

Loveland Classical Schools
Board Regular Meeting Minutes
December 14, 2017, 6:00 p.m.



1.0 Opening of Regular Meeting

Board Director Howard Wenger called the meeting to order at 6:01 pm. Board members present were Kim Barnes, John Lehner, Howard Wenger, Bruce Finger and Denise Dicks. Ian Stout, Executive Director was also present. Pete Boylan, David Rotner and Florian Hild were also in attendance to present to the board.

2.0 Adoption of Agenda

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

3.0 Consent Agenda

Mr. Finger motioned to approved the Consent Agenda. Mr. Lehner seconded, and the motion carried unanimously.

3.1 Approval of November 30, 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 Treasurer's 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

3.3.10 Strategic Fundraising Report

4.0 Public Participation

4.1 Public Comment

There was no public comment.

5.0 Time of Recognition

5.1 November's Recognitions

The recognitions for November took place at the Board-Staff Meeting on Monday, December 4.

The LCS Board of Directors has the pleasure of recognizing individuals who have gone above and beyond to support the mission and vision of Loveland Classical Schools. For the month of November, the board is recognized the below individuals who selflessly contributed their time and talent to make an impact on our students, staff and school.

Mrs. Karla Pape, Mr. Robert Moore and Mr. Pete Boylan, were recognized for exemplifying our school's core virtues by selflessly directing the successful and thought-provoking play, Frankenstein.

Thank you for your dedication and service to Loveland Classical Schools.

6.0 Discussion Items

6.1 LCS 2018 Travel Program – Washington DC and Italy/Greece

Mr. Pete Boylan presented the LCS 2018 Travel Program. In June 2018, two groups from LCS will travel on one of two trips coordinated with EF Tours (Education First Tours). The domestic trip is to Washington DC and Williamsburg and the international trip is to Italy and Greece. Both trips have at least two LCS staff people going on the trip. The travelers include students and parents. LCS does not use any of its budget to fund these trips. The travel groups will have periodic fundraisers to help cover the costs for their trips. Board policy in the Student Handbook states that the board must approve each trip. The board asked questions of Mr. Boylan for its understanding and clarification. The board will vote on whether or not to approve the two trips in the Action Item 7.1.

6.2 Presentation on Classical Education at LCS

Mr. Florian Hild and Mr. David Rotner presented to the board a portion of the reasons for Classical Education. The board agreed that since the 20 minutes was a great introduction, they will continue this presentation at a January meeting.

6.3 New Board Chair Replacement

The Board Chair position is open after William Hutchinson resigned from the board due to a conflict of interest with his work. Mr. Wenger is willing to take the position of Board Chair. The board will vote on whether or not to approve Mr. Wenger's placement in the chair position in the Action Item 7.3.

6.4 Assigning the Duty of the Agenda

The board was updated regarding the Secretary's duty of compiling the twice-monthly agendas. Cathleen Milne, Administrative Assistant at the Academy for Mr. Stout and Mr. Kaufman, will take on the role of completing the agendas/board packets for the board's meetings.

6.5 Recognition for December

The board discussed the recognition for the month of December. Mrs. Dicks will prepare the certificate/s and Mrs. Barnes will determine the best time and place to make the presentation/s.

6.6 Develop Policy of Board Funds, Spending and Approval, Update

The board discussed its requirements when spending money. There is no need for an additional policy for the spending of funds allocated for the board's use in the school's (board approved) budget.

As it relates to Expense Reimbursements, the following statement is from the LCS Financial Policies and Procedures, revised and accepted 7/21/16 (p. 17 under the Expense Reimbursements section): The CFO or the Board Treasurer shall approve all reimbursements for the Principal. The Principal or the CFO will approve all Board member requests for reimbursement.

Of course, for example, if Mr. Finger wants to purchase a bus for the school, that expense would need to be brought before the board in coordination with the board President and voted on. However, purchasing a gift card to show our appreciation to a person who came in and provided training for the board, but did not charge, would be an item within the board's purview to spend money on, also in coordination with the board President.

6.7 Plan for January Work Session and Regular Meeting

The board discussed its plan for the January meetings. The board wants to invite Mr. Rotner and Mr. Hild back to continue their presentation on Classical Education at LCS at the January Work Session. In addition, the board will conduct its annual review of the Bylaws. Mr. Stout will also give an update on the Strategic Plan. The board will also determine its plan for recruiting for the open positions on the board, and review the Board Task Calendar.

The Regular Meeting will include the Board Policy and Development Committee Description to be approved, the SAC survey reports and an Executive Session to cover Mr. Stout's mid-year review.

6.8 Parent Pride – Board Corner

The board will have its usual submission in the January edition of the Parent Pride. In January's Work Session, it will determine the plan for recruiting and if there will be an effort to recruit more actively in the February Parent Pride or separately.

6.9 Review Board Self Evaluation / Identify Action Items

The board determined to review the actions items as a result of the Board Self Evaluation in its February Work Session.

6.10 Staff Appreciation Dinner Update

Mrs. Dicks and Mr. Lehner updated the board on the status of January's Staff Appreciation Dinner. Mr. Lehner has selected and will have Ian or his designee order the staff gift. Mrs. Dicks will be contacting potential caterer/s.

6.11 Conflict of Interest Policy

The board signed the signature page for the Conflict of Interest policy. This is to be done annually and will be included with the signing of the Board Agreement annually and when new members join the board.

6.12 Committees – Descriptions, Agreements and Matrix

The board tabled its vote on the Board Policy and Development committee description as Mr. Lehner has a more recent version that has not been reviewed by the board. He or Mrs. Barnes will send this revised version to the board to review. It will then be included in January’s Consent Agenda for approval.

Mr. Wenger and Mr. Stout confirmed that the staff policies have been updated to read consistently with the staff handbook and they will be placed online soon. The staff handbook and any revisions are approved annually by the board.

6.13 Review BOD – Succession Plan, Terms, Training and Recruiting

The board reviewed its plan for recruiting board members for the two open positions on the board. They will set forth its communication plan in January with a deadline for applications.

The column headings on the board skills matrix included in the agenda were off which then altered the term-ending year for some or all of the board members. Mrs. Dicks will confirm that the original matrix in fact matches the terms of the present board members—see chart below.

She also confirmed all board seats are three-year terms. The start-year for each term is staggered so that board members are rolling off at different points and not all at once. Mr. Finger is in a seat that has a start date of July 2016; however, he was appointed to that seat in February 2017. That seat’s term ends June of 2019.

	Term Cycle	2015-2018	2016-2019	2017-2020	2018-2021	2019-2022	2020-2023
Open (JD)	Board-Appointed Member A	X			X		
D. Dicks	Board-Appointed Member B	X			X		
B. Finger	Board-Appointed Member C		X			X	
Open (WH)	Board-Appointed Member D			X			X
H. Wenger	Board-Appointed Member E			X			X
J. Lehner	Membership-Elected Member F		X			X	
K. Barnes	Membership-Elected Member G			X			X

6.14 Board of Directors Task Calendar

The board reviewed its task calendar and the status of items due.

6.15 Board-Staff Meeting, Monday, January 8

The next Board – Staff Meeting is scheduled for Monday, January 8 at the Academy, 3:40-4:15p.

6.16 Board Coffee with Mr. Stout, Friday, January 12

Mrs. Barnes and Mr. Wenger will attend the Coffee with Mr. Stout Friday, January 12, 8-9a at Starbucks on Eagle Drive.

7.0 Action Items

7.1 LCS 2018 Travel Program – Washington DC and Italy/Greece

Mrs. Barnes moved to approve the two school trips planned for June 2018 as discuss in item 6.1. Mr. Lehner seconded and the motion carried unanimously.

7.2 Student Data Security and Privacy Policy

Mrs. Barnes moved to approve the new Student Data Security and Privacy Policy. Mr. Wenger seconded and the motion carried unanimously.

7.3 New Board Chair Replacement

Mr. Finger moved to approve Mr. Wenger as the new Board Chair. Mr. Lehner seconded and the motion carried unanimously.

7.4 Acceptance of Fiscal Year 2016-2017 Audit Report

Mr. Lehner moved to accept the Fiscal Year 2016-17 Audit Report as submitted by the Finance Committee. Mr. Wenger seconded and the motion carried unanimously.

7.5 Revised Description of Board Development Committee

The board determined earlier (6.12) in the meeting to table this vote. The description is still in the edit and review process.

8.0 Adjournment

At 7:34 pm, Mrs. Barnes moved to adjourn the meeting. Mr. Wenger seconded and the motion carried unanimously. The meeting adjourned at 7:34 pm.