

Loveland Classical Schools  
Board Regular Meeting Minutes  
February 23, 2017 – 7:00 p.m.



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

*Board Vice President John Lehner called the meeting to order at 7:03pm. 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 approve the agenda as submitted. Mrs. Thayer seconded, and the motion carried unanimously.*

### **3.0 Approval of Minutes**

*Mrs. Thayer motioned to approve the minutes for the January 26, 2017 Regular Meeting and the February 16, 2017 Special Meeting as submitted. Mrs. Dicks seconded, and the motion carried unanimously.*

### **4.0 Consent Agenda**

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

- 2017/18 LCS Annual Calendar

### **5.0 Public Participation**

#### **5.1 Public Comment**

*There was no public comment.*

### **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:

- Allison Bryson, LCS staff member, for service to LCS high school students.
- Gloria Katers, LCS staff member, for service to LCS high school students.
- Lauren Tachney, LCS math teacher, for traffic duty heroics to keep LCS' community safe.
- Christa Ahrens, community volunteer, for helping the board with its annual Staff Appreciation Party.
- Bre Fillion and Kellee Zweifel, parent volunteers, for making and donating desserts for the Staff Appreciation Party.

### **7.0 Appointment of Board-Appointed Board Candidates**

The board briefly discussed the current and future board-appointed board vacancies. As of February 23, 2017, the LCS Board of Directors has two board-appointed board vacancies, Seats C and D, with terms expiring June 30, 2019 and June 30, 2020, respectively that are available to be filled immediately. In addition, due to a 2-term limit on Mr. Filler as per LCS Articles of Incorporation, the LCS Board of Directors will have a third board-appointed seat available starting July 1, 2017 as Mr. Filler's second term will end June 30, 2017. The board interviewed board candidates at a Special Meeting held February 16, 2013 in an effort to fill the three positions. After reviewing candidate strengths and skill sets, and matching those to the board's Recruitment Matrix, motions were made as follows:

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Respectfully submitted by:

Board Adopted: 3/23/2017

Jennifer Thayer, Board Secretary

Page 1/4

*Mr. Dart motioned to appoint Mr. William Hutchinson to a 3-year board-appointed term on the LCS Board of Directors, Seat D, with the term beginning immediately and ending June 30, 2020. Mr. Lehner seconded, and the motion carried unanimously.*

*Mrs. Dicks motioned to appoint Mr. Bruce Finger to fill the remaining 2-year term on the LCS Board of Directors, Seat C, with the term beginning immediately and ending June 30, 2019. Mrs. Thayer seconded, and the motion carried unanimously.*

*Mrs. Thayer motioned to appoint Ms. Kimberly Barnes to a 3-year board-appointed term on the LCS Board of Directors, Seat E, with the term beginning July 1, 2017 and ending June 30, 2020. Mr. Dart seconded, and the motion carried unanimously.*

Mr. Hutchinson and Mr. Finger were welcomed to the board by Board Vice President Mr. Lehner and invited to join the rest of the board at the front of the room to participate in the remainder of the meeting. *Mr. Hutchinson and Mr. Finger accepted and took their place with the board.*

Ms. Barnes had prior commitments and was unable to attend the meeting. Mrs. Thayer will reach out to Ms. Barnes to let her know of her appointment and invite her to attend upcoming meetings to start getting acquainted with the board and its duties.

## **8.0 Reports**

### *8.1 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.

### *8.2 SAC Report*

No SAC meeting minutes were submitted as no SAC meeting was held prior to the agenda submission deadline. The next SAC meeting is February 21, 2016.

### *8.3 Treasurer's Report*

Finance Committee Meeting minutes were submitted for February 16, 2017. YTD Financials were submitted for January 2017.

### *8.4 Marketing Report*

The marketing committee meeting reports for February 15, 2017; results from the February 6, 2017 Open House; and upcoming marketing opportunities were submitted. Updated enrollment numbers as of February 16, 2017 were also submitted.

### *8.5 Foundation Report*

Approved Foundation Board minutes for the December 19, 2016 and January 16, 2017 meeting were submitted. A summary of the February 20, 2017 meeting was also submitted.

### *8.6 Expansion/OAC Report*

Meeting notes from the 2/16/17 OAC meetings were submitted.

### *8.7 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 individuals attended: Ms. Barnes, Mr. Dart and Mr. Stout on February 23 and Mrs. Dicks and Mr. Lehner on February 24. Also submitted was information for upcoming webinars and trainings.

## **9.0 Discussion Items**

### *9.1 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. 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 student caseload data to District for coordinating FTE for SpED resources positions for next year.

### *9.2 SAC Subcommittee Update*

Mr. Lehner updated the board on the February 21, 2017 SAC meeting. Ms. Tisha Bouwmeester, Colorado League of Charter Schools SAC specialist, attended at the board's request and led a discussion on SAC best practices. Areas of discussion included what role the SAC plays for the school, what types of communication the SAC requests and collects from stakeholders, how the SAC analyzes the collected information, what the SAC does with the collected information, and member make-up of the SAC team. Additionally, Ms. Bouwmeester reviewed the SAC's current charter from the LCS Board including what activities and duties the SAC team currently performs. On the topic of SAC best practices, feedback from Ms. Bouwmeester included the following:

- LCS' SAC member make-up was in line with best practices, including having the principal or his/her appointee on the team, but adding a high/middle school teacher and a community member would be beneficial.
- SAC surveys should be anonymous, however any other forms of anonymous communication including anonymous emails is against best practices as it is not actionable. LCS' SAC should stop accepting anonymous emails as soon as possible and SAC involvement should be removed from LCS' Dispute Resolution policy.
- Review of SAC survey data should be modified to have Administration review survey comments about teachers, and the Board to review survey comments about Administration. Further, in order to provide more meaningful data to the SAC team for trend analysis, the current structure of LCS' surveys should be modified from having a comment area after each question, to having an area for comments after each sub-section or at the end of the survey.

The key learning from this discussion was that the SAC's role is to help the board with the overall climate and culture of the school and should not be part of the school's dispute resolution process as is currently the case. Tasks the SAC is intended to oversee are surveys, exit interviews, and projects or goals assigned to the SAC by the board.

### *9.3 Board Policies*

The board discussed potential changes to board policies. A two-person board member working committee was created to allow research to be completed off-line with the results brought back to the entire board as appropriate for review and discussion.

### *9.4 Board Calendar*

The board briefly reviewed the board calendar and upcoming activities.

*9.5 Coffee with Mr. Stout and the Board*

The board briefly discussed who would attend the next Coffee with Mr. Stout and the Board. Mr. Hutchinson and Mrs. Dicks will attend on March 3, 2017. March 3<sup>rd</sup> is also the second board visitation day for this year.

**10.0 Adjournment**

*At 9:13 pm, Mrs. Thayer moved to adjourn the meeting. Mr. Dart seconded and the motion carried unanimously. The meeting adjourned at 9:13 pm.*