

## **LIBERTY COMMON SCHOOL**

### **BOARD OF DIRECTORS MEETING MINUTES**

#### **BUSINESS MEETING**

September 21, 2017

Teacher's Lounge, Liberty Common School

1725 Sharp Point Dr., Fort Collins, CO

Attendance: Joel Goetl, Paulette Hansen, Patrick Albright, Becky Rickers, Katrina Brossia, Casey Churchill, Bob Schaffer, Sandy Stolfus, Torgun Lovley, Tricia Diehl, Brad Kreikeneier, Aislinn Kottwitz, Kelly Nortarfrancesco

Guests: Science and Engineering department

Absent: None

#### **CALL TO ORDER**

- Approve agenda 6:00pm
  - Agenda approved and seconded.

#### **STAFF AND COMMUNITY COMMENT**

#### **ROUTINE BUSINESS**

- Approve minutes- August 17, 2017 Regular meeting
  - Moved to adopt the minutes, approved

#### **ADMINISTRATION AND DEPARTMENT REPORTS**

- Financial Operations Manager Report- Ms. Brossia reported
  - Audit- One more day left onsite before audit complete
  - Building Corporation-Accounting financials will be moved to SDS and the FAC will review the Building Corp financials quarterly. Were only reviewed annual previously.
  - CKCS Foundation- CKCS will have separate column on audit for FY16-17. This is new even though it was separated from Fund 11.
  - PSD-Preliminary trial balance due September 15<sup>th</sup> (completed)
    - Error report was returned September 15<sup>th</sup> and resubmitted. If no errors are reported done with 1 of 3 tests
  - YTD Spending- Reported through 8-31-17
- HR Update and Business Services- Mrs. Rickers
  - Staffing- HS evening custodian- filled, full time HS AST coordinator- temporary needed
  - Purchase card update-all teachers have cards and received training.
  - First meeting of Elem. Social committee- Focus on morale, and comradery.
  - Insurance-Everyone is enrolled
- Elementary School Report- Mr. Churchill
  - 5<sup>th</sup> Grade update- Plan for improvement

- NWEA taken
- Connie Behr Memorial book fund
- Economics evaluation underway
- Elementary School Assistant Principal- Mrs. Stoltzfus
  - AST Update
    - BOD to recognize AST
  - Special Services update
  - Additional duties shared with principal
- High School Principal Report-Mr. Schaffer
  - Staff training completed and upcoming
  - Garland on emergency leave-fundraiser coming
  - Mr. Lunn finalist in CO teacher of the year
  - SAT 2<sup>nd</sup> in state and PSAT 1<sup>st</sup> in state
- High School Assistant Principal Report-Mr. Lovely
  - NWEA almost complete
  - PSAT 10/11/17
  - Classical Learning Test 10/11/17
  - Upcoming student events and athletics

### **NEW BUSINESS**

- Department Report: Science Department 7:00pm  
 (Dawn Karr, Ken Vetter, Jeanie Bradley, Gavin Polhemus)
  - Data analysis review CMAS
  - More potential classes would require additional teacher
  - Science Advisory committee formed to evaluate textbooks and curriculum
- Engineering Report:  
 (Dr. Herman Lock, Kay Lannen)
  - HPE internship opportunities may be available
  - Daniel's Fund- allowed for significant amount of new equipment
  - Enrollment has increased in engineering
  - New Chromebooks have really been helpful
- Policy Proposal: 9<sup>th</sup> hour clubs(First Reading)- Mr. Albright
- Bylaws Proposal: Calendar Bylaw Change(First Reading)-Mrs. Notarfrancesco
- Bylaws Proposal: Change Board Elections (First Reading)- Mrs. Hansen
- Financial Policy Modification (First Reading)- Mr. Goeltl

### **UNFINISHED BUSINESS**

- Reading and Literacy Policy (Second Reading)- Mrs. Notarfrancesco
  - Mrs. Notarfrancesco moved to approve
  - Mrs. Kottwitz seconded
  - All in favor- Motion carried
- Headmaster Job Description (Second Reading)- Mrs. Notarfrancesco
  - Mrs. Notarfrancesco moved to approve

- Mr. Goeltl seconded
- All in favor- Motion carries

### **SUB-COMMITTEE REPORTS**

- Financial Advisory Committee- Mr. Goeltl
  - Fund Review
  - Audit Update
  - CKCS Foundation- Separate 501(c)3
    - Katrina Brossia assist treasurer
    - Recommendations around inventory and recipient of funds
- Academic Advisory Committee- Mrs. Notarfrancesco- CANCELLED
- Parent Education Committee- Mrs. Hansen-
  - Increase understanding of values and philosophies
  - Staff to reinforce to parents and students
  - Master teacher evolution
- Strategic Planning Committee-Mrs. Kottwitz
  - Planning Retreat Review
  - Mrs. Kottwitz will work on the plan and delivery
- Fundraising Committee- Mrs. Notarfrancesco
  - Donation Letter to be created (Mrs. Notarfrancesco and Mr. Shaffer)
  - Gala help needed
  - Booster update
  - Goals and creation

### **TOP THREE ITEMS FOR MONDAY NOTES**

- AST position- gratitude
- Science and Engineering Report
- Daniels Fund

### **EXECUTIVE SESSION**

- Discussion of personnel matters in accordance with state statute CRS 24-6-402(4)(f)(I&II)
- Discussion of individual students where public disclosure would adversely affect the person or persons involved in accordance with state statute CRS 24-6-402(4)(h).

### **ADJOURN**

9:14PM