

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

March 26, 2020

Dial-In ONLY

1. Call [+1 3148881153](tel:+13148881153)
2. Enter Meeting number (access code): 718 712 980
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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
- Guests: BOD Election Candidates – Rick Wrona & Todd Arndorfer; Art Department – Meg Salazar, Rex Seiple, Tracy Nichols, and Erin Grandprey; Matt Kazy and Kim Diebel

CALL TO ORDER

- The meeting was called to order by Ms. Notarfrancesco at 6:03 p.m.
- Ms. Diehl moved *to approve the agenda as presented* with a second by Mr. Grant.
- None opposed; agenda approved.

STAFF AND COMMUNITY COMMENT

- Board of Directors Meet-the-Candidate Forum led by Mr. Grant
 - Rick Wrona – Introduction and Questions
 - Todd Arndorfer – Introduction and Questions
 - Tricia Diehl – Introduction and Questions

ROUTINE BUSINESS

- The minutes of February 27, 2020 are approved with no corrections.

NEW BUSINESS

- Ms. Barber moved *to approve Heggerty Phonemic Awareness Curriculum for use in Kindergarten through 2nd grade as recommended by the Academic Advisory Committee* with a second by Mr. Grant.
 - Ms. Barber introduced topic. Mr. Kazy and Ms. Diebel fielded questions.
 - Roll Call Vote:
 - Ms. Barber – YES

- Ms. Diehl – YES
- Mr. Friesen – YES
- Mr. Grant – YES
- Ms. Kottwitz – YES
- Mr. Kreikemeier – YES
- Ms. Notarfrancesco – YES
- All in favor; motion is adopted.

ADMINISTRATION AND DEPARTMENT REPORTS

- Headmaster Report – Mr. Schaffer
 - Transition to Online Learning Platform due to COVID-19
 - Sister School in Korea
 - Festival of Ideas – Homerun
 - CLCS – No current president, conference canceled due to threat of coronavirus
 - Waiver approved by State Board of Education
 - Personnel – COO Job Posting
 - Book Fair – Another homerun, Librarian Paige Gowing cataloguing LCHS books to be resources for community
 - Finances – Current economic objectives of government and pandemic crisis expected to significantly impact education budget, various scenarios under consideration by admin, many complicated legal requirements
 - Centralized communication strategy for COVID-19 – Parents directed to two web pages
- Art Department Report
 - Meg Salazar and Rex Seiple for LCHS; Erin Grandprey and Tracy Nichols for LCS
 - Art Department serves as a hub of classical education
 - Beauty in Art expressed in 1) Craft 2) Design and 3) Concept
 - Truth & Goodness visually demonstrated with wooden Foundation Stones and Capstones
 - Classical Structure in Art
 - Students continuing meaningful studio art assignments despite COVID-19
 - “Gratitude is happiness doubled by wonder,” says GK Chesterton and art department is also thankful for administrators and tech support.

UNFINISHED BUSINESS

- Mr. Kreikemeier moved *to approve the LCS Policies Manual amendments to Sections 9.1 Fundraising, 9.2 Financial Condition, 10.1 Building Use, 10.2 Non-School Use of Facilities, and 12.1 Official Spokespersons* with a second by Mr. Grant.
 - Roll Call Vote:
 - Ms. Barber – YES
 - Ms. Diehl – YES
 - Mr. Friesen – YES
 - Mr. Grant – YES
 - Ms. Kottwitz – YES
 - Mr. Kreikemeier – YES
 - Ms. Notarfrancesco – YES
 - All in favor; motion is adopted.

- Mr. Kreikemeier moved *to approve the LCS Policies Manual addition of Section 9.3 Investment/Cash Management* with a second by Mr. Grant.
 - Roll Call Vote:
 - Ms. Barber – YES
 - Ms. Diehl – YES
 - Mr. Friesen – YES
 - Mr. Grant – YES
 - Ms. Kottwitz – YES
 - Mr. Kreikemeier – YES
 - Ms. Notarfrancesco – YES
 - All in favor; motion is adopted.

- Mr. Kreikemeier moved *to approve the deletion of LCS Policies Manual Room Use* with a second by Mr. Friesen.
 - Roll Call Vote:
 - Ms. Barber – YES
 - Ms. Diehl – YES
 - Mr. Friesen – YES
 - Mr. Grant – YES
 - Ms. Kottwitz – YES
 - Mr. Kreikemeier – YES
 - Ms. Notarfrancesco – YES
 - All in favor; motion is adopted.

- Mr. Kreikemeier moved *to approve the 2019/2020 Supplemental Budget* with a second by Ms. Diehl.

2019/2020 SUPPLEMENTAL BUDGET

SUPPLEMENTAL REVENUE - \$667k

- 2019 Mill Levy Override proceeds

PROPOSED APPROPRIATION OF SUPPLEMENTAL REVENUE

EXPENDITURE INCREASE - \$367k

- Staff bonuses and payroll taxes associated with bonuses

FUND TRANSFERS - \$300k

- From Fund 11-Operating Fund to Fund 43- Capital Improvements/Repairs Fund

The board would do a formal resolution committing funds for stated purposes

PROPOSED APPROPRIATION AND UTILIZATION OF GENERAL FUND BALANCE

- Utilize \$300k of the fund balance for the one-time expense FOR HVAC improvements at the upper school

- Roll Call Vote:
 - Ms. Barber – YES
 - Ms. Diehl – YES
 - Mr. Friesen – YES
 - Mr. Grant – YES
 - Ms. Kottwitz – YES
 - Mr. Kreikemeier – YES
 - Ms. Notarfrancesco – YES
- All in favor; motion is adopted.
- Mr. Kreikemeier moved *to approve the 2020/2021 Preliminary Budget* with a second by Ms. Diehl.
 - Changes will need to be made in May (due to PSD by June 30, 2020)
 - Potential decreases to PPR funding for next year and Mill Levy Override
 - Roll Call Vote:
 - Ms. Barber – YES
 - Ms. Diehl – YES
 - Mr. Friesen – YES
 - Mr. Grant – YES
 - Ms. Kottwitz – YES
 - Mr. Kreikemeier – YES
 - Ms. Notarfrancesco – YES
 - All in favor; motion is adopted.

NEW BUSINESS

- Mr. Kreikemeier moved *to approve the new position of Chief Operating Officer* with a second by Mr. Grant.
 - Addition of ½ FTE due to Ms. Brossia’s shift to half-time/finance-only, operations duties to be filled by new admin
 - Roll Call Vote:
 - Ms. Barber – YES
 - Ms. Diehl – YES
 - Mr. Friesen – YES
 - Mr. Grant – YES
 - Ms. Kottwitz – YES
 - Mr. Kreikemeier – YES
 - Ms. Notarfrancesco – YES
 - All in favor; motion is adopted.
- Headmaster performance evaluation process overview
 - Ms. Notarfrancesco and Mr. Kreikemeier will collaborate.
 - Evaluation to be delivered in June.
- Board Election Update
 - Mr. Grant reports on-track election
 - Mr. Churchill confirms online polling
 - Election committee
 - Casey Churchill, staff
 - Charles Grant, BOD member

SUB-COMMITTEE REPORTS

- Financial Advisory Committee – Mr. Kreikemeier
 - Welcome to new committee member, Alex Lynch.
 - YTD – Revenue & Expenses on track, current surplus
 - KPIs will be compared to similar schools
- Academic Advisory Committee – Ms. Barber
- Development Committee – Ms. Kottwitz
 - Sunset Soiree postponed until fall or spring due COVID-19 uncertainties
 - Community Funded, over \$19,000 raised for student groups so far, Liberty serves as new K-12 model
 - Online campaign will launch soon to capture fundraising dollars anticipated at Soiree
 - Will meet tomorrow to discuss options
 - Alumni Giving Challenge in May
 - Communications improvements
- Political Committee – Mr. Friesen
 - CLCS survey
 - Exploration of alternate groups who provide legislative and advocacy resources
 - Outreach – Mostly informal meetings, conversations with regard to upcoming legislation
- Student Data Privacy Committee – Ms. Notarfrancesco
 - Mr. Kranz spoke to privacy issues related to Zoom
 - Kudos given to all tech support for rollout
- Parent Education Committee – Ms. Diehl
 - Positive response to JUNTO book clubs
 - Philosophy Night scheduled for May 2nd
 - Info Night overhaul goal to be more engaging and concise
- Governance Committee – Ms. Notarfrancesco
 - Strategic Planning Meeting – Wednesday, June 3rd, 6-9 pm
 - School-wide elections third week of April
- Building Corporation Liaison – Ms. Diehl
 - Elementary deck under discussion, seeking affordable bid
 - New significantly lower bid on roofless shed
 - Office space

TOP THREE ITEMS FOR COMMON SENSE NEWSLETTER – Ms. Barber; due April 15th, 4pm.

- 1) Parent perspective on transition to online learning platform include a thanks to parents for flexibility
- 2) New phonemic awareness curriculum
- 3) Art department report

MEETING ADJOURNED at 8:47p.m.