



# THE CLASSICAL ACADEMY

## BOARD OF DIRECTORS MEETING

### (OPEN TO THE PUBLIC)

DATE: MONDAY, DECEMBER 12, 2022, 6:00-8:45 P.M.

LOCATION: NORTH CAMPUS – SECONDARY SCHOOL, 1<sup>ST</sup> FLOOR, ROOM 1102

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

	Allocated Time/Start Time
I. <b>Call to Order</b> (6:00 pm)	1 min (6:00) (6:02)
<ul style="list-style-type: none"><li>The Board Chair (Mr. Fradette) called the meeting to order at 6:02</li></ul>	
II. <b>Pledge of Allegiance/Mission/Roll Call</b>	2 min (6:01) (6:03)
<ul style="list-style-type: none"><li><b>Roll call: (Mr. Fradette; Here // Mr. Hannan; Here // Mrs. Hawkins; Here // Mrs. Johnson; Here // Mr. Palmer; Here // Mr. Williams; Here // Mrs. Wittleder; Here). A quorum was present.</b></li></ul>	
III. <b>Approval of Agenda</b>	2 min (6:03) (6:04)
<ul style="list-style-type: none"><li><b>Motion: Mr. Hannan moved to approve the agenda and was seconded.</b></li><li>Discussion: None</li><li><b><u>Vote: By a roll call vote of 7-0 the Board approved the motion. (Mr. Fradette; Yea // Mr. Hannan; Yea // Mrs. Hawkins; Yea // Mrs. Johnson; Yea // Mr. Palmer; Yea // Mr. Williams; Yea // Mrs. Wittleder; Yea)</u></b></li></ul>	
IV. <b>Comments from the Audience</b> (Audience members have 3 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)	10 min (6:05) (6:05)
<ul style="list-style-type: none"><li>Krystal Hearne: President Search Committee</li></ul>	
V. <b>Comments from the Board of Directors</b>	10 min (6:15) (6:07)
<ul style="list-style-type: none"><li>Mrs. Wittleder: This is a wonderful time of year; parties, music concerts, plays/musicals; looking forward to the New Year and the tasks before us as a Board.</li><li>Mr. Hannan: Would it be possible to get a new U.S. Flag for the room?</li><li>Mr. Fradette: I appreciate the information in Mr. Weston's report and his exceptional review of our Cabinet. This is a good report for new Board members to read; looking forward to attending the "Range" book study.</li><li>Mr. Williams: I am continually impressed by how our students balance a busy school calendar with a robust extracurricular schedule; it takes heart, time, and energy.</li><li>Mr. Palmer: Merry Christmas! My brother and I will be dressing up as Santa and Elf to hand out candy at the Central Campus.</li><li>Mrs. Hawkins: I am always impressed by how TCA goes to the lengths they do to help kids; for instance, I enjoyed attending 4<sup>th</sup> grade Medieval Day and appreciate how we bring history to life for our students.</li></ul>	
VI. <b>Board Development (Remembering TCA's Roots)</b>	15 min (6:25) (6:12)
Action: (Jolly, Walker) Motion: (Info) Rationale: reviewing the past 25 years and highlighting what makes TCA unique	
<ul style="list-style-type: none"><li>Due to Mrs. Walker being sick, this item will be postponed until the January Board meeting.</li></ul>	
VII. <b>Celebrate TCA (Wizard of OZ Musical)</b>	5 min (6:40) (6:29)
Action: (Harris) Motion: (Info) Rationale: to highlight accomplishments of TCA students, staff, and parents	
<ul style="list-style-type: none"><li>We celebrated TCA's recent musical "The Wizard of Oz."</li><li>During the meeting, four of the lead cast members in costume performed a few song selections.</li></ul>	

- Mrs. Kaye VonKessel, TCA Theater Director, produces an amazing show each year and we are so grateful for her leadership and team.
- With over 50 students in the cast and crew along with countless volunteers (staff and parents), it's no small feat to create such a dynamic and engaging show!

VIII. **Legal Update/Training** 10 min (6:45) (6:13)

Action: (Miller)

Motion: (Info)

Rationale: to update the Board on Colorado Legislative actions

- Mr. Miller highlighted the following items:
  - TCA's Charter Contract extends to 2038 with yearly reviews. This is due to the extremely positive relationship we have with ASD20.
    - Yearly reviews deal mostly with changes in the purchase services we have with ASD20.
    - When TCA does not have a specific policy to address a subject, TCA commonly adopt policies developed by ASD20.
    - TCA is granted autonomy to develop its own curricula (sequencing, books and materials, course content).
    - For many years we have been fortunate to be included in ASD20's mill levys and bond votes (not a common practice in other districts).
    - TCA elects its own Board and operates under a separate set of Bylaws from ASD20
    - TCA employs teachers that are highly qualified but who do not necessarily have a teaching license; this enables us a great freedom to hire exceptional teachers and staff that otherwise may not be accessible.

IX. **Report of the President & Cabinet Spotlights** 15 min (6:55) (6:42)

Action: (Sojourner)

Motion: (Info)

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

- Dr. Sojourner highlighted the following items from his report:
  - Mr. Weston, ASD20 Liaison, delivered in his annual report to the ASD20 Board. His comments were very complementary across the board in regards to TCA's governance, administration, finances, human resources, operations, communications, community relations, and academic services.
  - January 3, 2023 the staff returns from break. Dr. Sojourner will be giving his State of the School Report. Board members are invited to attend.
  - We will be presenting a corrected and updated Advancement Report to the Board in January.

X. **Consent Agenda** 3 min (7:10) (6:57)

Board Directed items to be removed from Consent Agenda:

Motion: (Vote) to file the Consent Agenda

- A. Finance (VanGambleare)
  1. October Financials
- B. Parent Survey (Jolly)
  1. (School Specific Questions)
- C. SAC Minutes/Resource Priorities
  1. CSP-CP
    - a. Resource Priorities, November 15, 2022
    - b. SAC Minutes, November 15, 2022
  2. East Elementary
    - a. Resource Priorities, November 14, 2022
    - b. SAC Minutes, November 14, 2022
  3. North Elementary
    - a. Resource Priorities,, November 9, 2022

- **Motion: Mr. Hannan 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. Fradette; Yea // Mr. Hannan; Yea // Mrs. Hawkins; Yea // Mrs. Johnson; Yea // Mr. Palmer; Yea // Mr. Williams; Yea // Mrs. Wittleder; Yea)**

XI. **Minutes: November 14, 2022** 2 min (7:13) (7:00)

Action: (Thomason, Swanson)

Motion: (Vote) to approve the November 14, 2022 minutes

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

- **Motion: Mr. Hannan moved to approve the November 14 , 2022 minutes with the following changes and was seconded:**
  - **Item VI. Comments from the Board of Directors: Changed the second sentence of Mrs. Johnson's comments to read "She appreciated all the positive contributions he has made."**

- **Item XII.B.1. Annual Accreditation, Assessment, and Achievement Report: Add third bullet:** “During the DAS Annual Report on Accreditation, Assessment, and Achievement, Mr. Jolly noted that the college remediation rates experienced by our high school graduates have begun to increase slightly, and the Secondary Lead Team will begin discussing possible root causes for the increase while exploring solutions to improving those rates in the future.”
- **Item XII.C.1. President Search Committee second bullet:** Replace “in lew” with “in lieu”.
- **Item XII.C.4. BMAC Formation:** Add third bullet “Mr. Palmer is taking time to consider serving another term before deciding.”
- Discussion: None
- **Vote: By a roll call vote of 7-0 the Board approved the motion. (Mr. Fradette; Yea // Mr. Hannan; Yea // Mrs. Hawkins; Yea // Mrs. Johnson; Yea // Mr. Palmer; Yea // Mr. Williams; Yea // Mrs. Wittleder; Yea)**

Break

10 min (7:15) (7:28)

## XII. Discussion Agenda Items

### A. Items removed from Consent Agenda

### B. Cabinet Level Reports

#### 1. Annual Registrar’s Report

15 min (7:25) (7:02)

Action: (Harper)

Motion: (Information)

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

- Kayla Harper, TCA’s Registrar, presented our annual Registrar Report.
- Attrition rates saw a significant drop this year, returning to typical values seen pre-pandemic. Thus, we were able to exceed our anticipated enrollment for the school year.
- As has been the case for the past few years, we continue to seek enrollment for our youngest students, and knowing that word of mouth is our best advertising tool, please share with your friends that we anticipate openings in kindergarten and 1st grade next year—in both traditional and CSP.

#### 2. Parent Survey Plan (Common School-Wide Questions/Process)

10 min (7:40) (7:34)

Action: (Jolly)

Motion: (Information)

Rationale: to review the common school-wide questions/process of the parent survey

- Wes Jolly, Director of Academic Services, presented our annual Parent Survey plan, which will take place during the month of February.
- This year, there will be eight common questions, including one gauging parental support on possible elimination of student access to personal electronic devices during the school day.
- The added question about electronic devices will provide additional feedback to the Digital Health Committee (DHC) providing feedback for their recommendation to the Board by the end of the school year.
- In addition, the survey will contain several school-specific questions of interest from our individual principals.

### C. Board Level Reports

#### 1. TCA President Search Committee Update

10 min (7:50) (7:57)

Action: (Fradette, Hawkins)

Motion: (Vote) to approve the TCA President job description for job search posting

Rationale: to approve the TCA President job description for job search

- **Motion: Mrs. Wittleder moved to approve the TCA President job description for job search posting and was seconded.**
- Discussion:
  - The Board received an update from the President Search Committee and approved the President Job Description (**See Attachment 1**) which will accompany the position posting/advertisement, scheduled for release this Friday, December 16th.
  - Upon release, the posting can be accessed via the TCA homepage.
  - This will be the first step of a multi-month comprehensive and phased process, leading to a final selection by late spring/early summer of 2023.
  - The Board will continue providing community updates throughout the search and selection process.
- **Vote: By a roll call vote of 7-0 the Board approved the motion. (Mr. Fradette; Yea // Mr. Hannan; Yea // Mrs. Hawkins; Yea // Mrs. Johnson; Yea // Mr. Palmer; Yea // Mr. Williams; Yea // Mrs. Wittleder; Yea)**

#### 2. Digital Health Update

10 min (8:00) (8:06)

Action: (Palmer, Wittleder)

Motion: (Information)

Rationale: to provide an update from the Digital Health Committee

- The Digital Health Committee (DHC) was encouraged to learn that a digital health question will appear not only on the TCA Parent Survey but also will appear on the TCA Employee Climate Survey.
- The addition of this question will give the committee a better understanding of both parent and staff feelings concerning digital health at TCA.
- The DHC also recently emailed parents asking for their participation in School Focus Groups in January/February. Many parents expressed interest and the DHC will be assembling these focus groups shortly after break.

**3. Adopt A School Reports** 10 min (8:10) (8:11)

Action: (Fradette, Board)

Motion: (Information)

Rationale: to report on the activities taking place at Board member adopted schools

- Each Board member is assigned one of the TCA schools to interact with and presented their findings.
- As a group, the Board agreed on many of the same experiences including:
  - Amazing/Exceptional leadership at all schools
  - Engaging extracurricular activities that broaden student character and knowledge
  - Enthused/involved parents that value TCA education and staff
  - TCA Core Values are emphasized and taught
  - TCA culture and identity are easily identifiable and nurtured in our students
  - Positive attitude, happiness, and gratitude flow within the whole community
  - Rigor and high expectations are part of the norm at TCA

**4. Sunset Committee Formation** 10 min (8:20) (8:26)

Action: (Fradette)

Motion: (Discussion/Vote) To create a sub-committee for the purposes of advising TCA in relation to its North Campus property and the potential subsequent use or non-use as it relates to Notes Live.

Rationale: to form a joint subcommittee to aid in Sunset Amphitheater negotiations

- **Motion: Mr. Palmer moved to create a sub-committee for the purposes of advising TCA in relation to its North Campus property and the potential subsequent use or non-use as it relates to Notes Live and was seconded.**
- Discussion:
  - The Board discussed the options of forming the Sunset Committee but additional material and information is needed to define the role and duties of the committee.
  - The motion was tabled until the January 10, 2023 Board meeting.

**D. Board Communication** 5 min (8:30) (8:52)

Action: (Secretary)

Rationale: to develop and approve of communication update to community

- Celebrate TCA
- Digital Health/Parent Survey
- TCA President Job Search
- Registrar Report

**E Future Board Agenda Items** 5 min (8:35) (8:55)

1. School Calendar Review/Approval, Vote, Jolly, Jan
2. TCA Building Corp—Appoint Directors, Vote, Fradette, Jan
3. Mid-Year Budget Modifications, Vote, VanGambleare, Jan
4. Announce Board of Director Vacancies, Info, Fradette, Jan

**F. Comments from the Board of Directors** 5 min (8:40) (8:56)

**XIII. Adjournment** (Approx. 8:45 p.m.) (8:45) (8:58)

- **Motion: Mr. Hannan moved to adjourn the meeting and was seconded.**
- Discussion: None
- **Vote: By a roll call vote of 7-0 the Board approved the motion. (Mr. Fradette; Yea // Mr. Hannan; Yea // Mrs. Hawkins; Yea // Mrs. Johnson; Yea // Mr. Palmer; Yea // Mr. Williams; Yea // Mrs. Wittleder; Yea)**

**Attachments**

- 1) TCA President's Job Description