

**LIBERTY COMMON SCHOOL
BOARD OF DIRECTORS
BUSINESS MEETING MINUTES**

October 19, 2017

Teacher's Lounge, Liberty Common School
1725 Sharp Point Dr. Fort Collins, CO

Attendees: Patrick Albright, Paulette Hansen Joel Goeltl, Brad Kreikemeier, Katrina Brossia, Casey Churchill, Torgun Lovely, Becky Rickers, Bob Schaffer, Aislinn Kottwitz, Kelly Notarfrancesco

Guests: None

CALL TO ORDER

- Approve agenda 6:00pm
 - Paulette Hansen moved, Joel Goeltl seconded, motion passed unanimously

STAFF AND COMMUNITY COMMENT

None

ROUTINE BUSINESS

- Approve minutes – September 16, 2017 Planning Session
 - Paulette Hansen moved, Joel Goeltl seconded, passed unanimously
- Approve minutes – September 21, 2017 Regular Meeting
 - Paulette Hansen moved, Brad Kreikemeier seconded, passed unanimously

ADMINISTRATION AND DEPARTMENT REPORTS

- Financial Operations Manager Report- Ms. Brossia
 - All staff has been enrolled in insurance.
 - Liberty has sent what is needed to the auditor on schedule. Transition to the new auditors has been closely managed.
 - Added a part time front office staff who is handling purchasing and other duties to free up Beverley's time to cross train with Katrina. This will provide multiple people with the ability to conduct essential functions.
 - The funded pupil account is over what was budgeted. The FAC will consider revising the budget as necessary.
- Elementary School Principal Report – Mr. Churchill
 - New substitute teacher process added.
 - Cassy Turner, Singapore math expert, comes in monthly to make observations of classroom instruction. Primary focus is 5th grade.
 - Ms. Gowing is purging the library as needed and adding more books from the reading lists. This will be completed by the start of the next school year. She is incorporating timely instruction that supports classroom subjects.
 - We have an authentic number of lottery students due to our regular purge of those no longer interested.
 - Met with the City based on the potential road changes near the Elementary School.
 - Added wrist bands instead of tickets at the Fall Festival. Big improvement.
 - Love and Logic classes will be offered in November.

- Several school representatives have been in to observe.
- Elementary School Assistant Principal– Ms. Stoltzfus
 - TAs will be offered the Love and Logic class
 - Sandy is giving the TAs more oversight and support.
- High School Principal Report - Mr. Schaffer
 - Upcoming Liberty Lectures are not to be missed.
 - Senator Gardner asked LCS to host his military academy panel. A big honor.
- The Mariya Garland fundraiser was a huge success especially since Mariya could be there.
- High School Assistant Principal Report—Mr. Lovely
 - Many students were excused by their parents from the Classical Learning Test. This will affect the efficacy of the results overall. Some changes will have to be made to offer it in the future. Possibly as optional.
 - NWEA HS growth scores are impressive and consistent.

NEW BUSINESS

- Departmental Report: English Department
 - The team actively explains what plagiarism is and the consequences to the student. Increased teacher alignment. Using a common document across classes.
 - Our two new HS English teachers have experienced backgrounds and are off to very successful starts.
 - Lost Tools of Writing is now being used in Comp 1 and 8th grade which is producing more consistency.
- Policy Proposal: Fundraising Policy (First reading) – Ms. Notarfrancesco
 - The policy revision is to align the policy with our actual practices. Discussion regarding the appropriate level of specifics.
 - Kelly will make edits prior to the next meeting.
 - Field trips will not be eligible for fundraising.
- Resolution to change signatory authority to the new Board Chair
 - Moved by Patrick Albright, seconded by Paulette Hansen, passed unanimously

UNFINISHED BUSINESS

- Policy Proposal: 9th Hour Clubs (Second reading) – Mr. Albright
 - Moved by Patrick Albright, seconded by Paulette Hansen, motion passed unanimously
- Bylaws Proposal: Change to Board Elections, Calendar (Second reading) – Ms. Hansen
 - Motion by Paulette Hansen, seconded by Kelly Notarfrancesco, approved unanimously
- Financial Policy Modifications (Second reading) – Mr. Goeltl
 - Moved by Joel Goeltl and seconded by Kelly Notarfrancesco, approved unanimously

SUB-COMMITTEE REPORTS

- Financial Advisory Committee – Mr. Goeltl
 - Revenues and expenses are as expected at this time of the year.
 - The building corporation is willing to fund the office remodel in conjunction with the HS LED lighting upgrade. Large rebates are possible.

- Joel recommends the Board release the commitment of funds for the office remodel project to be spent on the HS lighting project.
- Joel Goeltl moved, Brad Krekemeier seconded, passed unanimously.
- The FAC requests that the Board consider we move money from the Guarantee Bank Operating Account to Colo Trust Plus to take advantage of the higher return rate with more security.
- Joel Goeltl moved to pass the resolution to adopt the fund transfer, seconded by Brad Kreikemeier, passed unanimously.
- Academic Advisory Committee – Ms. Notarfrancesco
 - Working through the economics policy revision and reading policies implementation.
 - AAC is reviewing a new book to be used in 6th grade, *Capitalism for Kids*.
 - Determining the proper and best use of the book *Whatever Happened to Penny Candy*.
 - The intention is to have the increased number of books in the library by the start of the 2018-2019 school year.
 - Considering the Scholastic Book Fair whose books are not aligned with our recommended reading. Mr. Churchill will determine the book fair benefit to the school and report back to the Board.
- Parent Education – Ms. Hansen
 - The committee is focused on regular opportunities to insert discussions of our philosophies whenever possible within the community. This includes staff and parents.
 - The committee is compiling a list of priorities areas to focus their efforts.
- Strategic Planning – Ms. Kottwitz
 - Aislinn distributes a draft of a strategic plan based on the recent strategy session.
 - Aislinn and Paulette will take suggestions for revision to her first draft and bring a revision back to the Board at the November meeting.
- Fundraising – Ms. Notarfrancesco
 - Annual giving letter is on track to be mailed in mid-November.
 - The website will be updated and improved to be visually interesting.
 - Staff is working to update the Grandparent database and sending them a letter as well
 - It was determined not to send a specific letter to alumni. This will be done in future years.
 - The Gala committee needs lots of help getting live auction items.
 - King Sooper cards produce extremely efficient fundraising. Kelly gave them out at the Fall Festival which was very successful. Considering other locations to give them out.
 - Promoting Amazon Smiles, another efficient way to raise funds.
 - Reviewed fundraising strategic plan – Kelly requested feedback in the next week.

TOP THREE ITEMS FOR MONDAY NOTES – Mr. Kreikemeier

- Core knowledge Charter School Foundation explanation
- English Department success and the essential nature of our reading and literature policies

EXECUTIVE SESSION

Motion to go into executive session motion by Patrick Albright, seconded by Kelly Notarfrancesco, motion passed unanimously

- Legal counsel in accordance with state statute CRS 24-6-402(4)(b)

Motion to go into executive session by Patrick Albright, seconded by Kelly Notarfrancesco, passed unanimously

- Discussion of personnel matters in accordance with state statute CRS 24-6-402(4)(f)(I & II)

ADJOURN