

LIBERTY COMMON SCHOOL

BOARD OF DIRECTORS MEETING

BUSINESS MEETING

November 16, 2017

Teacher's Lounge, Liberty Common School

1725 Shrp Point Drive, Fort Collins, CO

ATTENDING

Paulette Hansen, Tricia Diehl, Brad Kreikeneier, Aislinn Kottwitz. Kelly Notarfrancesco, Patrick Albright, Joel Goetl, Casey Churchill, Becky Rickers, Katrina Brossia, Torgun Lovely, Bob Schaffer, Sandy Stoltzfus.

CALL TO ORDER-6:05 pm

- Approve Agenda- First Paulette and seconded by Joel Goetl. Agenda passed.

STAFF AND COMMUNITY COMMENTS-

Philip DuToit- Parent-Wanted to discuss the graduation requirements and clarify. It is possible to meet all those requirements and not actually graduate. Has a son that is a Junior and will leave next year. Close to graduating will meet requirements but short the Senior year. How to address?

ROUTINE BUSINESS

- Approve minutes- October 19, 2017

ADMINISTRATION AND DEPARTMENT REPORTS-

- Financial Operations Manager-Ms. Brossia- Audit- the only thing left is the Building Corp information. David Diehl is helping get that wrapped up. District auditor have reached out to us and will need to sign off on the information. The Housing Corp documents were not in the condition that we thought they were. Tomorrow is the drop dead date for the information to be in. Katrina has been in contact with PSD and they are aware of the situation.

- Elementary School Principal Report-Casey Churchill-Continues to meet with 5th grade every Tuesday. This week with Cassey, Singapore specialist. Singapore text books were reviewed this last week and a few additional topics were added to the curriculum that can be helpful. Also continued review of data. How is each classroom doing on each tests and doing in comparison to each classroom. Example- Coordinate plans. Mr. Lovely- does concur that this is helpful to add this at this grade level. Discussion regarding that we don't want to teach to the PARCC and stay our course but this is a helpful thing to introduce. Worth having Mrs. McAllister meet with the teachers at the elementary school. Casey will follow up with her.

4th grade-Penmanship- concern regarding incorrect pencil holding. Focusing on K-3rd grades with also a evaluation on 4th but more focus on the younger grades and proper holding of pens.

NWEA-Starting right after Thanksgiving. We will have this information by our December BOD meeting. Next year no language arts test in second grade after this year.

Librarian- Paige- \$5,000 of new book just purchased will be here next week. Also she continues to purge the existing books. Discussion that it would be helpful to send a letter/note in Monday notes regarding why the books are being purged. Joel will write something up on this. She is doing power points and some videos to further add educational qualities in the library experience. Harder to quantify what the current curriculum in for library than other subjects. There is no Core Knowledge curriculum for library.

Book Fair- end goal is to discontinue the book fair. Will continue through the end of this year however we will purge the trinkets.

2nd grade lunch with Casey today.

PSD- approved the charter for CCCS however the board placed many requirements on the school that make it difficult to succeed. Very similar to what Liberty Common had to go through to get their charter 20 years ago. CCCS has a certain amount of time to negotiate with PSD otherwise if they don't come to agreement they can go to the State of Colorado.

Love and Logic classes filled and added a second.

- Elementary School Assistant Principal report- Ms. Stoltzfus-School Psychologist-Certain amount of time at school has to be dedicated to this staff. In the past we had it contracted out privately and this year we have it through PSD. Feels really good about this and the role they play. Consulting frequently on IEP's. they are dealing with the regulation and auditing of this. Message to families are specific for behavior support, stress management, for the team not direct support. If we are struggling to meet the specific needs of a child we would consult her to help us address their needs.

- High School Principal Report- Mr. Schaffer-Mr. Lunn did not get teacher of the year but great experience and Mr. Lunn got \$2,000 check. Great program. Principal nomination. Extensive process but worth it.

Tuesday- Visit from Child Protective Services- Doesn't mean they just get to come in. They have an opportunity to meet with the student outside of school and that was the preference. Our obligation is to our parents and the families unless there is a legitimate reason that they need to see the student right now. Required to meet with a staff member when they do meet during school.

Captains now being trained to do the morning announcements.

Channel 7 News have been at the school and doing a piece on keeping parents uninformed about staff having been arrested for something that could put kids in danger. The parents have the right to know. This has happened elsewhere in the State but not at Liberty. They were talking with Bob Schaffer about this issue.

- High School Assistant Principal Report- Mr. Lovely-Congrats to the boys soccer team that won State.

High school info night for the 8th grade families coming up changing the program to a more casual night that parents can ask questions and maybe have some families already at the high school to be able to ask questions.

Lyceum- was so strong and really liked by the kids.

NEW BUSINESS

- Department Report-

- Physical Education-Wade Torgeson- Making more cross curriculum connections. Goals for the department to continue to provide that. Appreciate the continuation of the intramurals programs.

Health rates and obesity rates- as a country are high. Much lower in Colorado. Talk more about nutrition than have previously. Wants to continue to develop this program and incorporate more nutritional components.

New class- personal fitness in the Spring. Develop personal fitness goals for each individual. More nutritional discussion. Can't work out every day due to balance of athletes who play sports after school other things are incorporated.

Teachers on the Move- Donny tracks this. 22 faculty participants.

Future PE plans and growth-

GYM-used more than thought. Open gym during the summer. May have to adjust the less than 7 years to be replaced equipment. Would like to have the field outside leveled out and be able to utilize. Would be more classroom space.

- Math Department- Ashley McAllister- 7 staff members.

PSAT10-97.7% above benchmarks

SAT-97.6% above benchmarks

If student score low then they recommend an additional class, recommend Supplemental Math class.

Appreciate the collaboration with the elementary school and reviewing the terminology, brainstorm assistance for kids that need the help.

We do not teach to the Common Core so we monitor based on the NWEA, PSAT 10, and SAT. Our goal is to prepare students for college math courses.

- Review Revised Budget 2017-2018- First reading

Increased revenue from what was anticipated of \$336,506- combination of higher count of students and an increase in PPR from \$7,220 to \$7,277

Focus of FAC to make sure they have best information to present to the BOD so that we are able to make the best decisions, rearrange priorities if we need to and looking far ahead of what our needs are to use our money efficiently.

- Adoption of Strategic Plan- Aislinn Kottwitz-

Discussion about what growth really means and how it is incorporated in the plan. Are we supporting other people starting charter schools or growing ourselves. Are a few changes that were send. Intent to vote on next month once we make the changes. Then use this document for the next two to five years. Then use this to share the portions of the plan for action. Biggest piece is the political one to maybe refine a little more because we don't actually have a political committee. Next step is to discuss this again at another meeting and everyone come with ideas and implementation. Send in ideas early.

- Overview of Key Players in PSD, State, and Charter Community (Mr. Schaffer)- Moving this to the next meeting.

UNFINISHED BUSINESS-

- Policy Proposal: Fundraising Policy (Second Reading)- Kelly Notarfrancesco

Kelly Notarfrancesco moved to adopt

Joel Goetl Seconded

Patrick Albright called the question- Motion passed unanimously.

SUB-COMMITTEE REPORT-

- Financial Advisory Committee- Joel Goetl

The transfer of the \$1.5 million fund transfer went through from Guaranty to Colorado Trust (per BOD approval October 19, 2017).

Looking to move the FAC meeting back due to the amount of time it takes to report all the information and need the FAC meeting before the BOD meeting. This would require the BOD meetings to be pushed back by an additional week.

- AAC- Kelly Notarfrancesco

Working on the economics curriculum review.

- Parent Education- Paulette Hansen

Document of 8 Philosophical Priorities come up with through the committee. Once approved then pass on to the principals and they would share with staff and teacher and incorporate in their culture at both schools.

Also working on a document to help guide in the selection and retention of books that are incorporated in our library. Ruth Ann and Laurel, and Maureen working on that to share for the future.

- Fundraising- Kelly Notarfrancesco

End of the year campaign- letters delayed but going out this week still.

Added grandparents to the list.

Donation website at GAP is updated.

Gala-Auction items needed

Script cards-Generally bring in about \$18,000

Fundraising Strategic Plan- To develop a proposal for LCS fundraising structure and operations based on industry best practices.

Still doing some research on this but anticipate having more concrete suggestion at the January meeting. Measuring what other school's average donations per student are and what the structure they have. What fund raising event they have? What are the practices if we had someone on staff for fundraising and realistic timing. If we did that this year 2017-2018 would have to be a part of a Supplemental Budget structure.

TOP THREE ITEMS FOR MONDAY NOTES- Joel Goetl-Purchasing the books for library and the reasoning for the book purge at the library. Math- AP exam PE-curriculum match and nutritional additional.

Executive Session- None

ADJOURN- 8:46pm