

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

March 29th, 2018

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

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

GUESTS: Aaron Fraser, Stu Fischbeck, Ewa Limanska-Moren, David Fraser, Lisa Fraser, Nathan Fraser, Carrie Pletcher, Chris Pletcher, Jody Fraiser, Qeryldine Hofinger, Kathleen Kearney, Dan Knab, Meg Salzar, Rex Seiple

CALL TO ORDER

- Approve agenda 6:00PM.
 - Paulette Hansen moved. Joel amendment to change the budget approval to “Preliminary”, Patrick Albright added the adoption of AAC textbook recommendations. Passed unanimously.

STAFF AND COMMUNITY COMMENT

- Aaron Fraser- 8th grader- Power point presentation proposal to add German to our language options. Supporting materials presented were that 25% of language based on German and all other schools in district have German. Spring Break every other year a school sponsored trip goes to Germany. 107 students and teachers signed the petition that would support teaching German at our school. We already have a sub in school that speaks German that we could utilize readily. Mr. Lovely will work with Aaron and Ms. Fowler to prepare a formal proposal.
- Stu Fischbeck- School Security-Director of Facility Safety at Advanced Energy. Does security screening, management and also worldwide consulting for their company. Suggests that we have an ongoing committee that addresses our school safety. Patrick Albright will coordinate with Stu regarding future needs.

ROUTINE BUSINESS

- Approve minutes – February 15th, 2018 Regular Meeting
 - Moved by Kelly Notarfrancesco and seconded by Joel Goeltl. Pass unanimously.

ADMINISTRATION AND DEPARTMENT REPORTS

- Headmaster Report – Mr. Schaffer
 - There was a really successful Liberty Lecture with Temple Grandin this month. There was a large population in attendance. She sincerely enjoyed the students and was impressed Liberty's welcoming of her.
 - Washington DC trip will continue every 3 years. It was a success. 48 people made the journey this year. The students attending were really engaged in learning and seeing the works of art that they had learned about.
 - Current emphasis is on the new hires at the high school and interviewing at the elementary school for the positions in K-6 that are available.
 - Mr. Reynolds put Liberty in his will for when he has passed. Mr. Reynolds came in and signed the documents to finalize the eventual gift.
- Financial Operations Manager Report – Ms. Brossia
 - Adding online registration coming in school year 2018-2019.
 - Continuing to improve our systems and make them more efficient in the front office and administration.
- Elementary School Principal Report – Mr. Churchill

- Teacher surprise was today it was very successful and great spirit building activity.
- 5th grade Update- Averages unit was just completed in math. There were adjustments and supplements that were added to the lesson this year based on the assessment of the lessons and gaps.
- Math Boot Camp with Cassy Turner- This is a good time of year to hold this boot camp to help train the parents on how to help their children with Singapore math.
- Kindergarten- Roundup is coming up for future kindergarteners. Additionally, we have and changed the sign up opportunity to have parents sign up at round up. It was decided that the earlier we sign volunteers up the more participants we have.
- Volunteer Survey- Overall positive. We are considering having volunteer sign up quarterly instead of all at the beginning of the year to give more people opportunities to volunteer.
- Attended a Core Knowledge network. Attendees found this very helpful and inspiring.
- Roof project started up during Spring Break and finished up shortly after. The only piece left to do is the gym. Additionally, the gym floor was refinished over the break. This summer they will add additional paint and more lacquer.
- Landscape Improvements- This summer, in the back of the building some landscape upgrades will be made.
- Stage Lighting- New lighting has been purchased for the stage.
- Dan Knab and SRO have a meeting next week to review security. Norm Bastian, the PSD Security manager. Liberty is in line with PSD initiatives.
- Odyssey of the Mind- Liberty had a team compete and we continue to try to get more teams to compete from our student population. Additional parent coaches are needed to help grow this program.
- Concert Changes- will split grades instead of having two grades per concert. Working out the details.
- Elementary School Assistant Principal – Ms. Stoltzfus
 - Suspensions-A couple of student suspensions came up recently and Liberty put into the student's contracts that a mental assessment would be required as part of their reentry prior to coming back to school.
 - Character Education-Sandy is seeking additional ideas for lectures for next school year.
- High School Principal Report – Mr. Lovely
 - Dr. Robinson and Kathleen Kearney were hired as Assistant Principals. They will share the Assistant Principal and Academic Dean responsibilities. Both official start July 1st.
 - History Instructor- We will be interviewing for this position and need some BOD members to attend. Should be 2-3 weeks. Brad will commit to being at all these interviews.
 - College Fair- April 12th- Mrs. Campbell is hosting an International College Fair. All the community is invited.
 - House and Order system induction is coming up.

NEW BUSINESS

- Departmental Report: Art Department 7:20PM
 Meg Salazar, Tracy Nichols, Rex Seiple
 In their report the staff highlighted the cross-class collaboration.
 - Improvements- Scheduling students so that they can meet prerequisites
 Accidental art work damage in the halls that are being displayed. Would like a

displayed case.

Room scheduling conflicts.

Need some additional ventilation in the ceramics room.

- Celebrations-Three student's photographs made the top 100 finalists for Photographer Focus. Another student creating own clothing.

Mrs. Nichols shared her new project the World History Timeline following the Core Knowledge curriculum.

- Budget- The department feels that the current art budget is generous and helps provide a good studio experience.

Please come tour our facilities.

- LCS Fundraising Strategy and Structure Recommendations – Ms. Notarfrancesco Jody Fraser, Qeryldine Hofinger-
 - Current Fundraising- Gala, End of year letter, Amazon Smiles and King Soopers card. Milk caps and box tops.
 - Fundraising Challenges- Current environment of apathy of giving and volunteering. Researched best practices, other schools regular giving. People give money to things they care about.
 - Fundraising Structure-We need someone on staff to handle the day to day fundraising efforts.
 - Research- Do we have a culture of gratitude? Are we thanking our volunteers and the people who are giving properly? Must work to make the emotional connection to feel loyal and more enthusiastic to give. Four Schools were researched to see what best practices are. All these schools have at least one person on staff that spear heads their fundraising efforts. They also had a diverse group of donating opportunity. Fundraising and grant writing are possibly two separate skills and professionals.
 - Recommendations- Add a staff member to handle this position that would report to the headmaster.
 - Brad Kreikemeir moved to direct the Headmaster to direct the hiring of the position plan for a Director Fundraising Staff member. Kelly Notarfrancesco seconded the motion. Passed unanimously.
- Text Book Approval-Kelly Notarfrancesco
 - Kelly moves to approve the Earth Science book submitted by Mr. Vetter, seconded by Paulette Hansen. Can be used in two of his classes. Discussion-\$130 per book and need 30 books. Motion passed unanimously.
 - Kelly moves to approve the new book Explorations by Mr. Vetter for his astronomy class. Paulette seconded. Discussion- 30 books needed. The current book being used is 17 years old and there have been some changes since then. Motion passed unanimously.
 - Kelly moves to approve the Singapore Math Standards edition, seconded by Aislinn Kottwitz Discussion-Initially there was a presentation from Cassy Turner to AAC, the sub-committee and the math staff as both HS and elementary regarding the book recommendation. Everyone in the sub-committee felt this was a better option than the US edition that we currently have. Each grade level went and compared both the current books and the Standard edition. Not a great deal of change in the lower grades but at the 5-6th grade level there was a significant change. Found holes in the US Edition and the teachers had to supplement significantly the missing pieces. This version is more comprehensive.

Cost Breakdown- Textbook 1-6th grade one student for \$424.80 the workbook 1-6th is \$210.

Motion passed unanimously.

- Liberty Common School Security Discussion – Mr. Schaffer
Regular meeting of the staff and administrators to discuss safety issues. We utilize our PSD security team. Participate in crisis prevention through PSD. We are given trending information, tactical information, actual case studies and psych analysis to use and stay up to date. Color coded procedures for all possible incidents and staff knows the processes. SWAT team came to advise us on procedures.
Dan Knab will be elevated to a Security Systems Director and have a committee. The committee will meet quarterly and also have law enforcement come through 3-4 times a year for recommendations.
- Review 2017-2018 proposed supplemental budget – Mr. Goeltl
 - BOD to review the packet and will make a motion to approve for next month.
 - Transfers-Transfer \$75k to Fund 43 for instructional technology/equipment
Transfer \$55k from general fund to fund 43 for bus purchases
Transfer \$50k to athletics for usual pre-funding plan
Leave fundraising money in Fund 26 until we have a plan
Reduce food services by \$10k based on actual needs.
 - Important to note that none of the funds for the fundraising position are coming from teacher funds.

UNFINISHED BUSINESS

- Approve 2018-2019 budget.
 - Brad made the motion to approve the preliminary budget, Patrick Albright seconded.
Motion passed unanimously.
- Board Elections – Ms. Hansen
Aislinn Kottwitz and Patrick Albright were the only applicants for the two BOD positions. They will be starting their new term in July 2018.

SUB-COMMITTEE REPORTS

- Financial Advisory Committee – Mr. Goeltl
 - Insurance captive review occurred
 - Status of year to date Revenue and Expenses
- Academic Advisory Committee – Ms. Notarfrancesco
- Parent Education – Ms. Hansen
 - Our committee has been very active in the interviews at the HS and elementary school.
 - Submitting an article on Thinking Framework in Monday notes and will add it to the Parent collection of articles, What Every Liberty Parent Should Know.
 - Met with Mr. Ronen and his parent information night. He will submit some commonly asked questions parents ask for us to address.
- Strategic Planning – Ms. Kottwitz, Mr. Albright
Positive feedback regarding the new agenda format but will table this until next school year.
- CANCELLED: Fundraising – Ms. Notarfrancesco

TOP THREE ITEMS FOR MONDAY NOTES – Mr. Albright

Security Points

Fundraising Culture

Art Dept-Tracy Nichols

EXECUTIVE SESSION

- Discussion of personnel matters in accordance with state statute CRS 24-6-402(4)(f)(I & II) 10:20pm
Moved by Paulette and seconded by Patrick
Motion passed unanimously. 11:27pm

ADJOURN