

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

May 28, 2020

Join Zoom Meeting:

By Computer: <https://libertycommon.zoom.us/j/93537492744>

By Phone: Call +1 346 248 7799, enter Meeting ID: 935 3749 2744

ATTENDANCE

- BOD:
 - Kelly Notarfrancesco, Chair
 - Tricia Diehl, Vice-Chair
 - Brad Kreikemeier, Treasurer
 - Elizabeth Barber, Secretary
 - Ben Friesen
 - Aislinn Kottwitz
 - Charles Grant
- Administration:
 - Bob Schaffer
 - Sarah Hunt
 - Torgun Lovely
 - Kathleen Kearney
 - Robert Robinson
 - Dan Knab
 - Casey Churchill
 - Sandy Stoltzfus
 - Katrina Brossia
 - Bev Hanawalt
 - Bill Kranz
 - Brett Harkey
 - Rick Wrona
- Guests: BOD Member-Elect – Todd Arndorfer, Music Department – David Lunn and Nancy Hoyer

CALL TO ORDER

- The meeting was called to order by Ms. Notarfrancesco at 6:01pm.
- Ms. Diehl requested postponement of a vote on the Building Corporation rental agreement until next month due to the pending status of this move.
- Ms. Diehl moved *to approve the agenda with requested modifications* with a second by Mr. Grant.
- None opposed; agenda approved.

STAFF AND COMMUNITY COMMENT

- None

ROUTINE BUSINESS

- The minutes of April 30, 2020 are approved with no corrections.

ADMINISTRATION AND DEPARTMENT REPORTS

- Headmaster Report
 - Mr. Schaffer reports a successful early end to the school year.

- Case has been made to treat charter schools like non-profits for purposes of federal CARES Act funds. Still in progress, but outcome remains uncertain.
 - Personnel:
 - Welcome Brode McDonald, new athletic director
 - PE Teacher hired, new grad from Wabash College
 - Three new TAs hired, all LCS positions filled
 - Many end-of-year events were moved to online platform.
 - Director of Security responsibilities will be handled among administrators.
 - Cost Savings:
 - Soccer field repairs – A compromise repair is now planned instead of full replacement.
 - HVAC system upgrade – Full upgrade approved on March 26th now on hold. Mr. Lovely will secure quote for partial update without expensive control panel.
 - New carpet at LCS – Contract too far in progress. This will continue.
 - Back landscaping & deck project – On hold.
 - Pizza lunch with former CLCS President Ben Lindquist Monday, June 8, 2020, 1:00 – 3:00pm in LCHS Acropolis. Please RSVP to Mr. Schaffer.
 - Liberty attorney, Barry Arrington, not elected to CLCS Board at-large seat. Further evidence that CLCS is moving further from an organization that supports Liberty's interests.
 - CO State Board of Education now demanding student-specific attendance data. This violation of student privacy is being challenged by Liberty.
 - Aerarium Move – Expected June move now on hold with potential to move these employees to an empty classroom at LCHS (not ideal). Work-from-home options will be considered in certain circumstances only if prudent.
 - Feedback on online learning successes and failures from teachers continues. Board members advise: parent feedback would also be valuable.
- Music Department Report
 - Mr. Lunn reports growing momentum in music department aside from pandemic setbacks.
 - Necessity of spring performance cancellations, a disappointment for all.
 - Elementary musical theatre video performance, a remarkable achievement.
 - Andrew Wallace, new to Liberty this year, provides needed continuity following revolving door of choral/musical theatre instructors. He aims to grow the choral music department and improve overall quality of Liberty choral program. For example: all choir students will be prepared for All-State Choir audition next year.
 - 2019-2020 Concert Band (high school band), largest yet. Growth in ensemble measured by number of students accepted to honor group and (typically) spring productions.
 - Online platform, a far from ideal scenario for ensembles. However, long listening assignments proved a successful and a fruitful endeavor and will continue.
 - Concern – Significant drop in music department participation from 6th to 7th grade.

- This may be due in part to promotion of study hall to incoming 7th grade students.
- Continuity in music department is desired across both campuses.
- Many Liberty junior high and high school musicians are those new to Liberty.
- Perhaps a false perception of heavy homework load in 7th grade lingers despite various measures to successfully address former issues.
- Administration will continue to strive to strike an appropriate balance in promotion of study hall and electives (including music electives).

UNFINISHED BUSINESS

- Vote: 2020/2021 Board Calendar
 - Ms. Notarfrancesco moved *to approve the 2020/2021 Board Calendar as presented* with a second by Mr Grant.
 - All in favor; motion is adopted.

NEW BUSINESS

- Ratify Board Election
 - Background: Following Rick Wrona's acceptance of COO role at Liberty, only two candidates, Tricia Diehl and Todd Arndorfer, remained to fill two open board seats.
 - Mr. Grant moved *to ratify the election of Tricia Diehl and Todd Arndorfer to the Liberty board of directors* with a second by Mr. Friesen.
 - All in favor; motion is adopted.

- Amendment of Chair Title to LCS Policies Manual, Multiple Sections
 - Ms. Notarfrancesco spoke to necessity of consistency across official school documents.
 - Board will vote in regular June BOD meeting.

- Headmaster Retention
 - Ms. Notarfrancesco moved *to retain Bob Schaffer as the Headmaster for the 2020/2021 school year* with a second by Ms. Diehl.
 - No discussion.
 - All in favor; motion is adopted.

SUB-COMMITTEE REPORTS

- Academic Advisory Committee – Ms. Barber
 - No meeting, no update
- Financial Advisory Committee – Mr. Kreikemeier
 - Surplus of \$400,000 for 2019/2020 school year.
 - Year-to-date KPIs not as helpful as year-end KPIs.
 - Per Pupil revenue numbers expected second week in June.
 - Additional Board meeting needed to approve budget next month before June 30, 2020 deadline.
 - Discussion of various options to increase revenue and decrease expenses.

- One option to increase revenue: increase elementary class sizes from 29 to 30. This option requires more immediate consideration than others.
- CARES Act funds will have restrictions on spending and must be spent before December 31, 2020. As with all funding for next year, many uncertainties remain.
- Flexibility will be necessary in budgeting for the 2020/2021 school year due to constant changes in numbers from the State.
- Development Committee – Ms. Kottwitz
 - Marketing – Social Media improvements abound.
 - Common Sense – Becky Rickers has researched communication best practices at the request of the committee and will present findings and recommendations to Mr. Schaffer.
 - Website – Improvements continue.
 - Biggest fundraising year yet, some still continuing, almost complete.
 - Possible virtual fall event to build community.
 - Alumni Class Giving Challenge moved to October.
 - Major donor cultivation and grant writing still in progress.
- Political Committee – Mr. Friesen
 - Hunger needed for more advocacy on behalf of classical charters.
 - Outreach continuing despite pandemic challenges.
- Expansion Committee – Ms. Notarfrancesco
 - Further discussion to follow at June Strategic Planning Meeting.
- Student Data Privacy Committee – Ms. Notarfrancesco
 - Mr. Kranz and team continue to pursue encrypted email platform.
- Parent Education Committee – Ms. Diehl
 - Next update after June committee meeting.
- Governance Committee – Ms. Notarfrancesco
 - Strategic Planning Meeting, details to follow announcement of State pandemic-related regulations for June.
 - Board Training in June will be fundraising.
 - Board Self-Evaluation Survey, please complete and submit promptly.
- Building Corporation Liaison – Ms. Diehl

TOP THREE ITEMS FOR COMMON SENSE NEWSLETTER – None

ADJOURN

- The meeting was adjourned by Ms. Notarfrancesco at 9:02 pm.