

Loveland Classical Schools
Board Special Meeting Minutes
July 21, 2016 – 6:00 p.m.



1.0 Opening of Regular Meeting

Board Vice President Joshua Dart called the meeting to order at 6:00 pm. Board members present were Joshua Dart, Denise Dicks, John Lehner, and Ian Stout, Principal. Board member Jennifer Thayer joined the meeting at 6:05 pm. Board member Daniel Filler was excused due to business travel.

2.0 Adoption of Agenda

Mr. Dart motioned to modify the agenda to remove 7.0 Interview of Board Candidate, and move 9.2 Financial Policy and Procedure Manual and 9.3 Bond Process Update to follow 6.0 Executive Session, shifting all subsequent items down. Mrs. Thayer seconded, and the motion carried unanimously.

3.0 Approval of Minutes

Mrs. Thayer motioned to approve the minutes for the May 19, 2016 Regular Meeting as presented. Mrs. Dicks seconded, and the motion carried unanimously.

Mrs. Dicks motioned to approve the minutes for the June 9, 2016 Special Meeting as presented. Mr. Lehner seconded, and the motion carried unanimously.

4.0 Consent Agenda

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

- Periodic Review of Progress

5.0 Public Participation

5.1 Public Comment

There was no public comment.

6.0 Executive Session pursuant to C.R.S. 24-6-402(4)(a), (b) and (e)

Pursuant to C.R.S. 24-6-402(4)(a), (b) and (e) the Board entered Executive Session for legal advice and to discuss potential real or personal property purchase, lease or sale, and negotiation strategy and instructing negotiators for potential contract negotiations.

6.1 At 6:13 pm 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)(a), (b) and (e) to discuss potential real or personal property purchase, lease or sale, negotiation strategy and instructing negotiators for potential contract negotiations, as well as invite Mr. Nicholas Dyer, LCS legal counsel (via phone), Mr. Rick Boos, LCS CFO, and Mr. Ian Stout, LCS Principal, to join the executive session. Mr. Dart seconded the motion and the motion was approved unanimously. Mr. Boos and Mr. Stout remained in the executive session by invitation from the board. Mr. Dyer joined the executive session via phone by invitation from the board.

6.2 At 7:07 pm, Mrs. Thayer made the motion to exit Executive Session. Mr. Dart seconded the motion and it carried unanimously.

6.3 At 7:07 pm the Board moved back in to public session and roll call was conducted. Present were Mr. Dart, Mrs. Dicks, Mr. Lehner and Mrs. Thayer. Also present was Principal Mr. Ian Stout. Mr. Filler was excused due to business travel.

Respectfully submitted by:

Jennifer Thayer, Board Secretary

Board Adopted: 8/10/2016

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7.0 Financial Policy and Procedure Manual

The board reviewed and discussed the “Financial Policy and Procedure Manual”. This manual outlines LCS’ financial policies and procedures and is the result of work undertaken by LCS CFO Rick Boos and reviewed by LCS Principal Ian Stout and members of the business office staff.

8.0 Bond Process Update

LCS CFO Rick Boos updated the board on the current bond process.

At 7:52pm, Mr. Dart motioned to take a 10 minute break. Mr. Lehner seconded and the motion carried unanimously.

At 8:10pm, Mr. Dart called the board back in to session and roll call was conducted. Present were Mr. Dart, Mrs. Dicks, Mr. Lehner and Mrs. Thayer. Also present was Principal Mr. Ian Stout. Mr. Filler was excused due to business travel.

9.0 Reports

9.1 School Report

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

9.2 SAC Report

SAC Meeting minutes were submitted for May 18, 2016. No SAC meetings will be held over the summer months.

9.3 Treasurer’s Report

Finance Committee Meeting minutes were submitted for June 9, 2016. YTD financials were submitted for May 2016 and June 2016 (draft).

9.4 Marketing Report

The marketing committee meeting report for June 8, 2016; a marketing committee status update as July 16, 2016; results from the June 14, 2016 Open House and July 14 Open House; and upcoming marketing opportunities were submitted. Also reported was that the Realtor Open House scheduled for June 1, 2016 was cancelled due to lack of RSVP of realtors. The event will be scheduled for another time of year that may be better for realtors.

9.5 Foundation Report

Informal meeting minutes for the March meeting were submitted by Foundation President Danielle McCormick, along with a synopsis of Foundation activities for April and May.

9.6 Expansion/OAC Report

A synopsis of current activity as well as meeting notes from the 6/15/16 OAC and 7/14/16 OAC meetings were submitted.

9.7 Board Development and Policy Report

No report was submitted for the Board Development and Policy Committee.

10.0 Discussion Items

10.1 SpED Update

Mr. Stout reported that he continues to meet with Mrs. Charlie Carter, TSD Executive Director for Student Services, throughout the summer and no immediately pressing concerns or topics related to ESS have been relayed. As part of LCS’ purchase services and fully-insured model in our charter contract, TSD is looking to hire a School Psychologist for LCS for next year. Otherwise, LCS is fully-

staffed to serve its student population, including for IEP and 504 plans. Plans for summer staff in-service are underway.

10.2 SAC End-Of-Year Parent Survey Report

Mr. Stout presented the SAC End-of-Year Parent Survey Report to the board. The Board thanks the members of the SAC for their hard work in compiling the results and providing recommendations.

10.3 SAC End-Of-Year Student Survey Report

Mr. Stout presented the SAC End-of-Year Student Survey Report to the board. The Board thanks the members of the SAC for their hard work in compiling the results and providing recommendations.

10.4 Technology Search Policy Discussion

Mr. Stout presented a first draft for a proposed board policy on search of student electronic devices to the board. The board discussed and provided feedback. The policy will be added to the August agenda as part of the student handbook changes.

10.5 2015/2016 End Of Year Student Benchmark Data Report

Mr. Stout presented the 2015/2016 End of Year Student Benchmark Data Report to the board. The board discussed and provided feedback to the recommendations and next steps. The Board thanks Mrs. Merrily Fitzpatrick for her time in compiling the data for this report.

10.6 Board Dashboard of School Operations

The Board briefly reviewed the latest Board Dashboard of School Operations provided to the board by Mr. Stout on a bi-monthly basis.

10.7 Schedule Board Meetings, State of the School, Coffee Talks, Board Visitation Days, and Board/Staff Communication Sessions for 2016-2017 School Year

The Board reviewed the "Proposed Board Calendar Dates" document that was included in the board packet and discussed any need to modify board meeting times or days. Dates were finalized and will be added to the August consent agenda, as well as added to the web site as appropriate.

10.8 Foundation Status and Discussion

Mrs. Thayer gave the board an overview of the status of the current Foundation board and plans for the transitioning of the Foundation board from a board subcommittee that has been run fairly independently from the Board, to being brought back under the Board as a full subcommittee for at least the next year in order to allow for restructuring and rebuilding. Board members were given the opportunity to provide feedback on the plan. After discussion, the Board concluded that it was in the best interest of the school at this time to restructure the Foundation Board to be members of the Board of Directors to allow the school to regroup and reorganize the fundraising efforts and processes. The Foundation Board meetings would be run independently of the Board of Director's meetings and the Foundation Board will provide strategic direction and oversight for fundraising events that will be driven by subcommittees run by parent volunteers.

The current President of the Foundation Board is working with current members who will be rolling off in October to create Best Practices documentation on all of the activities that they were involved with to ensure a smooth transition.

10.9 Board Retreat

The board discussed the annual board retreat and what might be covered at it. Mrs. Dicks took the lead to help determine what the annual board retreat would look like.

10.10 2016/2017 Board Officers

The board discussed the need to appoint board officers for the 2016/2017 school year. It was decided that since Board President Daniel Filler was unable to attend this meeting, the discussion of board positions would be incomplete however to better spread out responsibilities the discussion turned to asking Board Member John Lehner to become Board Vice President allowing Board Member N. Joshua Dart to remain as Board Treasurer only. This discussion may be revisited in September when Mr. Filler will be available.

10.11 Board Self-Evaluation

Due to not all of the board members completing the Board Self-Evaluation, Mrs. Dicks did not have a final report to present. *Mrs. Dicks once again asked board members who have not completed the self-evaluation to do so prior to the September Regular Meeting.*

11.0 Action Items

11.1 FY17 Agreement With Boos Financial Services

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

11.2 Approval of Auditors for Fiscal Year 2015/2016

Mrs. Thayer moved that the board approve Swanhorst & Company LLC as recommended by the Finance Committee as LCS' auditors for Fiscal Year 2015/2016. Mrs. Dicks seconded and the motion carried unanimously.

11.3 Financial Policy and Procedure Manual

Mr. Dart moved that the board approve the Financial Policy and Procedure Manual as submitted by Mr. Boos with the non-material changes as discussed. Mr. Lehner seconded and after no further discussion, the motion carried unanimously.

11.4 Construction Expense Reimbursement Limit

Mrs. Thayer moved that the board approve the increase in construction expense reimbursement limit as recommended and submitted by LCS CFO, Mr. Boos. Mr. Lehner seconded and the motion carried unanimously.

11.5 Settlement Agreement Resolution

Mrs. Thayer moved that the board approve the settlement agreement resolution recommended and submitted by LCS legal for the purchase of the property currently being leased by the school at 3835 14th St SW, Loveland, CO 80537 with signing authority granted to Board Vice President N. Joshua Dart to execute the Settlement Agreement and Mutual Release and accompanying Contract to Buy and Sell Real Estate (Commercial). Mrs. Dicks seconded and the motion carried unanimously.

11.6 2016/2017 Board Officers

Mrs. Thayer moved that the board elect the following board members to board positions for the 2016/2017 school year: Daniel Filler, President and Chair; John Lehner, Vice President; N. Joshua Dart, Treasurer; Jennifer Thayer, Secretary. Mrs. Dicks seconded and the motion carried unanimously.

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

Pursuant to C.R.S. 24-6-402(4)(f) the Board entered Executive Session to discuss the evaluation for LCS Principal, Mr. Ian Stout.

- 12.1 *At 11:25 pm a motion was made by Mr. Dart for the Board to move in to executive session pursuant to C.R.S. 24-6-402(4)(f) to discuss the evaluation for LCS Principal, Ian Stout, as well as invite Mr. Ian Stout, LCS Principal, to join the executive session. Mrs. Thayer seconded the motion and the motion was approved unanimously. Mr. Stout remained in the executive session by invitation from the board.*
- 12.2 *At 12:25 am pm, Mrs. Thayer made the motion to exit Executive Session. Mr. Dart seconded the motion and it carried unanimously.*
- 12.3 *At 12:25 am the Board moved back in to public session and roll call was conducted. Present were Mr. Dart, Mrs. Dicks, Mr. Lehner and Mrs. Thayer. Also present was Principal Mr. Ian Stout. Mr. Filler was excused due to business travel.*

13.0 Approval of 2016-2017 Principal Agreement

Mr. Dart moved that the board approve the employment agreement for LCS Principal Ian Stout for the 2016-2017 school year. Mr. Lehner seconded and the motion carried unanimously.

14.0 Adjournment

At 12:28 am, Mr. Dart moved to adjourn the meeting. Mrs. Dicks seconded and the motion carried unanimously. The meeting adjourned at 12:28 am.