

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

November 29, 2018

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

CALL TO ORDER 6:02

BOD in attendance: Paulette Hansen, Kelly Notarfrancesco, Aislinn Kottwitz, Brad Kreikemeier, Joel Goeltl, Tricia Diehl

Staff in attendance: Bob Schaffer, Brett Harkey, Casey Churchill, Katrina Brossia, Torgun Lovely, Robert Robinson, Dan Knab, Kathleen Kearney, Sandy Stoltzfus, Bev Hanawalt, Donny Reeves, Bill Kranz, Jon Wilcox, Ashley McAllister, Herman Lock, Kat Jaeger

Guests in attendance: Tami O'Malley, Cole Goeltl, Liam O'Malley, Sean O'Malley, Evan Hansen, Michael Hansen, Chad Hoseth, Noah Hoseth, David Branson, Matthew Branson, Todd Arndenfer

- Approve agenda
 - Ms. Notarfrancesco moved acceptance. Mr. Goeltl seconded. Passed unanimously.

STAFF AND COMMUNITY COMMENT

Cole Goeltl, Senior at HS, Legion of XIII, House Leader– As a member of Legion XIII, thank you for all your hard work, BOD. Liberty has been huge part of my life. “You are doing it the right way.” Proud to announce upper school canned food drive was highly successful, collecting 20,000 cans (more than in history). He said he believes the drive was successful because of so many leaders were promoting it and working hard. Grandparents day went spectacular with more grandparents than ever. Men's soccer team got 2nd in the state. Liberty is great at athletics as well as academics.

ROUTINE BUSINESS

- Ms. Kottwitz moved to approve October 25, 2018 Regular Meeting minutes as amended. Ms. Notarfrancesco seconded. Passed unanimously.

ADMINISTRATION AND DEPARTMENT REPORTS

- Headmaster Report – Mr. Schaffer
 - Ms. Hansen requested more information on science curriculum. Core Knowledge Foundation is in the process of updating science curriculum. We will wait to see what they have and we will compare updates against our philosophy. Still several months until they are distributed.
 - Grandparents day was a success. Long time volunteer leader of this event, Erin Milihulka, retired after this year. Headmaster suggested a gift from BOD as a thank you.
 - Kristin Draper from Poudre School District Board of Education visited both schools. There was some discussion about the charter renewal request of 24 year term. No concerns or areas of improvement noted from Ms. Draper.
 - Student Data Privacy is an ongoing discussion and we need to continue the discussion. Thank you Bill Kranz for his support on this matter and the inclusion of parent expert.
 - Ms. Notarfrancesco noted the change in Denver Public School changing start times and wondered if this had been a consideration by administration. Mr. Schaffer reports no intention of proposing any changes to our start times. There is extensive data on both sides of the issue.
- Physical Education Department Report – Mr. Wilcox & Mr. Reeves presenting

- Cross-curricular connection with 5th grade as been successful by the use of steps to go over US and then discuss capitals as they travel through the states. Include teachers as well. There is a competition between staff and students on total steps, as well as between both schools.
- Girls Jr. High Track and Cross Country team both won. Encouraged by performance of all lower and upper school teams.
- Math Department Report presented by Mr. Herman, Mr. Lock, Ms. Jaeger, Ms. McAllister
 - Guiding philosophy: The mathematics department seeks to ensure students have the skills and knowledge to succeed in college-level mathematics courses such as Calculus and Statistics. This includes a mastery of functions (linear, quadratic, polynomial, rational, exponential, and logarithmic), geometry, and trigonometry. In teaching mathematics, we strive to balance both a conceptual and procedural approach to mathematics.
 - College readiness goal. We want the student to understand it's not just steps, but also the "why" behind the mathematics.
 - Consistent terminology from elementary to upper school is a priority.
 - Standards edition was started this year with all positive feedback, but not enough information yet. Singapore balances breadth and depth.
 - Math department exhibits excellent SAT & PSAT scores. SAT mean and high were highest in the state. The mean is a valuable assessment.

NEW BUSINESS

- Academic Advisory Committee Policy – First Reading – Ms. Notarfrancesco
 - Updating the policy to be consistent with governance committee proposals.
 - Some discussion about intent behind the changes. Primarily there was no content change, just reorganization and reformat to be consistent.
 - No vote required at this time.
- LCS Board of Directors Addition to the Core Knowledge Charter School Foundation Board of Directors – Mr. Kreikemeier
 - There is a regulation requiring particular people to sign and provide identification due to opening our merchant account.
 - It is currently Mr. Kreikemeier.
 - BOD determined no need for a vote or policy change at this time.

UNFINISHED BUSINESS

- Board Officer Roles & Responsibilities to add to policy manual – Ms. Notarfrancesco
- Ms. Notarfrancesco moved acceptance of proposed policy manual update as amended. Mr. Goeltl seconded. Passed unanimously.
- 2018-2019 Revised Budget – Mr. Kreikemeier
 - Mr. Kreikemeier recommended postponing this proposal until next meeting or possible extra meeting to ensure presentation of most accurate amended budget.
 - Ms. Hansen asked for objections to tabling this business item to a future meeting. No objections.

SUB-COMMITTEE REPORTS

- Financial Advisory Committee – Mr. Kreikemeier
 - No meeting in November. Reports were reviewed and nothing was found out of the ordinary.
- Academic Advisory Committee – Ms. Notarfrancesco

- AAC had a focused discussion on penmanship. Administrators were going to evaluate management of penmanship.
 - There is currently a form for textbook change. Want to create a procedure for any other suggested changes from staff prior to going to AAC for consistency. AAC approved.
 - AAC is going to implement a rolling schedule of academic policy reviews to be more proactive with policies and curriculum evaluation.
- Parent Education – Mrs. Diehl
 - Junto event in process. Very intentional. Shall be promoted in next month.
- Governance – Ms. Notarfrancesco
 - BOD involvement promotion of recruitment of potential board members to other committees and leadership opportunities.
 - The governance committee would like to discuss the possibility of a standalone email to parent community or newsletter.
- Charter Renewal Committee – Mr. Goetl
 - Submitted one month early by Ms. Hunt. We have heard nothing aside from receipt.
 - Patiently waiting.
- Building Corporation Liaison – Ms. Diehl
 - Unofficial brainstorm about needs at both schools.
- Development/Fundraising – Ms. Kottwitz
 - Letter have been sent and increased donations at the same time prior year.
 - More than double the letters were sent.
 - This will continue to be a work in progress.
 - Updates on Gala or no gala will follow next Development committee meeting.
- Political – Mr. Albright
 - Not present.
 - No update.

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

ADJOURN