

Loveland Classical Schools
Board Regular Meeting Minutes
January 26, 2017 – 6:00 p.m.



1.0 Opening of Regular Meeting

Board Vice President John Lehner called the meeting to order at 6:04 pm. Board members present were Joshua Dart, Denise Dicks, John Lehner, Jennifer Thayer and Ian Stout, Principal. Board member Daniel Filler was excused due to business travel.

2.0 Adoption of Agenda

Mrs. Dicks motioned to amend the agenda to insert second executive session pursuant to C.R.S. 24-6-402(4)(f)(I&II) to discuss a personnel matter at 11.0, moving adjournment to 12.0. Mr. Lehner seconded, and the motion carried unanimously.

3.0 Approval of Minutes

Mr. Dart motioned to approve the minutes for the December 15, 2016 Regular Meeting as submitted. 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:

- Approval of Public Notice Location for Loveland Classical Schools Board Meetings
- Board Policy JH_LCS/ JHA_LCS/JHB_LCS: Attendance and Truancy Policy

5.0 Public Participation

5.1 Public Comment

- Cathy Ballenski spoke to thank everyone involved with procuring and putting together the playground including parents, students, and staff.
- Merrily Fitzpatrick spoke of her concern that the school is not following its vision and mission of rigor and vigor in classroom instruction.

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:

- Volunteers and staff members who were members of the elementary playground build team on Saturday, January 14, 2017: Dannica Adelson, Nina Babcock, Philip Ballenski, Matthew Beilby, Dave Bromley, Katherine Bryant, Michael Bryant, David Erickson, Jennifer Erickson, Joel Groeneman, Brian Kenyon, Ken Legge, Danielle McCormick, Jordan McCormick, Andrew Mondragon, Michael Mondragon, Anthony Petrizzo, Jeanice Prohs, Neil Spooner, Priscilla Spooner, Jessica Stimmel, Logan Stimmel, Rich Stimmel, Ian Stout, Jansen Vandermeulen, Jordan Vandermeulen, Jason Wojcik, Kara Wojcik, and Peter Woods.

In addition to the above team members participating in the build, the board also recognized individuals whose efforts beforehand made the playground build possible:

- Katherine Bryant, former Foundation Board member, for leading the efforts to find and procure the playground equipment for installation.
- Danielle McCormick, Jeanice Prohs, and Jessica Stimmel, former Foundation Board members for leading Foundation events to raise the funds to purchase the playground equipment.

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Jennifer Thayer, Board Secretary

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- Dannica Adelson for her business office expertise and for spending numerous hours with Mrs. Bryant in the planning and purchasing of the playground equipment.
- Jordan Vandermeulen for his efforts to organize volunteers for not just one build day, but a second when the first had to be cancelled last minute due to weather.
- Cathy Ballenski, LCS Kindergarten teacher, for her efforts in applying for and winning grant monies to go towards the purchase of musical equipment for the playgrounds.
- Priscilla Spooner and the Farmer's Insurance office staff for their time and assistance in helping Mrs. Ballenski prepare for and submit the grant application for musical playground equipment.

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 and facilities expansion.

7.2 SAC Report

SAC meeting minutes were submitted for December 20, 2016 and January 17, 2017.

7.3 Treasurer's Report

Finance Committee Meeting minutes were submitted for January 19, 2017. YTD Financials were submitted for December 2016.

7.4 Marketing Report

The marketing committee meeting reports for December 21, 2016 and January 18, 2017; results from the January 11, 2017 Open House; and upcoming marketing opportunities were submitted. Updated enrollment numbers as of January 20, 2017 were also submitted.

7.5 Foundation Report

Approved Foundation Board minutes for the November 14, 2016 meeting were submitted.

7.6 Expansion/OAC Report

Meeting notes from the 1/17/17 OAC meetings were submitted.

7.7 Board Development and Policy Report

A reminder about the 2017 Colorado Charter Schools Conference to be held February 23-24, 2017 was submitted and discussed. The following board members will be attending: Mrs. Thayer and Mr. Dart on February 23 and Mrs. Dicks and Mr. Lehner on February 24. Also submitted was information for upcoming webinars and trainings.

8.0 Discussion Items

8.1 SAC Mid-Year Parent Survey Report

Mr. Lehner yielded the floor to Mrs. Tami Wiltz, LCS SAC parent member, to present the 2016-2017 Mid-Year Parent Survey Report compiled by LCS' School Accountability Committee. Trends, recommendations and next steps were discussed.

8.2 SAC Mid-Year Staff Survey Report

Mr. Lehner yielded the floor to Mrs. Tami Wiltz, LCS SAC parent member, to present the 2016-2017 Mid-Year Staff Survey Report compiled by LCS' School Accountability Committee. Trends, recommendations and next steps were discussed.

8.3 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. Mr. Stout also reported that MTSS and the intervention process continue to provide students with tiered-support, and LCS' ELD and GT programs remain operational and in-line with district expectations. Administration has submitted caseload data to District for coordinating FTE for SpED resources positions for next year.

At 7:48pm, Mr. Lehner motioned to take a 10 minute break. Mr. Dart seconded and the motion carried unanimously. At 7:55pm, Mr. Lehner called the board back in to session and roll call was conducted. Present were Mr. Dart, Mrs. Dicks, Mr. Lehner, Mrs. Thayer and LCS Principal Mr. Stout. Mr. Filler was excused due to business travel.

8.4 Draft of 2017/18 Annual School Calendar

Mr. Stout presented a draft of the 2017/18 annual school calendar. The calendar consists of 166 teaching days and 19 service days. The board discussed and provided feedback as appropriate. *Mr. Stout will follow up with the feedback and resubmitted the draft calendar with any changes at a later date for approval.*

8.5 Board Succession Planning

The board discussed board succession and efforts underway for recruitment. Mr. Thayer summarized the current efforts underway to advertise both the Annual Meeting and the board-appointed board openings. These efforts include advertising in the monthly Parent Pride newsletter, LCS Facebook page, LCS home page via the slider, parent portal messages, and flyers being sent home with students. Additionally, names of individuals who marked interest in the board of directors on the Back-to-School night volunteer form have been obtained from LCS' volunteer coordinator. *Mrs. Thayer will reach out via email to the list of individuals who expressed interest in serving on the board to gauge interest and set up initial phone discussions as appropriate. If any of these individuals are still interested after the initial phone discussion, Mrs. Thayer will encourage them to submit the board application and a resume to the board for further consideration. Any other individuals who might contact the board from the aforementioned advertising will go through the same process. Additionally, all board members should spend time talking with individuals that they might know who might be a good fit to serve on the board.*

8.6 Board Policy Realignment

The board discussed both current efforts and future needs towards board policy realignment. Mrs. Thayer summarized where the board was at on its current policy reviews and currently planned next steps. *Mrs. Thayer will finish up with aligning Sections A-H policies with the current LCS Staff Handbook for February as well as come up with a schedule for board members to start a deep-dive review of all policies to ensure alignment with any changes to TSD policies that LCS has not waived. Further, a procedure for maintaining alignment with TSD policy changes will be drafted and a proposed schedule to be added to the board calendar for yearly review of policies will be created and presented back to the board.*

8.7 Staff Appreciation Party

The board discussed the upcoming Staff Appreciation Party scheduled for Saturday, January 28, 2017. *Final assignments were made to board members for preparations.*

8.8 Board Calendar

The board briefly reviewed the board calendar and upcoming activities.

8.9 *Coffee with Mr. Stout and the Board*

The board briefly discussed who would attend the Coffee with Mr. Stout and the Board. Mr. Dart will attend the February 3, 2017. Mrs. Dicks attended the January 6, 2017 event.

9.0 **Action Items**

9.1 *Approval of Credit Card for Marketing Coordinator*

Mrs. Thayer moved that the board approve a credit card with a credit limit of \$500 for LCS Marketing Coordinator, Ms. Kaylee Terrin, as recommended by the LCS Finance Committee. Mr. Dart seconded and after no further discussion, the motion carried unanimously. Mrs. Thayer will work with the Business Office to finalize necessary paperwork.

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

Pursuant to C.R.S. 24-6-402(4)(c) the Board entered Executive Session to discuss a confidential matter under state or federal law pertaining to a student record.

10.1 *At 8:48 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)(c) to discuss a confidential matter under state or federal law pertaining to a student record, as well as 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 was excused due to business travel.*

10.2 *At 9:05 pm, Mr. Dart made the motion to exit executive session. Mrs. Dicks seconded the motion and it carried unanimously.*

At 9:06 pm the Board moved back in to public session and roll call was conducted. Present were Mr. Dart, Mrs. Dicks, Mr. Lehner, Mrs. Thayer and LCS Principal Mr. Stout. Mr. Filler was excused due to business travel.

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

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

11.1 *At 9:08 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)(f)(I & II) to discuss a personnel matter, as well as invite LCS Principal, Mr. Ian Stout, to join the executive session. Mr. Lehner seconded the motion and the motion was approved unanimously. Mr. Stout remained in the executive session by invitation from the board. Mr. Filler was excused due to business travel.*

11.2 *At 9:52 pm, the Board excused LCS Principal, Mr. Ian Stout, from executive session.*

11.3 *At 10:41 pm, Mr. Dart made the motion to exit Executive Session. Mrs. Thayer seconded the motion and it carried unanimously.*

At 10:42 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. LCS Principal Mr. Stout had been excused by the board earlier. Mr. Filler was excused due to business travel.

12.0 **Adjournment**

At 10:43 pm, Mrs. Dicks moved to adjourn the meeting. Mr. Dart seconded and the motion carried unanimously. The meeting adjourned at 10:43 pm.