



1.0 Opening of Regular Meeting

Board Chair William Hutchinson called the meeting to order at 1:27 pm. Board members present were Kim Barnes, Denise Dicks, Bruce Finger, William Hutchinson, John Lehner, Howard Wenger, and Ian Stout, Executive Director.

2.0 Adoption of Agenda

Mr. Wenger motioned to approve the agenda as submitted. Mr. Finger seconded, and the motion carried unanimously.

3.0 Consent Agenda

No items were submitted for the consent agenda.

Public Participation

Public Comment

There was no public comment. While this was neglected on the agenda, a sign-up sheet was provided. The board asked the one guest in attendance if he had anything to say to the board. He did not.

4.0 Discussion Items

4.1 Finalize Board Self-Assessment/Evaluation

Mrs. Dicks led the board's discussion on the results of its self-assessment completed in June 2017 and compiled by Joni Malli from the Charter League. They discussed each of the indicators with a score below 3.5.

Action list (in average score order starting from the lowest to just under 3.5):

9.h.1 External Networking – The Marketing committee is developing a Community Relations Plan for the school to include the board and its role. The board has its laminated card with LCS' Mission and Vision to have on hand and to help board members in memorizing both of them. Mrs. Barnes is planning to meet with other charter school boards at their respective meetings to learn more about the charter schools in our area.

9.a.6 Board Evaluation – The board will consider a mid-year self-evaluation to measure its status prior to its annual evaluation. Mrs. Dicks will work with Ms. Malli to set this up for December.

9.d.1 Board Needs Assessment – Mr. Wenger and Mr. Finger are working together to determine the trainings that are needed next by the present board. Mr. Gary Stueven's training earlier today was one to help move the board forward in its awareness and its responsibilities.

9.f.3 Lead Administrator Hiring and Succession – Mr. Stout is updating his job description and is working with Mr. Wenger and Mr. Finger to finalize it. The draft will be ready for the next Regular Board Meeting. The board will use this to start its conversation on succession planning.

9.a.4 Board Member Roles – Mrs. Barnes will use the Bylaws and the Board Agreement to determine the training needed for the board to ensure there is a clear understanding of each member’s responsibilities within his/her role.

9.b.1 Strategic Planning – The board completed its Strategic Planning during this morning’s retreat. The board will review the Strategic Plan every other month going forward.

9.h.2 Internal Relations – The board presently hosts a monthly Board and Staff meeting and a twice-yearly Board Visitation day to observe classrooms throughout the day. The board will work with Administration to see how it can invite the high school students into aspects of the board’s operation and/or invite ourselves into aspects of the day for high school students. There are opportunities to volunteer time in the classroom and on special days, like Grandparents’ day.

9.c.8 Legislative Changes – A board member or two will attend the annual Legislative Update event with an Administrator that takes place in the fall.

9.a.2 Articulation of Vision and Mission – The board includes the school’s mission and vision in its development of the Strategic Plan and all of its policy development, updates and changes.

9.c.5 Conflict and Crisis Resolution – The board invited Ian to present the school’s plan during a board work session.

9.e.2 Input – Parent input on the UIP happens through the SAC and now also with the Academic Affairs Committee. For external input, we also review our UIP draft with our authorizer, the district. Staff (teachers) provide input through the data review via the academic departments, mostly the math and English departments.

9.f.2 Lead Administrator Job Description – As mentioned in 9.f.3, Mr. Stout is working with the board in updating his job description.

9.d.2 Board Training and Orientation – There is much information that is provided to new board members in their initial months on the board. The board does need to track more closely that the new members are meeting the requirements within the timeframes set.

9.e.3 Data-Driven Decision Making – Currently in place for student data are the dashboard of operations shared every other month (with academic, behavioral, and extracurricular info), the benchmark testing reports, the PARCC state testing report, and the school performance frameworks. For the financial data, there are the monthly financials and a dashboard that is a part of that reporting.

9.g.2 Committee Goals – The board is presently installing a dashboard for each committee so that the board is able to see if each committee is setting and reaching its goals.

4.2 Board Committee Dashboard Matrix Draft

Mr. Finger provided a Monthly Status Report for one of his committees, the Board Development committee. The report includes the Accomplishments for the reporting period (in this case the month of September). It also includes the Planned Activities for the next 90 days. The final two sections are Issues and Risks. He recommended that the board take this format back to each of its committees. Then each month the Board Committee Dashboard Matrix will be updates to show where each committee is falling in accomplishing the goals it has set for itself as directed by the board.

4.3 Board Committee Agreements

The board was instructed to take the Board Committee Agreements back to each committee to have it signed for the 2017-18 school year.

4.4 Vacant BOD Position

Mrs. Barnes will coordinate an email blast letting the community know of the open board seat. In addition to the adherence to LCS's Mission and Vision, the board desires to cover as many skills as possible on its Board Skills Matrix. As such it is looking for a person with a background in legal, public relations or clergy.

4.5 Use of Consent Agenda at Regular Meetings

The board discussed its planned expanded use of the Consent Agenda going forward in Regular Meetings. The items to be included in the Consent Agenda include the following: *Approval of Minutes, *Reports and *Items that just need to be approved as the review happened in a previous meeting. During the voting of the Consent Agenda, any member or Mr. Stout may remove any item or items from the Consent Agenda. The Consent Agenda is then voted on without the removed items. The removed items are then added to the proper category, i.e., Reports or Action Items.

4.6 Committee Assignments

The Finance Committee will review the policy it has on expenditures made by board members, a couple of examples are mileage reimbursement and a gift card purchase.

4.7 Hiring Person for Administrative Duties of Secretary

The board briefly discussed hiring a person to complete the agenda and minutes for the Board so that Secretary is freed up to handle other projects. There was discussion about when there are confidential reasons that having a school employee be present is not appropriate or allowed, for example in the case of an Executive Session for the purposes those are allowed. Mr. Stout will look into how he can cover this duty.

4.8 Board Calendar

The board reviewed the calendar and Mrs. Barnes asked for each of the committees to give input where applicable. She is looking into making it a Google doc.

4.9 Coffee with Principal/Executive Director and Board

Mr. Hutchinson and Mr. Lehner will attend the next Friday coffee scheduled for October 13, 8-9am at Starbucks on Eagle Drive.

5.0 Action Items

5.1 Approve Strategic Plan

After considering the following as inputs used in developing the Strategic Plan:

LCS' Mission and Vision

Core Principles Held to be Non-Negotiable

LCS' 2017 School Performance Framework (SPF)

LCS' 2016 Unified Improvement Plan (UIP)

LCS' End of Year (Spring 2017) Benchmark Testing

PARCC Comparison of scores for other charter schools—those we want to be like

LCS' SAT and PSAT Scores

SAT and PSAT for the schools in Colorado that scored 1200 and above

Mr. Wenger moved the board approve the five-year, 2017–2022, Strategic Plan as discussed and adjusted in the meeting. Mrs. Barnes seconded and the motion carried unanimously. The final version will be submitted at the next Regular Meeting in the Consent Agenda.

6.0 Adjournment

At 2:40pm, Mr. Hutchinson moved to adjourn the meeting. Mr. Lehner seconded and the motion carried unanimously. The meeting adjourned at 2:40pm.