

Loveland Classical Schools  
Board Regular Meeting Minutes  
May 23, 2017 – 6:00 p.m.



### **1.0 Opening of Regular Meeting**

*Board Vice President John Lehner called the meeting to order at 6:10pm. Board members present were Joshua Dart, Denise Dicks, William Hutchinson, John Lehner, Jennifer Thayer and Ian Stout, Principal. Board members Daniel Filler and Bruce Finger were excused due to illness.*

### **2.0 Adoption of Agenda**

*Mr. Dart motioned to amend the agenda to add "Credit Card Approval for LCS Purchasing Clerk" as 9.5. Mrs. Dicks seconded, and the motion carried unanimously.*

### **3.0 Approval of Minutes**

*Mrs. Thayer motioned to approve the minutes for the April 20, 2017 Regular Meeting as submitted. Mr. Dart seconded, and the motion carried unanimously.*

### **4.0 Consent Agenda**

*4.1 No items were submitted for the consent agenda.*

### **5.0 Public Participation**

#### *5.1 Public Comment*

- Dr. Stanley Polley, LCS Science Teacher, expressed his appreciation for his position at LCS and his enjoyment in working at LCS for the past 4 years. Dr. Polley moved to the Denver area over two years ago, and although his commute has been difficult ever since, he chose to continue his employment at LCS because of his love for the school and students, and the tremendous support he received from Mr. Stout and Mr. Boylan. Dr. Polley then announced that due to the difficult commute, he has chosen to accept a position in Boulder for next year. Additionally, Dr. Polley expressed his appreciation for his fellow staff member and yearbook sponsor, Mrs. Danielle Ray, stating that if ever anyone was underappreciated, it was Mrs. Ray.

### **6.0 Time of Recognition**

The Loveland Classical Schools Board of Directors recognized individuals who worked hard to make tremendous impact on LCS. The individuals recognized were as follows:

- LCS art teacher, Danielle Ray, and LCS science teacher, Stan Polley, for their tremendous efforts, hours, and dedication in sponsoring the Yearbook Club and overseeing the production of the annual LCS yearbook.
- LCS staff member, Cathleen Milne, for her unfaltering support of the school and all of its many events including Grandparents Day, the middle school Science Fair, the Academy Groundbreaking Ceremony, and Staff Appreciation Week.

Additionally recognized were LCS' 2016-2017 graduates and their parents.

### **7.0 Reports**

#### *7.1 School Report*

Mr. Stout reported on the following topics: daily operations, student achievement, SPED/504/MTSS/ELD/GT, staffing/professional development, and school finance, staffing and facilities expansion.

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Respectfully submitted by:

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Jennifer Thayer, Board Secretary

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## 7.2 SAC Report

SAC meeting minutes were submitted for April 18, 2017 and May 16, 2017.

## 7.3 Treasurer's Report

Finance Committee Meeting minutes were submitted for May 16, 2017. YTD Financials were submitted for April 2017.

## 7.4 Marketing Report

The marketing meeting minutes for April 19, 2017 and May 17, 2017, the results from the May 10, 2017 Open House and upcoming marketing opportunities and school events were submitted, as well as updated enrollment numbers as of May 18, 2017.

## 7.5 Foundation Report

Foundation meeting minutes for April 17, 2017 were submitted.

## 7.6 Expansion/OAC Report

Meeting notes from the May 19, 2017 OAC meeting were submitted.

## 7.7 Board Development and Policy Report

A policy update excerpt and information for upcoming webinars and trainings available through the Colorado League of Charter Schools and the CDE Schools of Choice Department were submitted.

## 8.0 Discussion Items

### 8.1 Student Services Update

Mr. Stout reported that he continues to meet with Ms. Charlie Carter, TSD Executive Director for Student Services, twice a month and she continues to relay that she has not received nor does she have any concerns related to LCS' student services and special education program. ESS services continue without issue. Additionally, administration is considering staffing options for the 0.2 FTE of GT teacher for next year, reported LCS' ELD teacher, Julie Sullivan, will be returning to LCS next year, and the literacy and math intervention structure has been planned for next year. Administration is also currently continuing to develop a draft schedule of service delivery for the MS/HS IEP student caseload at the new Academy campus.

### 8.2 Periodic Review of Progress Update

Mr. Stout reported that he and Mrs. Dicks met with Dr. Crespo, Chief Academic Officer, and Mrs. Rasmussen, Director of Elementary Education, from the Thompson School District for LCS' Periodic Review of Progress on Monday May 1, 2017. This meeting is an annual meeting per our charter contract with TSD where an overview of LCS' School Performance Framework, Unified Improvement Plan, and state and benchmark testing data is reviewed and discussed. Dr. Crespo relayed that everything looked on track and there were no concerns. Additionally discussed at the meeting were new state graduation requirements for high school students beginning next school year which includes four years of high school math, exposure to college level courses, and a "capstone" project, as well as a plan to meet early next Fall to begin LCS' re-chartering process for the 2018/19 school year. Mr. Stout and Mrs. Dicks also relayed LCS' appreciation for the working relationship and partnership between LCS and TSD.

### 8.3 Board Calendar

The board briefly reviewed the board calendar and upcoming activities. Additionally, the board discussed the possibility of modifying the board's meeting days and times for the 2017-2018 school year. *Mrs. Thayer will request from all board members times/days that work best for board meetings for 2017-2018. Mrs. Thayer and Mrs. Dicks will work together to create a preliminary schedule for board meetings for 2017-2018 and send out to the team for review prior to the next board meeting.*

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#### 8.4 Friday Coffee

Mrs. Thayer reminded the board that the Coffee with Mr. Stout and the Board is not typically held over the summer months; however, if the board so chose, meetings could be scheduled. *Dates for next year's meetings will be added to the preliminary schedule as mentioned above in 8.3.* Mrs. Dicks and Mr. Finger attended the last meeting on May 5, 2017.

#### 8.5 Board Subcommittees

The board discussed its current board subcommittees and whether the current subcommittees were still relevant or needed to be updated. Ideas and thoughts were presented by various board members. Ideas and suggestions included dissolving the Expansion Committee after the completion of the new building in September, creating an Academic Affairs Committee to begin in July in conjunction with staffing the Academic Dean position to support academic oversight and rigor, and reviewing all of the current subcommittee's descriptions and giving direction to each subcommittee on expectations from the board for the 2017-2018 school year. *Action items included the following: Mrs. Thayer will send out the descriptions for all of the current board subcommittees to board members, as well as, review the Bylaws to determine the procedure needed to dissolve and create board subcommittees and inform the team of her research prior to the next board meeting. Mr. Dart will send out a request for all board member's suggestions on board subcommittees to be sent directly to him, and then will consolidate the feedback and send to the team prior to the next board meeting.*

### 9.0 Action Items

#### 9.1 Appointment and Confirmation of Board Candidates

The board briefly discussed the current board and future board vacancies. As of May 23, 2017, all current board seats are filled. As of June 30, 2017, Mrs. Thayer's term will expire and she has chosen not to seek reappointment. Since no members applied to run for election at the Annual Meeting, the board is given authority under the Bylaws to appoint someone to fill the vacant position. The board advertised the open seat referencing its board matrix and missing skill sets, as well as skill sets the board identified as potentially needing additional strength. Based off this criteria, all viable board candidates who applied by the submission deadline were interviewed at the Regular Meeting held April 20, 2017. After reviewing candidate strengths and skill sets, and matching those to the board's Recruitment Matrix, the board identified the most qualified candidate. In the interest of keeping the membership role filled by a parent and maintaining two parents on the board, the board took the following action regarding two board seats, both of which commence terms on July 1, 2017 and end June 2020:

*Mr. Dart moved that in order to clarify the Board members seats and terms, the Board is re-designating its prior appointment of Mrs. Kimberly Barnes to Seat E and instead appointing Mrs. Barnes to the board position identified as Seat G to fill the membership position. Mr. Hutchinson seconded and after no further discussion, the motion carried unanimously.*

*Mr. Dart moved to appoint Dr. Howard Wenger as a board member to fill the board position identified as Seat E. Mrs. Dicks seconded and after no further discussion, the motion carried unanimously.*

Additionally, in order to clarify the continued service of Mr. Hutchinson in his current board position identified as Seat D, the following action was taken:

*Mr. Dart moved to confirm that Mr. William Hutchinson is appointed to Seat D for the period of July 1, 2017 through June 2020. Mrs. Thayer seconded and after no further discussion, the motion carried unanimously.*

### 9.2 Credit Card Approval for LCS Athletic Director

The Finance Committee and Administration recommended to the board to approve a credit card with a credit limit of \$500 to be issued to LCS Athletic Coordinator, Mrs. Stephanie Ziel to facilitate athletic events. A brief discussion on the purpose of the request and whether the amount was enough to be effective in its purpose was had, and after all questions were sufficiently answered, *Mr. Dart moved that the board approve a credit card with a limit of \$500 for Mrs. Stephanie Ziel, LCS Athletic Coordinator, as recommended by the Finance Committee and Administration. Mr. Lehner seconded and after no further discussion, the motion carried unanimously.*

### 9.3 FY18 Agreement with Boos Financial Services

The board discussed the proposed extension to the agreement with Boos Financial Services for fiscal year 2018 for business consultant services. Upon all questions being sufficiently answered, *Mrs. Thayer moved that the board approve the extension of the 2017 agreement with Boos Financial Services for fiscal year 2018 for business consulting services, pending confirmation that the current agreement allows for extension. Mr. Dart seconded and after no further discussion, the motion carried unanimously.*

### 9.4 Approval of Auditors for Fiscal Year 2016/2017

After a brief summary by Mr. Dart and questions answered, *Mrs. Thayer moved that the board approve the auditors for fiscal year 2016/2017 to be Swanhorst and Company, LLC to perform auditing services for Fiscal Year 2016/2017. Mr. Dart seconded and after no further discussion, the motion carried unanimously.*

### 9.5 Credit Card Approval for LCS Purchasing Clerk

The Finance Committee and CFO recommended to the board to approve a credit card with a credit limit of \$10,000 to be issued to LCS Purchasing Clerk, Ms. Robin Cordova, to make purchases for the school. A brief discussion to verify the financial processes for oversight for a credit card with this limit amount occurred, and after determining sufficient oversight and all other questions being sufficiently answered, *Mr. Dart moved that the board approve a credit card with a limit of \$10,000 for Mrs. Robin Cordova, LCS Purchasing Clerk, as recommended by the Finance Committee and CFO. Mr. Lehner seconded and after no further discussion, the motion carried unanimously.*

*At 7:28pm, Mr. Dart moved for the board to take a 5 minute break before moving in to Executive Session. Mrs. Dicks seconded and the motion carried unanimously.*

*At 7:49pm, Mr. Lehner called the meeting back in to session. Roll call was taken. The following members present were Joshua Dart, Denise Dicks, William Hutchinson, John Lehner, Jennifer Thayer and Ian Stout, Principal. Board members Daniel Filler and Bruce Finger were excused due to illness.*

## **10.0 Executive Session pursuant to C.R.S. 24-6-402(4)(f)**

Pursuant to C.R.S. 24-6-402(4)(f)(I & II) the Board entered Executive Session to discuss a personnel issue.

*10.1 At 7:50pm, a motion was made by Mrs. Thayer for the Board to move in to executive session pursuant to C.R.S. 24-6-402(4)(f)(I&II) to discuss the compensation structure for a class of instructional staff per recent discussions around proposed revisions to employment guidelines by the Labor Department, as well as invite LCS Principal, Mr. Ian Stout, and LCS CFO, Mr. Rick Boos, to join the executive session. Mr. Dart seconded the motion and the motion was approved unanimously. Mr. Stout remained in the executive session by invitation from the board. Mr. Boos joined the executive session via phone by invitation from the board. Mr. Filler and Mr. Finger were excused due to illness.*

10.2 *At 8:22pm, Mr. Dart made the motion to exit Executive Session. Mrs. Thayer seconded the motion and it carried unanimously.*

At 8:23pm, the Board moved back in to public session and roll call was conducted. Present were Mr. Dart, Mrs. Dicks, Mr. Hutchinson, Mr. Lehner, Mrs. Thayer, and LCS Principal, Mr. Stout. Mr. Filler and Mr. Finger were excused due to illness.

### **11.0 Executive Session pursuant to C.R.S. 24-6-402(4)(f)**

Pursuant to C.R.S. 24-6-402(4)(f)(I & II) the Board entered Executive Session to discuss the process and plan for LCS Principal, Ian Stout's annual review.

11.1 *At 8:26pm a motion was made by Mrs. Thayer for the Board to move in to executive session pursuant to C.R.S. 24-6-402(4)(f)(I&II) to continue discussion on the process and plan for LCS Principal, Ian Stout's annual review. Mr. Lehner seconded the motion and the motion was approved unanimously.*

11.2 *Mrs. Thayer additionally moved to invite LCS Principal, Mr. Ian Stout, to join the executive session. Mrs. Dicks seconded the motion and the motion was approved unanimously. Mr. Stout remained in the executive session by invitation from the board. Mr. Filler and Mr. Finger were excused due to illness.*

11.3 *At 8:49pm, Mr. Stout was excused from the Executive Session by the board.*

11.4 *At 9:44 pm, Mr. Dart made the motion to exit Executive Session. Mr. Lehner seconded the motion and it carried unanimously.*

At 9:44 pm, the board moved back in to public session and roll call was conducted. Present were Mr. Dart, Mrs. Dicks, Mr. Hutchinson, Mr. Lehner, and Mrs. Thayer. LCS Principal Mr. Stout was excused by the board at 8:49pm. Mr. Filler and Mr. Finger were excused due to illness.

### **12.0 Adjournment**

*At 9:45 pm, Mrs. Thayer moved to adjourn the meeting. Mr. Lehner seconded and the motion carried unanimously. The meeting adjourned at 9:45 pm.*