



1.0 Opening of Regular Meeting

Board President Mary Peery called the meeting to order at 5:38 pm. Board members present were Michael Meyer, Mary Peery, Tracy Trussell, Jennifer Thayer, and Ian Stout, Principal. Board Members Michael Bryant and Daniel Filler were excused.

2.0 Adoption of Agenda

Mr. Meyer motioned to approve the agenda. Mr. Trussell seconded, and the motion carried unanimously.

3.0 Approval of Minutes

Mr. Trussell motioned to approve the minutes for the January 29, 2015 Regular Meeting and February 4, 2015 Special Meeting. Mr. Meyer seconded, and the motion carried unanimously.

4.0 Consent Agenda

No items were submitted for the Consent Agenda.

5.0 Public Participation

5.1 Public Comment

There were no comments from the public.

6.0 Time of Recognition

The Loveland Classical Schools Board of Directors recognized Matt Anderson, parent volunteer, for his efforts in creating a safe and efficient drop-off process while off-loading duties from our LCS staff. Mr. Anderson oversees morning drop-off nearly every morning.

7.0 Reports

7.1 School Report

Submitted by Mr. Stout

Mr. Stout reported on the following topics: daily operations, SPED/504/MTSS, evaluation process, professional climate/HR, expansion/facilities, and curriculum.

7.2 SAC Report

There was no SAC report submitted for this meeting.

7.3 Treasurer's Report

Submitted by Mrs. Peery

Finance Committee Meeting minutes were submitted for February 4, 2015. Additionally, an email from the Colorado Secretary of State confirming filing of Loveland Classical Schools' Annual Report was also submitted.

7.4 Marketing Report

There was no marketing report submitted for this meeting.

Open House results for February 10, 2015 were submitted.

7.5 Foundation Report

Submitted by Mrs. Thayer

Mrs. Thayer reported the next Foundation meeting will be Tuesday, March 24, 2015 at 6pm. Additionally, a report from Foundation President Julie McArthur including a summary of recent fundraising results and supported funding requests was submitted.

7.6 Expansion Report

Submitted by Mr. Bryant

The Expansion Committee's email update dated February 12, 2015 was submitted.

7.7 Board Development and Policy Report

There was no Board Development report submitted for this meeting.

8.0 Resignation Letters

Resignation letters as Expansion Committee Co-chairs and Board Liaisons for Mrs. Trisha Coberly and Mrs. Angie Goss were recorded.

9.0 Discussion Items

9.1 SpED Update

Submitted by Mr. Stout

Mr. Stout gave an update on the current status of SpED/504/MTSS, reporting that the MTSS program continues its progress in implementation by continuing to refine processes. Mr. Stout also reported that due to a credit from the District which needs to be used, he is currently interviewing candidates to fill a 0.5 FTE Resource Teacher. Mr. Stout stressed that the current caseload is adequately covered by current staff, however, since the funds are available, supplemental help is always welcomed. Additionally, IEP/504-specific parent survey showed positive results with a 24% increase related to SpED services on this year's mid-year SAC parent survey over last year. No recent concerns from parents about students currently receiving IEP or 504 plan services have been reported.

Ms. Lucinda Hundley, independent reviewer of our student services program has just wrapped up her third of four onsite visits. Both Mr. Stout and Mrs. Peery agreed that her visit was very positive. She will meet with Mr. Stout and Mrs. Peery next week to review her findings. While Ms. Hundley was at LCS, Mr. Stout used the opportunity to leverage Ms. Hundley's expertise by submitting several items to her for input. Mr. Stout and LCS school counselor/504 coordinator continue to meet independently with Charlie Carter, TSD Executive Director of Student Services, on a weekly basis.

9.2 2014-2015 Enrollment Update

Submitted by Mrs. Peery

Mrs. Peery submitted current enrollment numbers as of February 1, 2015.

9.3 Expansion Update

Submitted by Mrs. Peery

An update report focused on current status of potential turn-key and on-site options was submitted by the Expansion Committee. No recommendations were included in this report. Information on the expansion activities is available online at

<http://www.lovelandclassical.org/expansion/>.

9.4 Board Dashboard of School Operations

Submitted by Mr. Stout

A proposed Board Dashboard of School Operations was submitted by Mr. Stout for review by the Board. The high-level areas in the dashboard include Academics, School Culture, Student Enrollment and Budget, Marketing, and Communication. Next steps is for the Board to review the dashboard in depth and give feedback to Mr. Stout on items that the Board

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does not feel needs to be in the dashboard as well as other items that the Board feels would be beneficial. Mr. Meyer will take a first pass at this analysis and send to the rest of the Board for input.

9.5 Finance Committee Draft Financial Dashboard Submitted by Mrs. Peery

A draft of the Finance Committee Financial Dashboard was submitted by the Finance Committee for review by the Board. The dashboard includes a graphical representation of the following 7 areas: Unrestricted Cash on Hand, Salaries and Benefits/Revenue, Budget Surplus/Revenue, General Fund Balance, YTD Sources of Revenue, Funded Pupil Count and Attrition as a % of FPC. Mr. Trussell and Mrs. Brossia will work together to review the draft dashboard and modify its contents to better align with the high-level needs of the Board.

9.6 School Improvement Plan (UIP) Update Submitted by Mr. Stout

The School Improvement Plan (UIP) update was submitted by Mr. Stout to the Board for review. This update is required to be submitted to TSD. The update included a narrative of progress on each of the 3 areas in the initial School Improvement Plan (UIP). The initial School Improvement Plan (UIP) is a state-mandated document for every public school that was originally submitted to TSD by October 1, 2015.

9.7 SAC Attrition Study Submitted by Mr. Stout

Mr. Stout submitted the LCS SAC Mid-Year Report on Withdrawn Student Exit Interviews. Between September 1, 2014 – February 4, 2015, LCS has had 39 students from 29 families withdraw from the school. The SAC committee was able to contact 14 of those families to gain insight into why the families chose to leave the LCS Community. Seven categories were identified by the SAC team along with the number per category are as follows: moving/non-school related reasons – 1; curriculum, (primarily elective offerings) – 1; school logistics (transportation, meals, hours, parking, etc.) – 2; teachers/administration(student struggles) – 2; school culture – 2; homework – 0; other – 1.

The above information was gathered by LCS staff members on behalf of the School Accountability Committee. The staff attempted to contact all the families who withdrew from LCS for exit interviews. The Board was appreciative of the depth and analysis of the study and thanked the SAC committee and LCS staff members for their time and efforts in collecting the information. The Board offered suggests on how to make the collection of data less taxing on LCS staff while still collecting the depth of information. Mr. Stout will bring back to the SAC a recommendation of either an immediate simple survey that can be distributed and filled out at the time of withdrawal at the school and/or a follow-up Survey Monkey to only those who were not able to be contacted via phone by staff members.

9.8 Proposed 2015-2016 School Calendar Submitted by Mr. Stout

The proposed Loveland Classical Schools 2015-2016 calendar was submitted to the Board by Mr. Stout for review. This document is required to be submitted to TSD.

Mr. Stout stated that the 2015-2016 school year will include 166 days in order to give LCS a larger buffer on the number of seat hours for elementary. The current 2014-2015 school year is only 165 days allowing for a very small buffer. Additionally, Mr. Stout included 2 teacher work days spread strategically during the year in order to help both students and

staff have a short break during longer stretches between standard breaks such as Thanksgiving, Christmas and Spring Break. Further, traditionally LCS has been in session from Labor Day to Memorial Day. Since Labor Day is a little later in September than usual, and since LCS needs 166 days, the school year will start September 1st (one week before Labor Day) but still end prior to Memorial Day. Lastly, the only modification to the current proposed 2015-2016 will be to push back Spring Break by one week to align with TSD's Spring Break as per staff recommendation. The updated calendar will be submitted for final approval under the consent agenda at the next regular Board meeting.

9.9 Board Self-Evaluation

Submitted by Mrs. Peery

The Loveland Classical Schools Board Self-Evaluation document was submitted by Mrs. Peery to the Board for review. The evaluation is the same document that has been used in the past and was originally obtained from the Charter League. The Board reviewed and agreed to use this document again for the process this year. The Board was tasked with completing and returning the evaluation to Mrs. Peery by March 20, 2015. Additionally, Mrs. Peery requested that Mr. Stout also submit the evaluation form to the Board from his perspective of how the Board is performing. Mr. Stout agreed to submit his evaluation of the Board following the same deadline of March 20, 2015. The evaluations will be reviewed at the Board's next work session scheduled for April.

9.10 Annual Meeting

Submitted by Mrs. Peery

The LCS Annual Meeting is scheduled for March 24, 2015 at 7pm at Loveland Classical Schools. Items for the agenda for this meeting were discussed. *Mrs. Peery and Mrs. Thayer will consolidate the input to create the agenda for the annual meeting.* No Board of Director parent positions will be up for election this year as two current members of the Board hold those seats, Mr. Meyer and Mrs. Thayer.

9.11 Principal Recruitment/Hiring Process

Submitted by Mrs. Thayer

Mrs. Thayer submitted an update to the Board on the current state of the Principal recruitment and hiring process. As communicated to the LCS Community in October and again in December, the Board has begun the process to recruit and hire a permanent Principal for next school year. The job description is currently posted to both the LCS website as well as external job posting sites. The position is open to both internal and external candidates with the submission deadline of March 31, 2015.

Currently a search committee is being formed with the following members: 2 Board of Directors, 3 LCS Staff, 2 parent volunteers, 1 Founder and 1 community member-at-large. *The Board of Directors will decide internally which members will sit on the search committee.* The LCS Staff members have already been determined by the staff earlier in the year. *Mr. Boylan will follow up with those staff members previously identified to confirm that they feel they will be able to fulfill the role along with their other current duties.* A list of parent volunteers was also generated earlier in the year. *Mrs. Thayer will follow up with those individuals to ascertain their interest level at this time.* Additionally, the March Parent Pride will contain a note requesting any interested parties to contact the Board. An individual external to LCS but tied to LCS with many years of experience and expertise in this area will also be asked to join the search committee. Mrs. Coberly has been asked to sit on the committee as well. The Board is awaiting her response.

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9.12 Data Retention Policy

Submitted by Mr. Meyer

Mr. Meyer informed the Board that the data retention policy has been voted in last fall cannot be implemented automatically. *Mr. Meyer has been tasked to work off-line with our current technology contractor to see what is possible to automate and report back to the Board with a recommendation.*

9.13 Board Recruitment Update

Submitted by Mr. Meyer

Mr. Meyer reported that the BOD recruitment matrix has been updated and uploaded to the Board VBB. *Mr. Meyer will work offline to identify skill sets that will be needed and thus recruited for based off of skill sets of current Board member whom will be rolling off the Board.* Mrs. Peery added that once those skill sets are identified, the Board typically reaches out to individuals whom they know who might be interested in joining the Board. Additionally, the Board will ask the LCS staff to reach out to individuals they might know as well.

10.0 Action Items

No items were submitted as Action Items.

11.0 Adjournment

At 8:04 pm, Mr. Meyer made the motion to adjourn the meeting. Mrs. Peery seconded and the motion carried unanimously. The meeting adjourned at 8:04 pm.