

Loveland Classical Schools
Board Regular Meeting Minutes
November 30, 2017, 6:00 p.m.



1.0 Opening of Regular Meeting

Board President Kim Barnes called the meeting to order at 6:02 pm. Board members present were Kim Barnes, John Lehner and Denise Dicks. Howard Wenger joined the meeting at 6:08 pm. Ian Stout, Executive Director was also present. Bruce Finger was absent and excused. William Hutchinson gave notice to Mrs. Barnes on November 29 that he resigned his position on the board due to a conflict of interest with his work. As such the board had a quorum with three board members present when the meeting was called to order at 6:02 pm.

2.0 Adoption of Agenda

Mrs. Barnes motioned to approve the agenda. Mr. Lehner seconded, and the motion carried unanimously.

3.0 Consent Agenda

Mrs. Dicks motioned to approved the Consent Agenda. Mrs. Barnes seconded, and after some discussion the motion carried unanimously.

3.1 Approval of October 26, 2017 Regular Meeting Minutes

3.2 Approval of Revised Board Calendar Dates 17-18

3.3 Reports

3.3.1 School Report

3.3.2 Student Services Update

3.3.3 SAC Report

3.3.4 Treasurers Report

3.3.5 Marketing Report

3.3.6 Foundation Report

3.3.7 Expansion Report

3.3.8 Board Policy and Development Report

3.3.9 Academic Affairs Report—these minutes will have the complete AAC report—including the Dean’s report and the revision including Mr. Wenger was present at the meeting. See 9.0 Appendix A.

3.3.10 Strategic Fundraising Report

4.0 Public Participation

4.1 Public Comment

There was no public comment.

5.0 Time of Recognition

Respectfully submitted by:

Board Adopted: 12/14/2017

Denise Dicks, Board Secretary

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5.1 There was no time of recognition for this meeting.

6.0 Discussion Items

6.1 Board of Directors Task Calendar

The board discussed and edited its Task Calendar. It is a dynamic document held by Mrs. Barnes that the board reviews and adjusts monthly. It serves to remind the board of its scheduled tasks and to track their due dates and status.

6.2 Staff Appreciation Dinner

The board briefly discussed the January 27 Staff Appreciation Dinner. Mr. Lehner and Mrs. Dicks visited the Sweet Heart Winery prior to the meeting and signed the contract to secure the location for the dinner. They talked about the budget and what that will include.

6.3 Board Coffee with Mr. Stout, Friday, December 1

Mr. Wenger and Mrs. Dicks are planning to attend with Mr. Stout the Board Coffee the following day at Starbucks on Eagle Drive. The January coffee is scheduled for Friday, January 12th (a week later than usual due to the school break).

6.4 Board-Staff Meeting, Monday, December 4

The board will meet with the staff at the Lyceum on Monday, December 4th at 3:40 pm for the Board-Staff Meeting.

6.5 Conflict of Interest Policy Review

The board reviewed the Conflict of Interest policy together. Per the policy, the board will develop and sign a signature page annually to affirm the following:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands LCS is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Mrs. Dicks will review the Board Agreement to see if it meets the above standard. The Board can make the signing of the above take place at the same time as the signing of the Board Agreement, which is annually or earlier if there are new members added to the board.

Mrs. Barnes shared that she has an extended relative who works at one of the multiple law firms LCS uses periodically when doing business. The board felt this was not a conflict of interest because LCS has been using these firms for an extended period of time prior to Mrs. Barnes taking her position on the board. In addition, Mrs. Barnes does not have a financial relationship with this relative.

6.6 Converting the December 14 Work Session to a Regular Meeting

The board discussed changing the one meeting scheduled in December from a Work Session to a Regular Meeting. Mr. Stout indicated he'll have a new policy and a policy change for the board to review and vote on in December. The board will change the December 14 meeting to a Regular Meeting.

6.7 Ribbon Cutting for New Gym, December 5

On Tuesday, December 5, the Loveland Chamber of Commerce, in which LCS is a relatively new member, will conduct a ribbon cutting celebrating LCS's membership and our new gym. LCS families were also invited.

6.8 Board Committee Agreements and Matrix

Mrs. Dicks reminded the board to submit any missing Board Committee Agreements in order to save them on the VBB. The board will address the Committee Matrix at a future meeting.

6.9 December Work Session Plan

The board decided to schedule a Classical Education presentation for the December 14th meeting. They also decided that the annual Bylaws review will be scheduled for the January 2018 Work Session.

Note: Mr. Stout withdrew his resignation notice in November and will remain at LCS as its Executive Director. The board is pleased with his decision and looks forward to continue working with Mr. Stout.

7.0 Action Items

7.1 None

8.0 Adjournment

At 7:14 pm, Mr. Wenger moved to adjourn the meeting. Mr. Lehner seconded and the motion carried unanimously. The meeting adjourned at 7:14 pm.

9.0 Appendix A

9.1 Academic Affairs Report – complete

Loveland Classical Schools

AAC Monthly Status Report - November 2017

Overall Dashboard Status: Green

Reviewed Items This Period

ITEM	DESCRIPTION	GREEN	YELLOW	RED
1	Curriculum Alignment w/ M, V & SS (yes/no)	>89%	80-89%	<80%
2	QC-Teacher/CC Weekly Observations (no issues)	>89%	80-89%	<80%
3	QC-Student Observations/Engagement (no issues)	>84%	75-84%	<75%
4	QC-Classroom Equipment Needs (needs met)	>84%	75-84%	<75%
5	QC-Staff and Student Climate (Positive/Neutral/Neg)	Positive	Neutral	Negative
6	QC-Cross Content Integration (yes/no)	>89%	80-89%	<80%
7	QC-Core Virtues (Per Scope/Sequence, yes/no)	>89%	80-89%	<80%
8	Appropriate Test Prep (yes/no)	Yes	Flat	No
9	PARCC ELA Testing Results (3% Increase to Prior Year)	Yes	Flat	No
10	PARCC Math Testing Results (3% Increase to Prior Year)	Yes	Flat	No
11	NWEA Benchmark Testing Results	NA	NA	NA
12	Acquisition of Knowledge Test Results	NA	NA	NA
13	Action Plans – Improvement Strategies (implementation)	NA	NA	NA
14	SPF Review (Overall School Rating Year to Year)	Perf.	Imp.	< Imp.
14a	SPF Review (High School Rating Year to Year)	Perf.	Imp.	< Imp.
14b	SPF Review (Middle School Rating Year to Year)	Perf.	Imp.	< Imp.
14c	SPF Review (Elementary School Rating Year to Year)	Perf.	Imp.	< Imp.
15	UIP Review (yes/no)	NA	NA	NA

Issues

These are known current challenges that are being worked

1. Elementary School in Priority Improvement (SPF)
 - 1.0 Strategy: Appropriate test prep is ongoing and performance increases should be
 - 2.0 seen on next test results (summer 2018)
2. PARCC Math Testing Results are below 3%/year increase
 - 3.0 Strategy: Appropriate test prep is ongoing and performance increases should be
 - 4.0 seen on next test results (summer 2018)
3. Staff and Student Climate in Yellow (Oct.); Nov. Update: **Green**
 Nov. Update: Feedback is that the staff climate at the Lyceum has improved in regards to
 the Dean observations. Feedback has been positive regarding the quantity of homework in the elementary.

Risks

None at this time.

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Loveland Classical Schools
Academic Affairs Committee
November 16, 2017

AAC Meeting Summary

Attendance: Ian Stout, Howard Wenger, David Rotner, and Thomas Winter
Meeting Start: 5:05 pm
Meeting Adjourn: 5:55 pm

1) Prior Action Plan(s) Review (0 Min)

None

2) Curriculum Implementation (35 min)

- a. **Class Pace on Track (+/- 2 Weeks)**
5.0 -Pace is being monitored (ongoing) and is currently on track in all classes.
- b. **Teacher/CC Weekly Observations**
6.0 -See Deans Report for details.
7.0
- c. **Student Observations/Engagement**
8.0 -See Deans Report for details.
9.0
- d. **Classroom Equipment, Supplies & Tools**
10.0 -See Deans Report for details.
11.0
- e. **Staff and Student Climate Discussion**
- Feedback relays improvement in the Lyceum staff climate in regards to the Deans observations and workload amount. See Deans Report for details.
- f. **Cross Content Integration**
12.0 -See Deans Report for details.
13.0
- g. **Core Virtues**
14.0 -See Deans Report for details.
15.0

3) Appropriate Test Preparation (5 min)

-See Deans Report for details.

16.0

17.0

4) Action Plans (Improvement Strategies)(5 min)

18.0 -None at this time.

19.0

20.0

5) UIP Review (30 min)

21.0 -To be reviewed with AAC in December.

6). Other Items

- School admin. are completing applications for state and national “School of Character” recognition and a “High Achieving Schools” implementation grant with the CDE.

Academic Affairs

November 16, 2017

Week 9-12 Deans’ Report

2.	<u>Curriculum Implementation</u>
	<u>a. Class Pace on Track (+/- 2 weeks)</u>
	Starting Quarter 2, coaching conversations with teachers have addressed the Colorado State Standards and to what extent they are teaching them. Consistently, the teachers are showing that the content covered for Weeks 1-12 is within the +/- 2 weeks’ window. Further conversations related to the LCS Scope and Sequence --the alignment of the LCS classical curriculum with Core Knowledge and Colorado State Standards—reflect a need to update all classes and identify the more areas where the LCS curriculum exceeds the Colorado State Standards. The goal is to complete this before the teachers’ last day of out service. Continued is the weekly review of each teacher’s lesson plans. For Weeks 9-12, 86.9% of the lesson plans were submitted: 32 of the 43 teachers have submitted lesson plans

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	each week, and 5 of the teachers submitted 3 weeks. In general, we find a correlation between strong lesson plans and intentional instruction.
	<u>b. Teacher/CC Weekly Observations (green)</u>
	<p>During weeks 9-12, the deans observed 80 classes and conducted 111 debriefing conversations. Over the span of 4 weeks, the observations and debriefing conversations focused on student engagement, student/teacher interactions, classroom management techniques, and teaching rigor. The debriefing conversations focused on professional objectives, weekly lesson plans, grade books updates, and parent communication.</p> <p>Starting week 13, we are noting how much of the 30 minutes the classroom coordinators are actively engaged with students. We've looked in on classroom coordinators during the Morning Forum which is when time is set aside for students to read. In <u>12 of the 15</u> classrooms, the students are reading in student groups or following along while the cc is reading aloud.</p>
	<u>c. Student Observations/Engagement (green)</u>
	<p>We have recorded the number of students the teachers speak to, talk to, or in some way acknowledge. The averages of these student/teacher interactions are as follows:</p> <ul style="list-style-type: none"> - Weeks 1-4= 65% - Weeks 5-8 = 82.5% - Weeks 9-12=85% <p>We also record the number of students who are attentive during the direct instruction and participate in the discussion and activity. Our expectation is that 100% of the students are engaged at least 80% of the time. We are pleased that for Weeks 9-12, the LCS student engagement average is 87.5%</p>
	<u>d. Classroom Equipment, Supplies and Tools (green)</u>
	No known needs.
	<u>e. Staff and Student Climate Discussion (green)</u>
	It seems that the staff and student climate is positive.
	<u>f. Cross Content Integration (green)</u>
	Lyceum Math and English teachers continue to email the content skills that grade level teachers should integrate into their history, math, and science lessons the following week. This integration is noted both in lesson plans and observations.
	<u>g. Core Virtues (green)</u>
	No change: In the elementary grades, classroom coordinators teach virtues using the Character First curriculum. The secondary Agora incorporate character qualities into student activities and lessons. The Student Councils are planning 1-2 collaborative

	activities surrounding character traits which students from both campuses will participate in together.
3.	<u>Appropriate Test Preparation (green)</u>
	Mr. Stout scheduled both an ELA and Math PARCC team training lead by Thompson School district coaches. The focus is to inform teachers on how to prepare LCS students for upcoming PARCC tests by integrating PARCC type questions into the students' daily classwork and homework. This aligns with the LCS focus for student preparation.