

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

March 7, 2019

Liberty Common High School

2745 Minnesota Drive Dr. Fort Collins, CO

Attendees: BOD-Paulette Hansen, Brad Kreikemeier, Patrick Albright, Tricia Diehl, Kelly Notarfrancesco, Aislinn Kottwitz  
Sandy Stoltzfus, Kathleen Kearney, Bob Schaffer, Torgun Lovely, Casey Churchill, Robert Robinson, Katrina Brossia, Dan Knab, Brett Harkey, Bill Kranz, Todd Arnderfer, Ben Friesen, Elizabeth Barber

**CALL TO ORDER**

- Approve agenda 6:05PM  
Brad Kreikemeier made a motion to approve minutes, Patrick Albright seconded, motion approved.

**STAFF AND COMMUNITY COMMENT**

- Appreciate Ocean Bowl and Robotics Teams- came to share their recent outstanding achievements moving on to nationals and world competitions.

**ROUTINE BUSINESS**

- Approve minutes – January 31, 2018 Regular Meeting  
Kelly Notarfrancesco made a motion to approve minutes, Brad Kreikemeier seconded, motion passed.
- Approve minutes – February 21, 2018 Strategy Session  
Kelly Notarfrancesco made a motion to approve minutes, Tricia Diehl seconded, motion passed.

**ADMINISTRATION AND DEPARTMENT REPORTS**

- Headmaster Report – Mr. Schaffer
  - Singapore Math- Cassy Turner had a very engaging training for staff. This was timely for the staff that attended as we are more than half way through the first year of this new system. It is the feeling of the administration that the first year of the new Standards Edition is going well and will align better and provide more positive challenges for all of our students.
  - Torgun Lovely-Attended a conference on classical education in AZ. Torgun found it was very motivating with a great deal of information that was relevant and applicable to Liberty. As a result, Liberty will be working together with other classical schools in the area to come together for more regular collaboration regarding classical education. He looks forward the conference next year and would like to include some teachers to go along as well.
  - Stanton Skjeranic-Went to an economic conference in South Carolina. Attended the Adam Smith conference. He is very interested in taking students there for discussions in the future. Also considering development of some sort of program here with our students. Will propose a program once he has developed program.
  - 6 merit scholar finalists
  - Security Grant-Dan Knab- received 2/3 grant applied for. Will be getting radios for each teacher. Second grant will be used to get blinds for all the classrooms.
  - Charter Renewal- next Tuesday the PSD will take another look at our charter and leave open the term for negotiations. We will go to Denver State Board of

Education to pursue a longer term if PSD is still not willing to extend our term longer than 5 years. We stand behind our 25 year term proposal.

- Legislative Update HB 1190- Cathy Kipp introduced a bill to rescinding the funding for charters schools. Defeated 12-1
- HB 1032- Additional schools have added their voice to propose opposition statements. The bill is expected to be on the Senate floor as soon as next week. League of Charter Schools neutral stance still a very significant issue for us and other charters schools that they wouldn't oppose this bill. Our internal BOD votes each August whether to continue involvement in this organization. Quite a few members of the League of Charter School that aren't actually charter schools has diluted the voice of the charter schools in the league. We will consider leaving the League and starting an additional organization with a number of other charter schools in Colorado.
- League of Charter Schools Conference- Many attendees from the BOD and Administration. Great interaction with others and E.D. Hirsch.
- Teacher Trips-Is there a fundraising component for our families to fund teachers going on these developmental trips.
- Academic Support Team Department Report 7:00pm  
Attending- Janice Garland and Matt Kazy
  - Highlights of intervention- Easy assessment is most effective, graduated 15 kids so far this year at the elementary school. At the high school level there is a different focus. More focus on executive functioning and advocating.
  - Homework Booster has been helpful addition to the program.
  - New website- Improvement that includes assessment calendar, more detailed and has tips and ideas for many students' needs (e.g. testing, organization ideas, logs)
  - Liberty 101- (HS)has been very successful and increased parent/student participation.
  - Continued Professional Development Day- Cassy Turner, Social needs have been growing community wide and at Liberty.
  - Upcoming Needs- implementing new software, would like to send some of the trainers to additional literacy training.

### **NEW BUSINESS**

- Student Data Privacy Discussion of Committee Creation – Ms. Hansen
  - Establish a committee to weigh in about the needs that come up with solutions to meet the changing needs of this category. About six parents that have reached out are interested in participating plus a hand full of teachers that would be interested in being involved in this group.
  - Purpose-Review of the current practices and procedures and assess the school policies that exist already. Incorporating the State rules and statutes to make sure we continue to be in compliance. Develop consistency and standard procedures.
  - Paulette Hansen will start the committee establishment of this group and let the group select a chairman as they see fit.

### **UNFINISHED BUSINESS**

- Headmaster Performance Evaluation Policy Draft – Vote – Mrs. Hansen
  - Aislinn Kottwitz made a motion to consider this policy. Kelly Notarfrancesco seconded, motion passed.
- Exceptional Children's Educational Act Policy – Vote – Ms. Hansen
  - Kelly Notarfrancesco made a motion to add this policy to the parent Student Handbook, Aislinn seconded, motion passed.

## **SUB-COMMITTEE REPORTS**

- Financial Advisory Committee – Mr. Kreikemeier  
At the last FAC meeting the committee worked to find more systematic ways to extract data needed for State reports to make the process easier and more efficient.  
Working on two year plan to increase pay of our coaches to meet PSD pay level.  
Made some transfers to allow for the better interest rate.
  
- Academic Advisory Committee – Ms. Notarfrancesco  
What standardize test are used for what and if our number are out of line then intentionally understanding why.
- Parent Education – Mrs. Diehl  
Junto was reviewed and suggested improvements noted. Will move the event to November next year.  
Philosophy Night- Working to find a location and date that works for this Spring event.  
Next meeting to be March 29<sup>th</sup> 12:15pm at the HS.
- Governance – Ms. Notarfrancesco  
Summary of BOD Effectiveness Summary-  
BOD election deadline- four applicants that submitted applications. All four are in attendance at the meeting. Introductions were made. Three positions are available and we will be holding an election. Monday April 15-18<sup>th</sup> will be our online election. Simply Voting will be handling our online voting system.  
At our March meeting we will appoint an election committee and will present the election results. Aislinn Kottwitz will create a format for the March meeting presentation of the candidates.  
5 Year Plan and how that relates to Fundraising- Will add a process to March meeting to continue discussion of this.
  - Building Corp- priorities plan- Tricia Diehl
  - Expansion Possibilities-June strategic meeting have a split out session- beforehand on this to include (Bob, Tricia, Brad, Torgun, Casey, Paulette)- Tricia Diehl
- Charter Renewal Committee – Mr. Goeltl  
Joel gone but Bob had updated the timing earlier.
- Building Corporation Liaison – Ms. Diehl  
Peter Kast is out of town and will report back on this next month.  
City Field/Park project (Dan Knab) April 4<sup>th</sup> the Rec department will meet with City Manager to review idea concept. Aislinn Kottwitz will be involved per her professional experience with the City.
- Development/Fundraising – Ms. Kottwitz
  - Teacher Treasure big success- there was an increase in money earned and people able to participate.
  - Sunset Soiree- Coming up and planning coming along-support sending it out to your friends.
  - Create a comprehensive fundraising calendar and strategy next project.
- Political – Mr. Albright
  - Passed resolution of opposition of HB1032 at the strategic planning meeting.
  - Working on expanding the membership of this committee.

**TOP THREE ITEMS FOR COMMON SENSE NEWSLETTER** – to be written by Patrick Albright. AST Website link, teacher and staff conference (professional development) recent opportunities.

**ADJOURN**

8:55pm

**BOD Discussion/Training** – Key Performance Indicators (KPI) by Brett Harkey and Kelly Notarfrancesco – Approximately 30 minutes