



1.0 Opening of Regular Meeting

Board President Daniel Filler called the meeting to order at 6:08 pm. Board members present were Joshua Dart, Denise Dicks, Daniel Filler, Jennifer Thayer, and Ian Stout, Principal. Board member Michael Meyer was excused due to illness.

2.0 Adoption of Agenda

Mrs. Thayer motioned to approve the agenda. Mr. Dart seconded, and the motion carried unanimously.

3.0 Approval of Minutes

Mrs. Dicks motioned to approve the minutes for the October 22, 2015 Regular Meeting as presented. Mrs. Thayer seconded, and the motion carried unanimously.

4.0 Consent Agenda

Mrs. Thayer motioned to approve the consent agenda. Mrs. Dicks seconded, and the motion carried unanimously. Items on the consent agenda included:

- 5-year Budget Projections
- Board Calendar
- LCS Financial Accreditation Report for FY 2014-2015

5.0 Public Participation

5.1 Public Comment

Mr. Kness, LCS physical education teacher and athletic director, thanked the board and administration for their support of the athletic program.

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:

- New MPR floor final installation: Cory Kness, Robert Cisneroz, Josh Lima, Andres Gomez and Caleb Kness.
- Faith Evangelical Church leadership and staff: Pastor Rob McClelland, Donna Luke, Dr. Bill Ackerman, Nicholas Williams, Pattie Leach, Dolly Shuler, Barb Jacobsen, Mary Koleski and Cindy Platt.

7.0 Reports

7.1 School Report

Mr. Stout reported on the following topics: daily operations, SPED/504/MTSS/ELD/GT, student achievement, professional climate/HR and expansion/facilities. Mr. Stout reported that LCS has contracted with Lucinda Hundley, independent reviewer, to return to LCS to provide an update on progress. Mrs. Hundley will start her visit on December 1, 2015.

7.2 SAC Report

The SAC meeting minutes for October 13, 2015 were submitted.

7.3 Treasurer's Report

Finance Committee Meeting minutes were submitted for November 12, 2015. YTD financials were submitted for October 2015.

7.4 Marketing Report

Mrs. Jessica Anderson was thanked for her continued support of LCS until her replacement started. Ms. Jozlyn Ver Weer was hired as the new Marketing Coordinator and started on Thursday, November 12, 2015.

The marketing committee meeting report for October 21, 2015 and upcoming marketing opportunities, including currently scheduled Classical Symposiums and Open Houses, were submitted. Also submitted was the updated LCS Marketing Committee Description. The Marketing Committee Subcommittee Agreement has been signed by all current members.

7.5 Foundation Report

The minutes for the September 29, 2015 Foundation Board meeting were submitted. Also submitted was the reviewed and unmodified LCS Foundation Description. Additionally, Foundation President Danielle McCormick reported that the Foundation's tax returns will be filed by November 15, 2015.

7.6 Expansion Report

There was no report submitted for the Expansion Committee.

7.7 Board Development and Policy Report

The updated 2015-16 Board Training document maintained by Mrs. Dicks was submitted. This document tracks the requirements for board members, as well as all board trainings board members have attended.

The board distributed a recruitment flyer both via paper and parent email message that has generated three inquiries. Mrs. Dicks has responded to all inquiries and continues to monitor interest of these potential candidates. The flyer set an application deadline for the open board-appointed seats to be November 20, 2015.

8.0 Trussell Letter of Resignation

Mr. Tracy Trussell resignation letter was submitted and read. The board thanks Mr. Trussell for his time, dedication and service to LCS.

9.0 Discussion Items

9.1 SpED Update

Submitted by Mr. Stout

Mr. Stout reported that no concerns related to ESS/SpED/504 have been relayed this school year; the MTSS process is running at full implementation, and that team met with Charlie Carter, TSD Executive Director for Student Services, for review and confirmation of processes; and LCS has contracted with Lucinda Hundley, independent reviewer, to return to LCS in December to provide an update on progress on its student services program.

Additionally, Mr. Stout reported school administration continues to monitor the percentage of students passing classes and meeting plan objectives is included in the school's UIP and strategic plan, and school administration continues to monitor per the processes for the success of all LCS' students.

Respectfully submitted by:

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9.2 2014/2015 Financial Audit
Submitted by Mrs. Thayer

The board reviewed the 2014/2015 financial audit results that were submitted to the District on time per charter contract. The board will vote to accept the audit in 10.1 Acceptance of 2014/2015 Audit Report Resolution under Action Items below.

9.3 Coffee with Mr. Stout and the Board
Submitted by Mrs. Thayer

The board discussed who would attend the next Coffee with Mr. Stout and the Board on December 4th. *Mr. Filler will attend the December meeting.*

9.4 Board Calendar
Submitted by Mrs. Thayer

The board briefly reviewed the upcoming month's task on the board calendar and was asked to review monthly for any items assigned to board position or liaison assignment.

9.5 Review Board Dashboard
Submitted by Mr. Stout

The board reviewed the Board Dashboard submitted by Mr. Stout to the board on October 31, 2015. This dashboard is submitted by Administration bi-monthly, and briefly reviewed by the board at the next board meeting after submission.

9.6 Expansion Committee Facilities and Risk Assessment Report
Submitted by Mr. Stout

A report entitled, "LCS Expansion Committee Facilities and Risk Assessment" dated November 19, 2015 was submitted to the board for review. The board discussed the report, asked for clarification from Mr. Stout, and provided feedback.

9.7 LCS 2015/16 Professional Development Plan and Calendar
Submitted by Mr. Stout

A report entitled, "Loveland Classical Schools 2015/16 Professional Development Plan" was submitted to the board for review. This report was for informational purposes only.

9.8 Board Candidate Interview Process
Submitted by Mrs. Dicks

Mrs. Dicks updated the board on the candidates that have currently expressed interest in a board position. Of the 4 individuals that have inquired, two have withdrawn after initial discussions as each determined the position would not be a good fit. The board appreciates those individuals for their consideration and thoughtful analysis of whether the board would be a good fit. Of the two remaining individuals, one has completed the application process by submitting an application and resume. The second individual planned to submit an application by the November 20, 2015 deadline. Initial phone informational meetings will be scheduled with all candidates that apply and, based on continued interest by the candidates after that phone informational meeting, interviews will be scheduled for the December work session on December 3, 2016 at 5pm. Currently, two board-

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appointed positions are open, Seat C (term ends June 2016) and Seat D (term ends June 2017).

9.9 Annual Meeting and Board Elections Committee Submitted by Mrs. Dicks

Mrs. Dicks updated the board on the progress for preparing for the Annual Meeting and the Board Elections Committee. Currently, two staff members who are also parents have offered to be on the Board Elections Committee.

The board discussed the process set in policies on how the Annual Meeting would be conducted as well as the requirements of a 25% membership quorum to make the election valid. *Action items coming out of the discussion included Mr. Dart reaching out to the Charter League for any best practices around board elections and Mr. Stout researching and informing the board on the number of eligible members to determine quorum. Additionally discussed was the possibility to task the operational responsibilities of the election to the Administration to be carried out by LCS staff. This discussion centered around questions about privacy issues of parent volunteers having access to parent and guardian information. This topic will be discussed again at future board meetings. The Annual Meeting is scheduled for March 2016.*

9.10 Interim Treasurer Submitted by Mr. Filler

With the departure of Mr. Trussell, the board is required to appoint a new Treasurer. The board will actively be pursuing finding a new board member with finance expertise, but in the meantime must appoint an interim Treasurer. The board discussed who on the current board would both have the time and best meet the needs as interim Treasurer. After discussion, the board agreed that Mr. Dart would become interim Treasurer for the time being. After additional board members are brought on to the board, the board may decide to revisit this discussion.

In addition to appointing an interim Treasurer, Mr. Trussell also needs to be removed from the bank signature card at Home State Bank. Mr. Dart will replace Mr. Trussell on the signature card.

10.0 Action Items

10.1 Acceptance of 2014/2015 Audit Report Resolution

Mrs. Thayer moved that the board approve the "Acceptance of 2014/2015 Audit Report" resolution as submitted. Mr. Filler seconded. In discussion, Mrs. Dicks asked for clarification as to why a resolution was required instead of just accepting the audit. A resolution is required for acceptance of the audit as the resolution is a formal document that needs to be signed by both the board president and board secretary. After no further discussion, the motion carried unanimously. Mr. Filler and Mrs. Thayer signed the resolution as required and gave to Mr. Stout to return to Mr. Boos.

10.2 Interim Treasurer

Mrs. Dicks moved that the board appoint Joshua Dart as interim Treasurer for the remaining 2015/2016 school year. Mr. Filler seconded and the motion carried unanimously.

Mrs. Thayer moved to remove Mr. Trussell from the Home State Bank authorized signature card and that Mr. Dart be added as an authorized signer and that Mr. Stout, Mr. Boylan and

Mrs. Thayer be maintained as authorized signers. Mrs. Dicks seconded and the motion carried unanimously.

10.3 Credit Card Approval for Mr. Boylan

The Finance Committee recommends that a credit card with a limit of \$2,000 be issued to Mr. Boylan to be used to help facilitate student activity functions. The credit card would be in place of a current debit card that was attached to a separate activities account that was maintained by the school. As part of the restructuring of some processes within the Business Office, it was determined that for efficiency and transparency, the separate activities account should be closed and the funds in the account moved over as a line item in the general fund.

Mrs. Thayer moved that the board approve issuing a credit card with a limit of \$2,000 to Mr. Boylan to be used to help facilitate student activity functions. Mr. Dart second. Discussion followed to give background as to why the credit card was necessary. As noted in the Finance Committee report, the Finance Committee recommended that a credit card with a limit of \$2,000 be issued to Mr. Boylan to be used to help facilitate student activity functions. The credit card would be in place of a current debit card that was attached to a separate activities account that was maintained by the school. As part of streamlining Business Office processes, it was determined that for efficiency and transparency, the separate activities account should be closed and the funds in the account moved over as a line item in the general fund. The credit card would serve the same purpose for the line item as the debit card did for the separate activities account. Upon conclusion of the discussion, the motion carried unanimously.

At 9:37, Mrs. Dicks moved that the board take a 5 minute break. Mr. Dart seconded and the motion carried unanimously.

11.0 Strategic Plan

The board continued its work to finalize the Strategic Plan.

12.0 Adjournment

At 11:23 pm, Mr. Dart moved to adjourn the meeting. Mrs. Dicks seconded and the motion carried unanimously. The meeting adjourned at 11:23 pm.