

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

September 27, 2018

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

Attendees: Paulette Hansen, Kelly Notarfrancesco, Torgun Lovely, Joel Goeltl, Kathleen Kearney, Sandy Stoltzfus, Casey Churchill, Dr. Robert Robertson, Bob Schaffer, Tricia Diehl, Sara Hunt. Brett Harkey

Not Attending: Brad Kreikemeier, Aislinn Kowitz, Patrick Albright

Guests: Paige Moore, Jenna Allen, Chris Pletcher

**CALL TO ORDER**

- Approve agenda 6:00PM

Kelly Notarfrancesco moved, Joel Goeltl seconded, passed unanimously.

**STAFF AND COMMUNITY COMMENT**

Paige Moore- Spoke on behalf of her fellow students to say how much she has enjoyed Liberty Common and the opportunities it has provided.

**ROUTINE BUSINESS**

- Approve minutes – August 30, 2018 Regular Meeting  
Kelly Notarfrancesco moved, passed unanimously.
- Approve minutes – September 5, 2018 Planning Meeting  
Kelly Notrafrancesco moved, passed unanimously.

**ADMINISTRATION AND DEPARTMENT REPORTS**

- Headmaster Report – Mr. Schaffer  
Nwea Testing- Reviewed the schedule for wrapping up the Fall testing.  
School Wide Goals Set-Three goals set by staff at the elementary school. 1. Staff will focus on the Standards Edition Singapore math and providing enrichment to challenge our top students. 2. Involving and educating our parent community of school philosophy. 3. Continue to use data to drive instruction using Learnmetrics.  
Data Mining- Staff is spending more and more time addressing contracts and how we are protecting our childrens's privacy.  
Fundraising- Getting Mr. Harkey up to speed as he takes on his new role.  
Discipline- Have spent a significant amount of time on some discipline issues.  
Pipe ruptured in elementary school. Still working through insurance submittal and the related repairs.  
Enrollment Trends- Dr. Robinson put together a snap shot of enrollment for all grades.  
Students invited regularly-Mr. Lovely- Would like to see as an additional on going opportunity to recognize students at the BOD meetings.
- Engineering Department Report 7:00pm  
Dr. Herman Lock and Kay Lannen  
Graduates that chose engineering pursuit and sciences are significant and seem to be growing.  
Course requests for all engineering continue to be healthy.  
Daniels Fund- Has allowed the department to purchase a great deal of new equipment and have a more enriched engineering experience for the students.  
Purchasing- The old system was cumbersome and time consuming. Having a purchase card will improve the system. Would like to get the purchase card by mid July to have the lead time to order and set up the equipment before school starts.  
Elementary school-Looking for additional opportunities to expose the younger

kids to engineering.

Outside Businesses-Would welcome parent involvement in local companies to further expose the students to engineering in the community.

- Science Department Report

Dawn Karr, Jean Bradley, Dr. John Allen, Jenna Allen, Mrs. Angela Horton  
19/74 Graduates last year are pursuing degrees that are science related.

Curriculum changes- Core Knowledge Foundation- significant changes coming down the pike in the science curriculum. They are not sure of the timeline and it will come to the BOD for review and approval before implemented. Staff is very encouraged about the additional science opportunities. Elementary program is in need of an update.

Science Advisory Committee-Goals-Collect more feedback from graduates and add additional opportunities to richen our science program in high school.

### **UNFINISHED BUSINESS-**

Kelly Notarfrancesco moved to remove the Science Fair- Proposal.

Joel Goeltl seconded.

Discussion-9<sup>th</sup> period 5-8<sup>th</sup> grade will have a science fair club that will meet weekly for those students who would like to continue doing the science fair. Teachers are excited to have the time to provide additional lab opportunities for the students during what was dedicated to the science fair.

Paulette Hansen call for a roll call vote.

Paulette Hansen- Yes

Kelly Notarancesco- Yes

Joel Goeltl- Yes

Tricia Diehl-Yes

Motion carried.

### **NEW BUSINESS**

- Fund 43 Capital Improvement Schedule Review – Mr. Kreikemeier  
Listed of improvements to be made.
- Sub-committee Chair Discussion and Approval – Ms. Hansen
  - We have three committees set out in our Bylaws currently the contacts are as follows for the year;  
Paulette Hansen moved, Tricia Diehl seconded passed unanimously.  
FAC- Brad Kreikemeier  
AAC- Kelly Notarfrancesco  
Additional committees not set out in the Bylaws with contacts for the year.  
Parent Education- Tricia Diehl and Paulette Hansen  
Governance- Kelly Notarfrancesco and Joel Goeltl  
Charter Renewal Committee- Brad Kreikemeier  
Development/Fundraising-Aislinn Kowitz  
Political-Patrick Albright  
Building Corp- Tricia Diehl
- Charter Renewal Update Status – Mr. Goeltl and Ms. Hunt
  - Asking for the same amount of time as we did previously which was 19. There are 26 years left on our current bond ideally we would like to have the renewal correspond with our bond. PSD is currently in renewing for 5 year renewal terms. If we don't get what we feel is substantial term we will make the decision to go to the State to receive our charter renewal.
  - Applying for additional waivers that should not be any problem. All the waivers we are requesting have all been granted to other school in the State before. The waiver process should just be cleaning up to make things current. Will send out the list of waivers for all to review.
  - Laid out the timeline and that we are submitting early.

- Governance Committee BOD Policy Recommendation - first review of policy addition – Ms. Notarfrancesco
  - This is being proposed as an ongoing committee Section 2.13- There was discussion regarding having this be an ongoing committee but not laying out in great detail the tasks. This was thought to allow for flexibility as needs arise with different BODs and objectives.
- Development/Fundraising- Kelly Notarfrancesco-
  - This would also be proposed as an ongoing committee. Will require an ongoing and multi-year plan.
- BOD Training - brief discussion and approval – Ms. Notarfrancesco
  - Planned training- 1- develop a list of key topics-Open Meeting Law, School Finance, LCS charter and school history, BOD policies and bylaws, political impact and education policies, Charter School Conference, academic expertise, curriculum knowledge. Adding these to our quarterly meetings. Have assigned topics. First training opportunity will be in October and will be covering the Open Meeting Laws. January will be School Finance.
- Ideal Board Member Skill list development - brief discussion and approval – Ms. Notarfrancesco

### **UNFINISHED BUSINESS**

- Audit Update – Mr. Kreikemeier(Not attending)
  - All on track
- Annual fundraising campaign letter – progress update – Mr. Harkey- Three letters are going out this year directed at previous donors, never before donors and grandparents.

### **SUB-COMMITTEE REPORTS**

- Financial Advisory Committee – Mr. Kreikemeier (not attending) Report submitted.
- Academic Advisory Committee – Ms. Notarfrancesco
- Parent Education – Mrs. Diehl
  - New “What Every Parent needs to Know”
  - Book Review “Disappearance of Childhood”
  - Review night with a sort of round table and breakout sessions.
 2<sup>nd</sup> Grade Parent Education Night was outstanding. Teachers did a great job and it was very well attended.
- Governance – Ms. Notarfrancesco, Mr. Goeltl
- Charter Renewal Committee – Ms. Hunt- Reviewed the schedule, waivers requested and discussed a preparatory meeting for all attending the meeting with the PSD. Ms. Hunt will call and see when they anticipate the meeting being. Potentially sometime in January.
- Development/Fundraising – Ms. Notarfrancesco
  - Letters going out
  - Little amount of current data researching donor management software.
  - Also tracks all contact
- Political – Mr. Albright(not attending)

**TOP THREE ITEMS FOR COMMON SENSE NEWSLETTER** – to be written by Tricia Diehl- Will coordinate with Patrick Albright with last month’s article.

**Science Fair**

### **EXECUTIVE SESSION**

- None

**ADJOURN**

**8:25pm**