

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

October 25, 2018

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

CALL TO ORDER – 6:04pm

Pledge of Allegiance

In attendance: Chair: Paulette Hansen, Vice Chair: Kelly Notarfrancesco, Secretary: Aislinn Kottwitz, Treasurer: Brad Kreikemeier, BOD members: Patrick Albright, Joel Goeltl, Tricia Diehl, Robert Robertson, Kathleen Kearney, Casey Churchill, Sandy Stoltzfus, Torgun Lovely, Katrina Brossia, Brett Harkey, Sara Hunt, Bev Hanawalt, Bill Krantz, Paige Gowing, Natalie Scarlett, Elissa Hersch, Jared Dybzinski, Sherry Pederson, Chris Pletcher, and Carrie Pletcher

Motion to approve agenda by Mr. Kreikemeier. Seconded by Ms. Notarfrancesco. No discussion. Passed unanimously.

STAFF AND COMMUNITY COMMENT

- Chris Pletcher
 - o Chris and Carrie Pletcher came to commend the staff and administration of Liberty Common regarding experiences with all their children, but particularly one. They spoke of the genuine compassion of teachers and all staff. They said the academic rigor is excellent but compassion is unsurpassed.

NEW BUSINESS

- Auditor Presentation – Mr. Kreikemeier
 - o Wendy, our auditor, said there were no adjustments that needed made this year. She commended Katrina for a job well done. There were no significant findings and she said “that’s a big deal”. Auditor affirmed our financial condition is good. Ms. Hansen was glad to see no disagreements this year. Mr. Goeltl appreciated the timeliness of audit and thanked her for her time spent. Mr. Goeltl expressed amazement and appreciation that so much work is done by Liberty volunteers on the FAC.

ROUTINE BUSINESS

- Approve minutes – September 27, 2018 Regular Meeting amended with replacing Mr. Goeltl with Mr. Kreikemeier on Charter Renewal Committee. Moved by Ms. Notarfrancesco. Seconded by Ms. Diehl. Passed unanimously.

ADMINISTRATION AND DEPARTMENT REPORTS

- Headmaster Report – Mr. Schaffer
 - o In Mr. Schaffer’s absence, the principals each gave insight into their portions of the report.
 - o There was a question for Mr. Churchill on the portion of report about CMAS math not aligning with Singapore math. Mr. Churchill said this information is passed to next grade level as this is a summative exam. Timing of material presented is the largest change as a result. He stated the New Standards edition will be helpful in the timing alignment while maintaining alignment with core knowledge curriculum.
 - o Ms. Notarfrancesco highlighted the outstanding sense of community and support at 7th grade championship soccer tournament held at Liberty Common Support.

- Recommended promotion of this and like events to K-12 parent community and externally.
- Mr. Lovely reminded BOD and staff of upcoming Liberty Lecture featuring Gary Wolfrum and ensured an invitation was extended and attendance encouraged for the pre-lecture dinner.
 - Discipline report not included – but was handed to the board due to time constraints with high school administration.
 - Mr. Lovely wanted to publicly highlight the flexibility and dedication of Mrs. Clouser and Dr. Werner saying their contributions to transition in recent unexpected staffing change “is nothing short of heroic.” Within in just a few days they had seamlessly changed classes, met new students and implemented new curriculum almost seamlessly. The BOD will send thank/appreciation led by Ms. Notarfrancesco.
- Library Update – Ms. Gowing
 - Ms. Gowing discussed revitalization of Literacy Review Team (LRT) – actively reviewing the 3rd and 4th grade list and others to find more great book options to find more for readers are at a lower reading level. Starting with authors already on the list.
 - LRT recommended a book to AAC. *Sarah, Plain and Tall* recommended addition based on new scoring rubric. Board, staff and admin are enthusiastic about the additions and opportunity.
 - English Department Report
 - Mr. Dybzinski
 - What are we doing and why are we doing it? We are focusing on the value of literature today. (Refer to departmental report) Intentional on looking at literature as a piece of art.
 - Literature should be a confrontation. Confronting vision of right and wrong. How do I live in light of this?
 - Ms. Pederson – adding books through LRT but still working on adding books that are not quite to mature literacy.
 - Ms. Hersch – confirmation of reemphasizing the great books list....also selling the books to the kids. Example is her students just finished reading Pollyanna. They were disappointed it was over. She informed the students there is another book about Pollyanna that they may read from the Great Books List.
 - There is an intentional unification of message of why we are adding the great books list.
 - The English department continues to receive former students’ testimonies. Students contact former teachers as for reading suggestions for their free time.
 - Standardized writing binders and ownership of their own writing have been an outstanding addition that is beneficial across all disciplines and for teachers, as well as students.
 - There is continued effort towards consistency in writing across disciplines with a possibility of codification. Writing is not just English dept but is important in all departments.
 - Mr. Dybzinski has implemented grammar training for elementary school staff.
 - Effort to include component of sharing and application to students’ lives in required reading emphasizes intent rather than just checking the box.

- Financials Vote – Mr. Kreikemeier Approve the Financial Statement as presented to the BOD.
 - Mr. Kreikemeier moved to approve. Ms. Notarfrancesco seconded. Vote passed unanimously.
- Charter Renewal Letter and Waivers - Vote – Mr. Goeltl
 - Resolution: Charter Contract Renewal Submission to PSD – Mr. Goeltl moved resolution. Ms. Notarfrancesco seconded. Passed unanimously.
- Board Officer Roles & Responsibilities to add to policy manual - First review-- Ms. Notarfrancesco
 - Requests for input prior to next meeting
- 2018-2019 Revised Budget Review – Mr. Kreikemeier

UNFINISHED BUSINESS

- Governance Committee BOD Policy Recommendation – Vote - Ms. Notarfrancesco
 - On cover sheet for Title – Ms. Notarfrancesco moved. Mr. Kreikemeier seconded.
 - Codifies work that we are already doing.
 - Organizes the work and leadership of that.
 - Responsive to BOD survey
 - Transparency and consistency vs. work load
 - Roll call vote was taken.
 - Development Committee BOD Policy Recommendations – Vote - Ms. Kottwitz – Ms. Kottwitz moved acceptance. Ms. Notarfrancesco seconded.
 - Supported unanimously by the committee
 - Roll call vote: Mr. Kreikemeier was only dissenting vote.

SUB-COMMITTEE REPORTS

- Financial Advisory Committee – Mr. Kreikemeier
 - 3 mos into fiscal year so time to continue to work on the budget.
 - Marya Garland character and virtue award - ~\$1,000 per year scholarship with a current balance of \$20,000.
- Academic Advisory Committee – Ms. Notarfrancesco
 - Add library to English report and will include the LRT additions to the great books list.
- Parent Education – Mrs. Diehl
 - Jan 29th first parent education event – 90 minute program with group discussion and/or breakout sessions
- Governance – Ms. Notarfrancesco, Mr. Goeltl
 - Codification of deliverables.
 - Potential Board Members suggestions were requested from the BOD.
- Charter Renewal Committee – Mr. Goeltl
 - Next meeting on Nov 8th for questions.
- Development/Fundraising – Ms. Kottwitz
 - Committee recommended postponing Gala until next year, but replace with another smaller event live or virtually in the Spring and a social event in the Fall.
 - Emphasis was made on role of the BOD. It is one of their primary responsibilities.
- Political – Mr. Albright
 - No report

TOP THREE ITEMS FOR COMMON SENSE NEWSLETTER – to be written by Ms. Notarfrancesco

- Board recruitment
- Clean audit report
- Chart renewal
- Great books list

EXECUTIVE SESSION 8:55 – 9:40pm

- Moved by Ms. Hansen and seconded by Mr. Albright to go into executive session for the purposes of discussion of personnel matters in accordance with state statute CRS 24-6-402(4)(f)(I&II)

ADJOURN

Discussion/Training – Open Meeting Law – Paulette Hansen to facilitate - Approximate time of 30 minutes.