

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

February 15th, 2018

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

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

Not Attending: Casey Churchill

Guest: Charles Grant, Mike Lynch, Shelley McCarron

CALL TO ORDER

- Approve agenda 6:00PM.
- Paulette moved and Kelly seconded. Passed unanimously.

STAFF AND COMMUNITY COMMENT

None

ROUTINE BUSINESS

- Approve minutes – January 18th, 2018 Regular Meeting
- Paulette moved and Kelly seconded. Passed unanimously.

ADMINISTRATION AND DEPARTMENT REPORTS

- Headmaster Report – Mr. Schaffer
 - A local man has put Liberty in his will. Bob working to contact them to work out the details.
 - Teacher pay-teacher pay raise was overcome by rising cost due to State dictated(PARA). Teachers should talk to their manager directly since it's a very individual situation.
 - Updated on current training, completed and scheduled.
 - Teacher postings-4th-6th grade. There is not an open position, but covering our bases to receive interested teachers in case a position opens. A number of job fairs are lined up to attend to make some contacts.
 - Security Review-What have we done in the past? Have had reviews with local law enforcement, annual meeting with PSD that we attend. There have been recommendations made that we have incorporated in our security. Additionally, we do drills with the staff. Will add BOD to the list of invitees next time we have a security meeting or review.
- Financial Operations Manager Report – Ms. Brossia
 - ITS department now reports to the Financial Operations Manager. Mrs. Hanawalt now reports to FOM. Operations and Business Services now meets weekly and submits a weekly report to FOM.
 - Fund 11- Amended Budget Review
 - Education of specific staff is continuing. The intention is to cross-train more of the financial operations of the school to share with a broader community. Next step is to share this financial information at an all staff meeting. Steve Ronen shared it to the 24 parents at his 4th grade parent's monthly clinic. Very effective way to get information out to our parent population and staff.

- Elementary School Principal Report – Mr. Churchill (Mr. Churchill was not in attendance)
 - Survey discussion (Mrs. Kottwitz) very minor changes were made to the survey. Will be sent out shortly. After review from last year there were a number of families that indicated they wanted more education from the BOD which we have made steps to incorporate significant elements through Parent Education Committee.
 - Regarding the survey- Do we refine the questions further and really figure out what we want to get out of these surveys. We all supported continuing the survey but how would or could we make this more effective? Important to continue offering parents outlet for expressing their feedback. The comments are the particularly valuable element of the survey. Agreed to look at the survey for next year and refine the survey earlier. Look at this starting in December next year.
- Elementary School Assistant Principal – Ms. Stoltzfus
 - AST- Annual report
 - Reducing school psychologist for the remainder of the year based on availability and needs in our school.
- High School Principal Report – Mr. Lovely
 - Reviewed the current lottery list and student count.
 - There is a student petition circulating with over 100 signatures supporting the addition of German to the language classes. Will encourage the students to come to the BOD meeting to make a presentation.
 - 9th period required lists has started for effected students.
 - Assistant principal position - We have started interviewing for this and are pleased with the depth of the qualifications of the applicants. It is valuable for any BOD members to attend the interviews even if it's only for a few interviews. Interview questions are confidential and not to be shared.

NEW BUSINESS

- Departmental Report: Academic Support Team 7:00PM
 Many changes this year with moving people to elementary school and adding an AST coordinator at the elementary school- Matt Kazy, Janice Garland
 Really been successful with the new teams between the two schools and the new additions to the staff.
 Reviewed number of students in the system at the various levels and the process by which they are identified at both schools and process by which they are served and supported.
 Reviewed additions for Liberty 101 advancements, new software, will work on refinement on the 9th grade transition, professional development continued, NWEA goal setting, continued progress monitoring.
- Review preliminary 2018-2019 budget for submission to PSD (Mr. Goeltl)
 Review-Projected increase in PPR but still calculating revenue conservatively.
 We will be voting on this budget next month. Budget is reflective of the Strategic Plan that the BOD approved to make sure that we are holding our costs so that we can focus funds into the classrooms.
- Board meeting calendar modification (Mr. Goeltl).
 Proposal to move BOD meeting to the last Thursday of every month to give the FAC more time to get the information due to a timing gap from when the financials are available. This would help with financial review and timing.
 Brad Kreikemeir moved and Kelly Notarfrancesco seconded to move BOD meetings to the last Thursday of the month.
 Passed unanimously starting in March 2018.
- School website (Ms. Diehl)

Virtual notebook- Our website has access for all of us based on what committees we are involved in. Next month we will have a tutorial to show everyone how to access all of the files on the website. Those involved in the website will look at the possibility of compiling a parent committee with people who are skilled in websites to help improve and take ownership of our website development.

- Key players within charter community (Mr. Schaffer)
Local-We currently have no advocates for charters schools on the district board. We do have more charter schools in the community and this helps to have friends. Our other advocates are our parents, founders and staff.
State-New president Ben Lindquist (Colorado Charter League) has fired a number of people at that level and is in the process of hiring their replacements. Has a strong background in charter schools and has now come back to Colorado. Bob is on the league board. The League provides assistance for startups, training, legislative support. We are watchful that the League is providing services that we feel are valuable to our cause.
State Board of Education- We have three advocates on the State BOD out of seven.
Legislators-Number of advocates there that Mr. Schaffer has close contact with.
National Alliance of Charter Schools- Not a great need for this organization but occasionally helpful.

UNFINISHED BUSINESS

- Board Elections – Ms. Hansen
Deadline for application is February 28th. Application from Patrick Albright so far. Other applications are expected.

SUB-COMMITTEE REPORTS

- Financial Advisory Committee – Mr. Goeltl
 - Preliminary Budget Review- This was the main focus this last meeting.
 - Virtual Binder-Overview of how this will work. It will be really helpful for compiling information and making it available.
 - Fund Review- Right in line for where we should be and should end up with a surplus of approx. 1%
- Academic Advisory Committee – Ms. Notarfrancesco
 - Didn't meet this month
 - Teachers are still reviewing Singapore math. More on this next month.
 - January 31st- Laurel and Ruth Ann met with the staff to review the literacy and Great Books list and facilitated great staff conversations and questions. Very well received and empowering. Each grade level will review the selection that is available and make sure there are enough selections that are age appropriate.
- Parent Education – Ms. Hansen
 - Minutes from last month sent out.
 - Focus is currently on teacher hiring-job descriptions, interview questions refined for Academic Dean and Asst. Principal. Committee will meet again on the 23rd of February and review additional teacher interviews coming up. Each BOD member will pick a hiring position and commit to attending all the interview candidates for that position for consistency.
- Strategic Planning – Ms. Kottwitz, Mr. Albright
 - Mr. Albright is proposing a new agenda be organized based on the Strategic Plan. Feedback was that initially like the idea and look to refining it. Members will send Mr. Albright ideas to incorporate.
- Fundraising – Ms. Notarfrancesco

No meeting this month.

◦Our fundraising campaign is ahead of where we were last year.

◦Gala is coming up.

◦Grant writing- Mr. Goetl and Mrs. Notarfrancesco met with a parent from CSU who writes grants full time to get advice, ideas and key elements to incorporate in grant writing. Valuable insight into larger scale grant writing. She is willing to provide some support and guidance for this.

◦Full time fundraising position research will be shared at the March meeting.

TOP THREE ITEMS FOR MONDAY NOTES – Ms. Hansen

AST added on from the top three from last month since the article had not been published yet.

EXECUTIVE SESSION

- None.

ADJOURN

8:59pm