher since book publishers are using disposable workbooks instead of reusable books; this practice will drive costs higher
- **Motion: Mrs. Goin moved to file the May Financials and was seconded.**
- Discussion: There was no further discussion
- Vote: By a roll call vote of 7-0 the Board approved the motion. (Dr. Andre; Yea // Mr. Bennett; Yea // Mrs. Goin; Yea // Mr. Hannan; Yea // Ms. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea)

2. Strategic Calendar Update

(7:14)

- Discussion
 - Will the Strategic Calendar reflect the changes made to the Strategic Plan; specifically the requirement to have a report on deferred maintenance spending?
 - Next month the Strategic Calendar will be updated once the Board Approves the Strategic Plan.
- **Motion: Mrs. Goin moved to file the Strategic Calendar.**
- Discussion: There was no further discussion
- Vote: By a roll call vote of 7-0 the Board approved the motion. (Dr. Andre; Yea // Mr. Bennett; Yea // Mrs. Goin; Yea // Mr. Hannan; Yea // Ms. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea)

B. Cabinet Level Reports

1. Annual Advancement and Stewardship Report

10 min (7:05) (7:16)

Action: (Sojourner, Simpson)

Motion: (Info)

Rationale: to review the previous year's fund raising efforts and provide plans for the upcoming year

- Mr. Simpson highlighted the following items from his report:
 - Donation trends
 - Student-driven fundraising designated to outside beneficiaries
 - Last year students across campuses raised money for the new Children's Hospital
 - This year funds will be raised for the Disabled Veterans
 - Parent/Grandparent giving continues to be a critical component in honoring teachers and staff

C. Board Level Reports

1. Strategic Plan Annual Review

25 min (7:15) (7:49)

Action: (Chair)

Motion: (Vote) to approve changes to the strategic plan as presented

Rational: To provide a framework for the future direction of TCA as well as provide the basis for the Board/President Goals

- **Motion: Mr. Rudder moved to approve the 2019-2020 Strategic Plan and was seconded.**

- Discussion: The major changes to the Strategic plan for this year are:
 - Creation of a Communication Goal
 - Identifying the need to budget for deferred maintenance items and unforeseen emergency maintenance costs
- **Vote: By a roll call vote of 7-0 the Board approved the motion. (Dr. Andre; Yea // Mr. Bennett; Yea // Mrs. Goin; Yea // Mr. Hannan; Yea // Ms. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea)**

2. Board/President Goals 5 min (7:40) (7:55)

Action: (Sojourner)

Motion: (Vote) to approve the Board/President's Goals for the 2019-2020 school year

Rationale: to ensure the Board/President Goals align with the Strategic Plan

- **Motion: Ms. Littleton moved to approve the 2019-2020 Board/President's Goals and was seconded.**
- Discussion: There were two minor changes to the Board/President's goals during the Board meeting that included the following:
 - Under Staff Leader Objectives and Measures include "and periodically report to the Board associated activities and events." (See Attachment 4, change in blue)
 - Under Financial Leader Objectives and Measures include, "Report to Board annually and as needed" (See Attachment 4, change in blue)
 - Changes in red reflect changes that occurred from the July 15, 2019 Working Session
- **Vote: By a roll call vote of 7-0 the Board approved the motion. (Dr. Andre; Yea // Mr. Bennett; Yea // Mrs. Goin; Yea // Mr. Hannan; Yea // Ms. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea)**

3. Board Committees 10 min (7:45) (8:05)

Action: (Chair)

Motion: (Info)

Rationale: to review current Board committees and select committee chairs and members

- The Board updated the members on each of their committees (See Attachment 5)
- The Board resumed the following temp committees:
 - Board Member Appointment Committee
 - Construction Committee

D. Board Communication 5 min (7:55) (8:13)

Action: (Secretary)

Rationale: to develop and approve of communication update to community

- Board Officers
- Hail and Farewell to Board members
- Strategic Plan Approved
- Donations

E. Future Board Agenda Items 5 min (8:00) (8:15)

1. Budget Projection Policy, Sept, Governance Committee
2. Site Based Management Policy, Sept, Governance Committee
3. Conflict of Interest Policy, Sept, Governance Committee
4. HR Annual Report, Sept, Schulz
5. Recruit New Board Members, Sept, Training Committee

F. Comments from the Board of Directors 5 min (8:05) (8:19)

- Ms. Littleton wanted to ensure we thank again both Dr. Jennings and Mrs. Van Vleet for their service to TCA.

XIV. Adjournment (Approx. 8:10 p.m.) (8:10) (8:20)

- **Motion: Mr. Rudder moved to adjourn and was seconded.**
- Discussion: None
- **Vote: By a roll call vote of 7-0 the Board approved the motion. (Dr. Andre; Yea // Mr. Bennett; Yea // Mrs. Goin; Yea // Mr. Hannan; Yea // Ms. Littleton; Yea // Mr. Moulton; Yea // Mr. Rudder; Yea)**

Attachments:

- 1) Board Agreement/Conflict of Interest Disclosure
- 2) Executive Session Confidentiality Statement
- 3) Board Development Presentation (Board Fiduciary Duties Under Colorado Law)
- 4) Updated Board/President's Goals
- 5) Updated Board Committee List

Rich Bennett
TCA Board Secretary