

Loveland Classical Schools  
Board Regular Meeting Minutes  
April 23, 2015 – 5:30 p.m.



**1.0 Opening of Regular Meeting**

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

**2.0 Adoption of Agenda**

*Mrs. Peery motioned to insert into Action Items, 8.3 Resolution of the Board of Directors in regard to fund balance utilization for 2015-2016 fiscal budget, moving the remaining items down. She further motioned to insert under Discussion Items, 7.1 Introduction of Rick Boos, moving the remaining items down. The motion was seconded by Mr. Trussell and the motion carried unanimously.*

**3.0 Approval of Minutes**

*Mr. Trussell motioned to approve the minutes for the March 26, 2015 Regular Meeting. Mr. Bryant seconded, and the motion carried unanimously. Mr. Trussell motioned to approve the minutes for March 31, 2015 Special Meeting. Mr. Bryant seconded, and the motion carried unanimously.*

**4.0 Consent Agenda**

No items were submitted for the consent agenda.

**5.0 Public Participation**

1.1 Public Comment

There was no public comment.

**6.0 Reports**

6.1 School Report

Mr. Stout reported on the following topics: daily operations, SPED/504/MTSS, budget/school finance, PARCC testing, professional climate/HR, expansion/facilities, curriculum, high school benchmark implementation, concurrent credit and CLCS SWOT analysis.

6.2 SAC Report

There was no SAC report submitted for this meeting.

6.3 Treasurer's Report

Finance Committee Meeting minutes were submitted for March 23, 2015. Additionally, financial narratives, income statements, budget and quickbooks for the months of October 2014, November 2014, December 2014 and January 2015 as well as current enrollment information as of April 1, 2015 was also submitted. Mrs. Thayer asked for clarification on the drop in part-time kindergarten enrollment. Details were not available at the meeting and an action item was taken by Mr. Stout to research and report back to the board.

6.4 Marketing Report

There was no marketing report submitted for this meeting.  
Open House results for April 15, 2015 were submitted.

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Jennifer Thayer, Board Secretary

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## 6.5 Foundation Report

Mrs. Thayer reported the next Foundation meeting will be Thursday, April 30, 2015 at 6pm.

## 6.6 Expansion Report

There was no Expansion report submitted for this meeting.

## 6.7 Board Development and Policy Report

There was no Board Development report submitted for this meeting.

## 7.0 Discussion Items

### 7.1 Introduction of Rick Boos

Submitted by Mrs. Peery

Mrs. Peery introduced Mr. Rick Boos. The LCS board has been looking to fill a Director of Operations position for LCS, but the resumes that were received did not have the experience in the charter domain that the board felt was necessary to help LCS move forward at this stage of the school. Upon consultation with LCS' financial advisor, Mr. Russ Caldwell, the board became aware of 3 consulting firms to contract the Director of Operations role which is a common model for charter schools. Mr. Boos and his company, Boos Financial Services, Inc. were one of those companies and were highly recommended by Mr. Caldwell.

The board has contracted with Mr. Boos as a consultant for LCS for the next 6-8 weeks, with the expectation that LCS will contract with his company for the 2015-2016 school year for the Director of Operations function. Over the next 6-8 weeks, Mr. Boos will be assessing the operations side of LCS through on-site visits, review of financial operations, and speaking with support staff to help LCS figure out best practices and work through its growth challenges. Mr. Boos introduced himself giving a brief overview of his extensive background in finances and operations. He and his company are currently overseeing 11 different charter schools in this same capacity at this time.

### 7.2 Expansion Committee Update on Message of Life

Submitted by Mr. Stout

The Expansion Committee submitted a report updating the board of directors with the status of the Message of Life (MoL) turn-key option for grades 9-12. According to the update, many unknowns still exist surrounding the viability of using MoL for next year including but not limited to approval from the State to operate at the MoL facility, final approval of traffic plan from the City of Loveland, agreement with MoL in regards to usage agreement and monthly lease arrangement, submission of a Letter of Intent (LoI) to MoL leadership, impact on culture and retention of students, partnership with events, fundraising and grant teams, continued financial analysis by expansion team, reception and line item review of RFP (request for proposal) responses by expansion team and full evaluation of space needs for 3 tracks at the MoL site. A possible back-up option of using Faith Church in the event that a viable plan could not be attained with Message of Life was also presented. An Important Dates timeline was also included in the update. No board-actionable recommendation was included in this report. Information on expansion activities and submitted reports are available online at <http://www.lovelandclassical.org/expansion/>.

### 7.3 SpED Update

Submitted by Mr. Stout

Mr. Stout submitted an update of LCS' student services program including current status and anticipated plans for the 2015-2016 school year for MTSS, SpED and 504's. Additionally included in the update were the continued weekly individual meetings between Charlie Carter, Executive Director of Student Services for TSD and Mr. Stout, and Charlie Carter and Catherine Jacobson, school counselor.

Mr. Stout also informed the board that Mrs. Hundley (external consultant conducting quarterly assessments) contacted him to let him know the date of her final quarterly review, starting on May 11<sup>th</sup>, 2015. He does not know what documentation will be requested at this time. Additionally, Mr. Stout is interviewing a qualified Literacy Coach and hopes to fill the position for the remainder of this year and for the 2015-2016 school year. Additional positions looking to be filled include expanding READ paras for K-3, a math literacy coach, and a full-time school counselor just for high school in addition to our current counselor. The high school counselor position will also incorporate other duties to make that position full-time.

### 7.4 Salary Schedule for 2015-2016 school year

Submitted by Mr. Stout

Mr. Stout presented a revised salary schedule for the 2015-2016 school year. Overall, the stated purpose of the revised salary schedule is to make LCS' teacher salary compensation more competitive in comparison to neighboring schools and districts. Board members asked clarifying questions to better understand the impact and intentions of the revised schedule. Mr. Stout answered all questions adequately with no further follow-up required.

In addition to the salary schedule, Mr. Stout informed the board that an HR Generalist had been hired and will start on Monday, April 27, 2015. Her first priority will be to work to get all employment agreements for returning staff wrapped up by mid-May.

### 7.5 Defined bonus structure for the 2015/2016 school year

Submitted by Mr. Stout

Mr. Stout presented the defined bonus structure for the 2015-2016 school year. Overall, the bonus structure is a reduction from \$2000 retention bonus for the 2014-2015 school year to \$1500 for the 2015-2016 school year. However, due to the increase in the salary schedule discussed in 7.4 Salary Schedule for 2015-2016 school year, the staff's take-home pay will actually be higher. Additionally, all full-time equivalent (FTE) staff will be eligible for the \$2400 wellness bonus, with the requirement that each employee show proof of health insurance before receiving the bonus.

### 7.6 2015-2016 Budget

Submitted by Mr. Stout

Mr. Stout presented the proposed 2015-2016 school budget which must be submitted to Thompson School District by May 1, 2015. Board members asked clarifying questions surrounding academic impact on K-8 and 9-12 with the continuation of high school. Mr. Stout assured the board that he believes there will be no impact to the K-8 program. Mr. Stout further stated that the 9-12 program will retract a little due to the combination of 11<sup>th</sup> and 12<sup>th</sup> grade courses made necessary by the reduction by 2 in teaching staff in order to make the budget work. Additionally, it is anticipated that the high school will lose two

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electives (French and drama) in that reduction of staff. It is anticipated that a keyboarding class will be added to better help our students prepare for their future.

Additionally, Mrs. Peery let the other board members know that the board would be discussing and voting on a resolution in regard to fund balance utilization later in the meeting.

#### 7.7 Detailed review of K-12 financial plan and assumptions

Submitted by Mr. Stout

The dialog surrounding this item was discussed in 7.6 2015-2016 Budget above.

#### 7.8 Benchmarks associated with the K-12 plan

Submitted by Mr. Stout

Mr. Stout presented a preliminary executive summary of the High School Benchmark Implementation proposal. From the numerous objectives in the document, four benchmarks were proposed as the benchmarks that the viability of the continuation of high school would be based. The board provided specific feedback to both the executive summary and the High School Benchmark Implementation proposal documents. Among the specific feedback was removing ambiguity in language to make the benchmarks precise, clearly stated, and solidly measurable; removal of any ambiguity in the way the benchmarks would be interpreted or weighed and removal of the concluding paragraph asking for assurances from the board that failure by the Be the R.O.A.R. team to meet these benchmarks would not weigh in to consideration about the continuation of high school. Mr. Stout was tasked with bringing the specific feedback back to the Be the R.O.A.R. teams for integration in to the documents.

#### 7.9 Dress Code Revisions

Submitted by Mr. Stout

Mr. Stout presented a proposed change to the High School Professional Dress Code in the LCS Student Handbook limiting this dress code to "Formal Fridays" only for students in grades 9-12. K-8 students will not be included in the "Formal Fridays" privilege and are expected to adhere to the standard dress code at all times except for LCS T-shirt day or upon exception as determined by school administration.

#### 7.10 New or Modified Curriculum

Submitted by Mr. Stout

Mr. Stout presented the documentation required to be submitted to the Thompson School District concerning and new or modified curriculum. No modifications will be made to curriculum for the 2015-2016 school year except for the addition of supplementary curriculum for additional intervention support that was incorporated during the 2014-2015 school year.

#### 7.11 TSD Periodic Review of Progress

Submitted by Mrs. Peery

Mrs. Peery presented the "Thompson School District Charter School Quality Framework" form from TSD to the board. This form was used during the re-charter process during the 2013-2014 school year to determine progress in Loveland Classical Schools. During that

process, LCS agreed to use this form to continue to provide progress feedback to TSD. Mrs. Peery has reached out to TSD to better understand the benchmarks LCS should use to complete this form and what TSD will do with the completed form. She's in discussion with Sara Rasmussen from the district to make sure the process for obtaining information for the Periodic Report, as specified on our contract, is realistic and draws as much as possible from existing data already collected by LCS and/or the District.

#### 7.12 Student Achievement Update

Submitted by Mr. Stout

Mr. Stout presented the "LCS Student Achievement Report". This report compared Fall and Winter benchmark data for literacy and math grade level expectations using Aimsweb standardized assessments. The achievement report included data for grades K-12. The board made the request of Mr. Stout to put together a simplified summary showing results for the board and for our parents.

#### 7.13 Annual Meeting

Submitted by Mrs. Thayer

The Annual Meeting is rescheduled for Monday, May 11, 2015 at 7pm. Mrs. Thayer reminded the board that since the two parent positions are currently held by Mr. Meyer and Mrs. Thayer, no election would be held at the Annual Meeting. Mr. Meyer's term expires in June 2016 while Mrs. Thayer's term expires June 2017. The agenda for the meeting was discussed. Agenda items need to be submitted to Mrs. Thayer no later than May 7, 2015 in order to allow adequate time for agenda preparation and posting of no less than 24 hours prior to the scheduled meeting time.

#### 7.14 Principal Search Committee Update

Submitted by Mr. Bryant

Mr. Bryant restated the initial update given at the last board meeting about the principal search process. The search process yielded five candidates (4 external and 1 internal) submitting applications for the LCS Principal position prior to the recruitment window deadline. Mr. Bryant conducted informational calls with each candidate to ensure they understood the position, salary, benefits and to answer any questions they might have to evaluate their continued interest in pursuing the position. All five candidates made the decision to continue with the process. Shortly after conducting the informational calls, due to increased demand of Mr. Bryant's work schedule, Mr. Bryant asked Mrs. Thayer to organize the logistics of scheduling phone interviews of each candidate with the Principal Search Committee as well as asked Mrs. Peery to replace him on the Principal Search Committee. During the scheduling of interviews, one external candidate chose to withdraw from the process. Also, after the informational calls and amidst the scheduling of phone interviews, the board received two additional resumes that were passed on to the search committee for their consideration. It was determined by the search committee to not move either of the additional candidates forward. The remaining four candidates were interviewed by the Principal Search Committee via conference calls on Monday, April 20 and Tuesday, April 21, 2015. The Principal Search Committee then met Wednesday, April 22, 2015 to discuss candidates and determine those who would move forward to an in-person interview conducted by the LCS Board of Directors. Final candidates will be informed within the next few days and a follow-up in-person interview will be scheduled

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with these individuals for Thursday, May 7. Those candidates not moving forward will also be contacted and informed of the decision of the search committee.

In addition to the above process, a list of final candidates was posted both online and at the school pursuant to C.R.S. §24-6-402(3.5) on Tuesday, April 21, 2015. The list will remain posted for the required 14 days prior to an extension of employment to a candidate. Also posted for transparency were the Principal Job Description, Principal Recruitment Time Line and Principal Evaluation Sheet.

#### 7.15 Operations Director Committee Update

Submitted by Mr. Trussell

This information was discussed under Discussion Item 7.1, Introduction of Rick Boos. No further information was discussed.

### 8.0 Action Items

#### 8.1 Salary Schedule for 2015-2016 school year

*Mrs. Thayer motioned to approve the salary schedule for the 2015-2016 school year as presented. Mr. Trussell seconded, and the motion carried unanimously.*

#### 8.2 2015-2016 Budget

*Mr. Trussell motioned to accept the 2015-2016 budget as presented. Mr. Bryant seconded, and the motion carried unanimously.*

#### 8.3 Resolution of the Board of Directors in regard to fund balance utilization for 2015-2016 fiscal budget

Mrs. Peery read to the board the resolution entitled, "Resolution Board of Directors Loveland Classical Schools Fund Balance Utilization 2015/16 Fiscal Year Budgets" in its entirety. The resolution involves the State Farm grant monies that the school received in fiscal year 2014-2015 to help fund the hot lunch program. Since the program will not take effect until next year, the balance of the grant will be deposited in the general fund at the end of the 2014-2015 fiscal year thus showing an additional increase in the general fund of \$24,093. This same \$24,093 will be used during the 2015-2016 fiscal year to fund the hot lunch program implementation. Colorado law requires that any time money is allocated from the general fund, the board must issue a resolution to make public the reason behind the allocation. The ending 2015-2016 budget will show a decrease in the general fund on \$24,093 at the close of the 2015-2016 fiscal year. This decrease is due to a fund balance utilization that will take place during the 2015-2016 school year to pay for the hot lunch program implementation. Since the money was received in fiscal year 2014-2015 but will not be used until 2015-2016, by Colorado law the board must pass a resolution stating the intended purpose of allocating the monies.

*Mrs. Peery motioned to accept the resolution as read by Mrs. Peery. Mr. Trussell seconded, and the motion carried unanimously.*

#### 8.4 Dress Code Revisions

*Mr. Bryant motioned to accept the dress code changes as proposed with the modification under females the fifth bullet item stating "Sweaters with hoods, hoods worn inside will be*

*considered hats“ be stricken and the rest of the proposed as stated. Mr. Trussell seconded, and the motion carried unanimously.*

### **9.0 Adjournment**

At 8:58 pm, Mr. Trussell made the motion to adjourn the meeting. Mrs. Peery seconded and the motion carried unanimously. The meeting adjourned at 8:58 pm.