

Loveland Classical Schools  
Board Regular Meeting Minutes  
July 25, 2017 – 6:00 p.m.



**1. Opening of Regular Meeting**

*Treasurer Mr. Dart called the meeting to order at 6:08 pm. Board members present were Kim Barnes, Joshua Dart, Denise Dicks, Bruce Finger and Howard Wenger. LCS Executive Director Ian Stout was also present. Board member John Lehner was excused due to personal travel. Board member William Hutchinson was excused due to family illness.*

**2. Adoption of Agenda**

*Mr. Wenger motioned to approve the agenda. Mr. Finger seconded. Mr. Finger then moved to amend the agenda per Mrs. Dicks email dated 7/25/17, Mr. Dart seconded, and the motion carried unanimously. Then the Board voted on the initial motion and approved the amended agenda unanimously. (The amended agenda items are indicated by this symbol: \*)*

**3. Approval of Minutes\***

*Mr. Finger motioned to approve the minutes for the June 21, 2017 Regular Meeting as presented. Mr. Wenger seconded, and the motion carried unanimously.*

**4. Consent Agenda**

*Mr. Wenger moved to approve the consent agenda as submitted. Mrs. Barnes seconded and the motion carried unanimously. The consent agenda included the following:*

*SAC End-of-Year Parent Survey*

*SAC End-of-Year Staff Survey*

*Board Calendar Dates 17-18, with minor updates from previous meeting to adjust meeting locations.*

*'2017-2018 BOD Calendar Final, with minor updates from previous meeting.*

**5. Public Participation**

**5.1 Public Comment**

*There was no public comment.*

**6. Time of Recognition**

*There was no time of Recognition for the July meeting.*

**7. Reports**

**7.1 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.*

**7.2 SAC Report**

*Mr. Finger shared the information he has learned from reading the Colorado law about the requirements for the school's SAC. He will work with the Charter League's Tisha Baumeister to determine whether LCS's SAC is fulfilling its obligations or if there are changes that need to be made.*

*The SAC meetings are suspended through the summer months. SAC meetings will resume in September 2017. No SAC Meeting minutes available*

*SAC meetings are typically held at Loveland Classical Schools on the third Tuesday of every month at 7pm during the school year*

### **7.3 Treasurer's Report**

*Finance Committee Meeting minutes were submitted for July 20, 2017. YTD DRAFT Financials were submitted for June 2017.*

### **7.4 Marketing Report\***

*The marketing committee meeting minutes for June 27, 2017 were submitted, which included the upcoming marketing opportunities. The results from the June 27, 2017 Open House were emailed June 30, 2017. \*Updated enrollment numbers as of July 19, 2017 were also submitted (and included in the email attachments as part of the July 25, 2017 Agenda).*

### **7.5 Foundation Report**

*No Foundation Board minutes were submitted. Mr. Stout met with the Foundation on July 19 where they were planning for the coming year. In addition, Mrs. Barnes met with Mrs. McArthur and Mrs. Coberly on July 24, 2017 to talk about the ideas of a Fundraising committee that they would be a part of in addition to the Grant writing person/group. This effort is so that the groups working on different aspects of fundraising have a central communication point for coordinating with each other. In addition, Mrs. Barnes shared that the Fundraising group, including the Foundation, would present at the Staff In-service to generate ideas for needs and wants lists.*

### **7.6 Expansion/OAC Report**

*Meeting notes from the July 21, 2017 OAC meeting were submitted (and included in the email attachments as part of the July 25, 2017 Agenda).*

### **7.7 Board Development and Policy Report**

*No Board Development and Policy report was submitted.*

### **7.8 Academic Affairs Committee Report**

*Mrs. Barnes will generate a draft of all committee descriptions for the Board's next Work Session. Included in that will be the new Academic Affairs Committee. The Board will also use the information Mr. Finger learns from Mrs. Baumeister at the League regarding this function and how it relates to the SAC.*

*At 7:40pm, Mr. Finger moved for the board to take a break. Mr. Wenger seconded and the motion carried unanimously.*

*At 7:47pm, the meeting was called back into session. Roll call was taken. The following members present were Kim Barnes, Joshua Dart, Denise Dicks, Bruce Finger, Howard Wenger and LCS Executive Director Ian Stout. Board member John Lehner was excused due to personal travel. Board member William Hutchinson was excused due to family illness.*

## **8.0 Discussion Items**

### **8.1 Student Services Update**

*Mr. Stout reported that he met with Ms. Charlie Carter, TSD Executive Director for Student Services, on July 10, and LCS remains in compliance and is effectively implementing its student services programs*

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Respectfully submitted by:

Board Adopted: 8/21/2017

Denise Dicks, Board Secretary

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towards meeting the learning needs of all our students. Plans are ongoing for LCS' ESS program for the upcoming 2017/18 school year.

### **8.2 Board Agreement**

The Board Agreement as included in the email attachments as part of the July 25, 2017 Agenda with its minor changes is the agreement the current board members present at the meeting signed. Mrs. Dicks will have the board members who were absent before recording the signed copy on the VBB.

### **8.3 Nepotism Policy**

The Nepotism Policy as included in the email attachments as part of the July 25, 2017 Agenda was reviewed as it is done annually. There were no changes to the policy.

### **8.4 Board Calendar**

The board briefly reviewed the board calendar for any upcoming tasks. Mr. Finger talked about the tracking document the Red Feather Lakes Fire District used to keep track of its required tasks throughout each year. The fire district is a SDA and as such had ongoing requirements to ensure accountability with public funds. Mr. Finger will find his most recent copy and send it to the board to review.

### **8.5 Coffee with Mr. Stout and the Board**

The next "Coffee with Mr. Stout and the Board" is Friday, September 1, 2017. Mr. Wenger and Mrs. Dicks are scheduled to attend for the board.

### **8.6 LCS Board Subcommittee Process\***

Mrs. Barnes will generate a draft of the subcommittees and where they each stand for discussion the next board Work Session.

### **8.7 LCS Board Subcommittee Process Tracking\***

The board briefly reviewed the tracking sheet as an option to track the subcommittees for this coming year.

### **8.8 Board participating in Staff In-service, 8/15/17, 9-10 am\***

Mrs. Dicks will post the agenda for the above listed Staff In-service where the board will present to the staff as there will likely be more than two board members in attendance.

### **8.9 New Board Members On-boarding: Biography, Picture and Background Check -- Mrs. Barnes and Mr. Wenger\***

Mr. Stout will verify that the background checks are in place for all board members. Mr. Wenger will submit his biography and a photo for the board page on LCS's website.

### **8.10 Ian Stout's Employment Agreement, Review and 2017-18 Objectives in general (no plan for Executive session)\***

Mrs. Barnes signed Mr. Stout's employment agreement. Mrs. Dicks signed his review. Mr. Finger and Mr. Wenger will meet with Mr. Stout to solidify his 2017-18 Objectives.

### **8.11 Retreat update -- Mr. Finger and Mr. Hutchinson\***

Mr. Finger said he would coordinate finding a date most available for board members to schedule the Board retreat. Once the date is determined he will work with Mr. Hutchinson to find the location.

## **9.0 Action Items**

### **9.1**

*Mr. Dart moved that the board approve the Finance Committee's recommendation to provide two new credit cards for new staff at the same level as previous staff in these positions. Credit card for Bill McPherson, Facility Manager with a credit limit of \$2,000 and Amy del Angel, Accounting Coordinator with a credit limit of \$5,000. Since this is a recommendation from the Finance committee, there is no need for a second. After no further discussion, the motion carried unanimously.*

## **9.2**

*Mr. Dart moved that the board approve the Finance Committee's recommendation to add Mrs. Kimberly Barnes as a signer on the bank accounts for the school, while at the same time removing any former board members from the same accounts. Since this is a recommendation from the Finance committee, there is no need for a second. After no further discussion, the motion carried unanimously.*

## **10.0 (Left Blank in agenda, ded)**

### **11.0 Adjournment**

*At 9:26 pm, Mr. Finger moved to adjourn the meeting. Mr. Wenger seconded and the motion carried unanimously. The meeting adjourned at 9:26 pm.*