

LIBERTY COMMON SCHOOL

BOARD OF DIRECTORS MEETING

BUSINESS MEETING

December 21, 2017

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

Attendees: Paulette Hansen, Joel Goeltl, Brad Kreikemeier, Katrina Brossia, Casey Churchill, Torgun Lovely, Becky, Rickers, Bob Schaffer, Aislinn Kottwitz, Kelly Notarfrancesco, Tricia Diehl, Peter Kast, Maureen Schaffer

Not in attendance: Patrick Albright

Guests: Wendy Swanhorst

CALL TO ORDER

- Approve agenda 6:00PM.
°Kelly Notarfrancesco Moved, Brad Krekemeier Seconded, motion passed

unanimously.

STAFF AND COMMUNITY COMMENT

None

ROUTINE BUSINESS

- Approve minutes – October 19, 2017 Regular Meeting
 - Kelly Notarfrancesco moved, Paulette Hansen seconded, motion passed unanimously.
- Approve minutes – November 16, 2017 Regular Meeting
- Approve minutes – November 21, 2017 Emergency Meeting
- Approve minutes – November 27, 2017 Headmaster Interview
 - Kelly Notarfrancesco moved to approve the minutes from November 16th, November 21st and November 27th, 2017, Brad Kreikemeier second, motion passed unanimously.

SPECIAL REPORTS

- Swanhorst Audit Update – Wendy Swanhorst

The books are in good shape, there are good controls in place. Building Corp was the hold up. They recommend bringing the books for Building Corp in house and this change has now been made. Chris Wilson will, an outside bookkeeper and CPA, will be helping out regularly to keep those books up to date. They also recommend having two people involved in every transaction as a way to further checks and balances.

ADMINISTRATION AND DEPARTMENT REPORTS

- Financial Operations Manager Report- Ms. Brossia

Business services focused on improving systems and extensive cross training with Becky, Beverly and Kristi. We want to be system dependent not personnel dependent. Implemented the Core Knowledge database in house for donations it is all accessible to us easily and in categorizes. Will help us move forward with our fundraising and be more directed.

Brokerage account is now available for people who want to donate stocks. Will eventually have that information on our website and a letter going out to our community.

Hot Food is adding four new vendors to our lunch program for the second semester.

Greater Giving is a program that we use to track our donations.

PSD- Officially done with our audit and we did not delay the report for PSD.

League of Charter Schools for Colorado- BOD encouraged to go. Paulette is going Friday, Tricia is going both days, waiting to hear about others going.

Chase Letter- Going out tomorrow to follow up the first letter that was already out. \$44,000 donated already through this campaign.

- Elementary School Principal Report – Mr. Churchill

Continue to focus on 5th grade math. Finished NWEA for all 5th grade math. First time we have tracked the winter. Looking at the class comparisons on scores and still working with Cassy Turner. Adding a few additional things that aren't covered by Singapore Math.

3rd grade- Feel team is working well together and the kids are preparing well for 4th grade. The dip in their scores on the CMAS were discussed and feel the dip is due to the change to using the computer. There are some elements that make the testing really difficult with the logistics of using the computer. Discussed it with Sandy and would like to have the kids take the test on paper and will still continue to train on the computer to teach the kids to take the test then push the computer back further to 5th or 6th grade. We have to stick with paper test and not go back and forth for this to be successful. Have to commit to it.

Literacy policy- LRT- presented on to the staff. Teachers went over the policy over the process to add any new books to the reading list and also went over the Rubric of what makes a good book. Will be followed up with Laurel and Ruth Ann to go over the same elements of the program in more depth. Great implementation of some of the same ideas the parent Education Committee.

Book Donation- We were weeding out our excess books and have made a contact with Irish Elementary and we are sending these books to their library. Great for PSD relations and puts the books to use.

Library purge- Paige- Pulling books that don't have all the aspects of a good book- content, pictures, and don't align with our curriculum, commercial books, Disney books, propaganda books, or vague holidays, books that show not tell. No flap books, or too young for our students. There are a handful of books that were on our Great Reads List books that shouldn't have been on the list. Library is in the process of moving those off after review. It was discussed that generally we be more careful when we say, "All works by this author...". Some books by a good author aren't actually good or appropriate.

Working with Laurel and Ruth Ann are coming in one day a month to help purge. Plan to have this completed by May.

Books that are more appropriate for classroom are educational focused are being moved to the appropriate classrooms. Ie. Math books, counting or grammar. AR- example Amelia Bedelia good for classroom also for rhyme scheme illustration. Library-Capture imagination and non-fiction are the most popular.

- Elementary School Assistant Principal– Ms. Stoltzfus

Review of the AST work load

Mr. Kazy has lead a weekly discussion with teachers at the high school on strategies and problem solving techniques. At the elementary school Mr. Kazy is training Carolina Solis and Sam Sheets.

Special Service Providers- Our new speech therapist will be Liberty parent, Tami O'Malley. Our occupational therapist did a presentation on pencil grip and how to help support students with this and presented information on incorporating return sensory and movement activities in the classroom.

- High School Principal Report - Mr. Schaffer

Brain Rules discussion- last week Paulette attended. Janice Garland will be returning. Will have her start back with an overlap with Mr. Kazy. Glad to have her back.

February 16th Professional development day- Meg Salzar recommended send the teachers out to do observations on their own in the community, school, college, etc. Teachers will be finding contacts in their field to observe that day off.

Student Privacy act- all Schools to establish rules and procedure regarding the privacy of kids. Compliances with the data and processing. Colleges, Credit card companies, insurance, etc. We need to be very vigilant about our kids and our privacy. State is continually wanting more data out of the schools to get information. Contracts with test giving companies, yearbook companies all getting the students' information protected. This list will be added to the website all these companies that we have contracts with, teaching on line tools, apps.

Setting up a task force to address this Student Privacy- Add for next meeting for first reading.

PSD is really on the front of making these privacy changes and we will be taking their lead on this. Review the PSD version of the policy that Mr. Schaffer has developed.

Increased pressure from the State to share our discipline or suspensions. We do not share that and have the parents sign that they do not want that shared with the public, State or Federal.

Science advisory board- Alumnae, faculty, current parents met- Great feedback on our current science program and direction for future to add focus to.

8th grade list in the district requested all student's names to send a letter to all these student telling them about Liberty and inviting them to our public information meeting. We got the list one more time although PSD resists every time.

8th grade parent discussion changed format and made less formal to overview the transition into 9th grade. Has developed more now into a open question and answer format.

- High School Assistant Principal Report—Mr. Lovely

Reviewed the PSAT scores for our students. Exceptional results.

NWEA- testing is being completed but only for the "Watchful Eye" students.

Instructional Staff- Informal observations ongoing. Formal observations will be during 3/4th quarters.

Reviewed Discipline actions.

Reviewed student Life activities over the last month.

NEW BUSINESS

- Departmental Report: History/Economics- Dr. Robert Robertson

Have worked closing with AAC to enhance the 9th grade economics class. Additionally, are addressing the need to more robustly document curriculum so future teachers don't

have to go to the basics.

Working with the elementary school to add some new books.

Considering adding a Senior level economics.

Review of AP scores for history classes.

Find desire for additional history electives in staff and students.

- Departmental Report: Athletics-Dan Knab

Congrats to the soccer team on the 3A State Championship. Great including the elementary school in the celebration. We are on the radar now for State athletes. The Gym has been a huge help to give us opportunity, room to breath and pride in the facility.

Redoing the track 8/11 Patriot league schools redoing the track when they collectively went together. Great collective collaboration.

Soccer Field- really bad shape at the elementary field. Have been renting the Kinnard field to get us by and made a good experience for us this year. Explore an off site collective location for our sports.

Extra Lot- would like to see something done there on the has put together some ideas on how the athletic department could use this.

How do you evaluate the coaches? Informal process starts with a statement on why they coach. Meet before and after the season for wrap up.

Adding new sports- Looking at adding some additional sports. Add sports you can grow up and play as an adult and ease of entry. Would like to put together a survey after the first of the year and see what people want. Leagues cycle in two year so now is the time. Would start by adding the sport to middle school and grow it into the high school sport.

- Headmaster Selection – Ms. Notarfrancesco

°Kelly moved and Aislinn seconded to offer Bob Schaffer the Headmaster position. All in favor and motion carries.

Aislinn and Joel will put together a letter to specifically staff to address the headmaster position to share the information and make staff have clarity of why the BOD made this decision.

- Policy Proposal: Great Books Reading List (First reading) – Ms. Notarfrancesco
Next month we will have the Second Reading.

Mr. Churchill- Calendar for 2018- 2019

Not mimicking the PSD calendar and why.

Adoption of Course Removal Form- Ms. Notarfrancesco

Important to have a process for removal since our curriculum offering has a very specific thought process so we should be thoughtful if we are removing something.

UNFINISHED BUSINESS

Adoption of Strategic Plan - Ms. Kottwitz

°Aislinn moved to approve the plan with the changes with Kelly seconded all approved.

Top Priorities for action out of our Strategic plan-

1. Fund Structure- Best in Class (KN/JG)
2. Increase Under Philosophical alignment(PH)
3. BOD Staff political outreach- Parent Education(PH)
4. Charter Renewal(BK/PA)

°Brad moved to add the revised budget on the agenda

Mr. Goeltl

Revised budget for approval.

One change \$25,000 to Transportation to fund a bus. Using the contingency fund so it is a net zero change. Takes this out of 2019-2020 budget. Wants to also add the

Brad motion to approve the amended 2017-2018 and Aislinn seconded all in favor to make the changes to the budget.

SUB-COMMITTEE REPORTS

- Financial Advisory Committee – Mr. Goeltl
Audit- Done
Joel met with Dave Montoya at PSD and the good news is that our audit was clean with no problems. We need to do better on our timing. Now entry for Building Corp entry will be quarterly through Chris Wilson. She will come in to the school to do the work. Have to start as soon as the transactions are completed but have to wait for the information from the District.
- Academic Advisory Committee – Ms. Notarfrancesco
Reviewing difference
- Parent Education – Ms. Hansen
Did not meet in December but will meet in January
- Strategic Planning – Ms. Kottwitz
- Fundraising – Ms. Notarfrancesco
Year in giving going well with follow up.
No gala for 2019- need a head or replacement
LCS fundraising structure-
Compiling information from other schools and will present next month.
Fundraising staff- no commission pay, pays for self quickly
There is an amount in a supplemental budget to be able to hire someone this 2018 year and how to budget further.

TOP THREE ITEMS FOR MONDAY NOTES – Ms. Notarfrancesco

1. **Headmaster**
2. **Strategic Plan**
3. **Audit**

EXECUTIVE SESSION

- None.

ADJOURN

9:26pm