

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

January 18, 2018

Teacher's Lounge, Liberty Common School

1725 Sharp Point Drive, Fort Collins, Colorado

Attendees: Patrick Albright, Kelly Notarfrancesco, Tricia Diehl, Joel Goeltl, Paulette Hansen, Brad Kreikemeir, Aislinn Kottwitz, Bob Schaffer, Katrina Brossia, Becky Rickers, Torgun Lovely, Sandy Stoltzfus, Casey Churchill

Guests: Amy Redstone, Nathan Redstone (observing for Scouting badge)

**CALL TO ORDER**

- Approve agenda

6:00pm

Aislinn Kottowitz moved, Kelly Notarfrancesco seconded, motion passed unanimously.

**STAFF AND COMMUNITY**

None

**ROUTINE BUSINESS**

- Approve minutes- December 21, 2017 Regular Meeting

°Paulette Hansen moved to approve with some small typo and attendance changes, Joel Goeltl seconded, motion passed unanimously.

**ADMINISTRATION AND DEPARTMENT REPORTS**

- Headmaster Report- Mr. Schaffer

°Administration and House leaders retreat over MLK weekend. Great success and impressive interaction between the students and the administration. Meeting every year and potentially have the BOD attend as well.

°Craig Horton, former Liberty parent and member of the Liberty BOD, is involved in an education organization involved in a startup charter school in Castle Rock. They would like to brand Liberty in that area. Would involve management and consultation services. Leads to some discussion that we will need to have around if this makes sense and what would the relationship look like.

°Fully compliant for the Privacy Act.

°Eighth grade letter went out to invite potential student for HS.

- Financial Operations Manager Report-Ms. Brossia

°Goal to get out a budget timeline to the BOD for the process, requirements and guidance. Should be out by end of next week for the February meeting.

°Audit-Got draft report back Management Discussion and Analysis (MDNA) will be completed for the Building Corp so that there will be no negative impact for the SP.

°Insurance and employee benefits meeting coming up. More on that next month.

- Elementary School Principal Report-Mr. Churchill

°Mrs. Schaeffer had her baby. Mr. Churchill helping to support her replacement while she is out.

°Casey Turner wants to know if we want to be a part of the jumpstart program this summer for the Singapore Math.

°Received John Irwin Award again.

°Public Information Night- Coming up. This is our biggest meeting night due to the timing and choice deadline coming up. January 22<sup>nd</sup> meeting for elementary and January 29<sup>th</sup> for the high school.

°Tina Shockley will be leaving us at the end of January the TA, Tara Greenacres will be taking her spot as long-term sub.

°Sandy and Casey are splitting their responsibilities. Sandy is doing more coaching and Casey more evaluations.

°Two student teachers currently in the school.

°Casey finally got PSD to give us a copy of Mountain Sage's charter so that we can review it as a point of reference for redoing our charter renewal. This is really helpful.

°Consult with Twin Peaks Charter school regarding our Latin program.

°Other ideas of how to provide additional support for the sub for Mrs. Schaeffer's class for math while she is gone. (Paulette)

- Elementary School Assistant Principal-Ms. Stoltzfus

°Note that our report shows little or no attrition in all our grades. This is a real celebration in retention.

°Our psychologist will be leaving us at the end of January. We will be reducing our contract in the future but PSD will find us a replacement for the remainder of the year.

°Happy to have parent Tami O'Malley is our new speech therapist two part days a week.

°Goal to get into every classroom every day. Visibility and support in this way are valuable for the teachers and the students.

- High School Principal Report- Mr. Lovely

°House retreat over MLK weekend at YMCA- everyone meets two weeks later to evaluate the ideas that came up as a result of the retreat. Very valuable to the students and the health of the school in general.

°Discipline- review

°January 24, 2018- Gratitude lyceum at 2pm

°New volleyball coach for the women's team. Very excited about her and her credentials.

### **NEW BUSINESS**

- Department Report- Foreign Language- Mr. Kem (Also in attendance- Barb Werner, Paulina Deitrick, Kimberly Clouser, Jean Bradley, Steven Gerson

°Request to increase instructional time in k-6 grade beyond 80 minutes per week.

°Request to keep course numbers in classes in level 1 to below 25 and upper level classes to 20 or below.

°Review upcoming language related trips.

°Review of national score comparison on testing

- Board Election- Ms. Hansen

Two positions coming up on the BOD and requirements for submittal are in February. Existing BOD members are eligible for re-elections. Considered adding a parent leadership committee to add different people to help get involved in the future leadership of our school in many ways. Ms. Hansen will write a piece for the Monday notes announcing the upcoming election.

### **UNFINISHED BUSINESS**

Policy Proposal: Great Books Reading List (second reading)-Ms. Notarfrancesco

Kelly Notarfrancesco moved, Aislinn K seconded, motion passed.

2018-2019 School Calendar (second reading)-Mr. Churchill

Aislinn K moved, Kelly Notarfrancesco seconded, motion passed.

### **SUBCOMMITTEE REPORTS**

- Financial Advisory Committee- Mr. Goeltl

°Audit- Audit report came back shorter than expected. No need to have them return this year.

- ° Review YTD revenue and expenses
- ° Fund 43 Review (Capital projects) Lighting, Roofing and AC
- ° Fund 23 Review (athletics)
- Academic Advisory Committee - Ms. Notarfrancesco
  - ° Waiting on the Singapore math books to come in.
- Parent Education - Ms. Hansen
  - Meeting bumped back until tomorrow. More to come.
- Strategic Planning - Ms. Kottwitz
  - ° Thanks to Rebecca Finkel for redesigning our visual plan. Looks great.
  - ° How are we going to present this moving forward. Has been presented at the staff meeting. Need to have people all allocated to each part of this except the political committee, who will run this? Charter renewal will be Brad K.
  - ° February 7<sup>th</sup> 3:30pm staff meeting all BOD members who can attend should come. At the HS. Help answer questions about the strategic plans to the staff.
- Fundraising - Ms. Notarfrancesco
  - ° Update on GAP fund raising
  - ° Gala - scaled back this year but still there is no current replacement for leaders of that committee.
  - What is the efficiency of raising money and Galas are the least efficient in time spent.
  - ° Scripts - 25% goal - How to highlight this more and get more participation.
  - ° Fundraising strategic plan - best practices, smaller more frequent events, sustainable structure, making it part of the school culture. Will get together a proposal.

**TOP THREE ITEMS FOR MONDAY NOTES** - Ms. Diehl

Great Books Policy

Audit Completion

Strategic Plan Break Down