

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

August 30th, 2018

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

Attendees: Sandy Stoltzfus, Kathleen Kearney, Torgun Lovely, Kelly Notarfrancesco, Brad Kreikemeir, Tricia Diehl, Bob Schaffer, Robert Robertson, Joel Goeltl, Patrick Albright, Aislinn Kowitz, Paulette Hansen, Katrina Brossia

Not Attending: Casey Churchill, Becky Rickers

Guests: Brett Harkey, Michael Yeh, Gillian Clouser, Micaela McConahy McKarthy

CALL TO ORDER

- Approve agenda

6:05pm
6:00PM.

STAFF AND COMMUNITY COMMENT

Mr. Harkey- New Fundraising Director- Introduced himself.

- Micaela McConahy- Senior and the Communications committee-

Michael Yeh- School Captain-

Gillian Clouser-House Captain for DJ-

These students came to show support for the school and social and educational program.

Additionally, they thank the BOD and administration for the opportunity for leadership and a wonderful academic experience.

ROUTINE BUSINESS

- Approve minutes – June 28, 2018 Regular Meeting
Moved by Aislinn Kowitz and seconded by Kelly Notarfrancesco, passes unanimously.
- Approve minutes – August 9th, 2018 Special Meeting
Moved by Paulette Hansen and seconded by Kelly Notarfrancesco, passes unanimously.

ADMINISTRATION AND DEPARTMENT REPORTS

- Headmaster Report – Mr. Schaffer

Headmaster shall delegate reports to administrators as necessary.

- A large allocation of time was devoted to hiring at both the elementary school and the high school this summer. Had some great applicants but took our time and made sure we hired the right people even if it takes a little longer.
- Teacher training-was really positive and valuable to see the Strategic Plan incorporated in the training and discussions.
- CMAS-continue analyzation of the scores. Making sure our differences in the test are thoughtful and deliberate as opposed to having unidentified gaps. There are barriers to getting the actual questions to help identify and compare the differences. We will continue to try access the testing areas.
- Summer Reading for teachers, administrators and BOD-Proust and the Squid- Addressed in teacher training in an hour presentation before school started. Additionally, throughout the year they will continue to touch on chapters in the book and incorporate some speakers to continuing reinforcing the lessons learned in it.
- School Safety Issue- Mr. Lovely outlined a safety issue that occurred how it was resolved and the continuing to monitor things.

NEW BUSINESS

- Officer elections – Mr. Albright 7:00PM
 - Chair- Kelly Notarfrancesco nominates Paulette Hansen. Passes unanimously.
 - Vice-Chair- Paulette Hansen nominates Kelly Notarfrancesco. Passed unanimously.
 - Secretary-Kelly Notarfrancesco nominated Aislinn Kowittz. Passed unanimously.
 - Treasurer- Joel Goeltl nominated Brad Kreikemeir. Passed unanimously.
 - Overall review of CMAS/High School Year-end results – Mr. Lovely
Looking further into our any disparities that exist is timing of teaching. Additional highlight are being reviewed.
 - Audit update – Ms. Brossia
 - Everything is on time and are meeting all deadlines. This has been the most in depth testing audit she has enduring so far. The Building Corp audit is done.
 - Approve Academic Advisory Committee membership – Ms. Notarfrancesco
 - Members are appointed by the BOD each year. The recommendation for the following people to serve on this;
 - Voting members-Jeff Seiner (teacher), Jenna Allen (teacher), Kay Lannen (teacher hs), Marques Kem (teacher hs)
 - Founders- Laurel and David VanMaren, Maureen Schaffer, Randy and Ruth Ann Everitt,
 - BOD-Kelly Notarfrancesco
 - Member at large- John Rohrbaugh
 - Kelly moved to accept the committee as stated above, Paulette Hansen seconded, passed unanimously.
 - Science fair policy removal (First reading) – Ms. Notarfrancesco
 - Discussion of the recommendation to eliminate science fair. By next months' BOD meeting we would like to see the preparation for all grades as to what the time will be replaced with and filled with intentionally suitable material. Next month we will have the second reading.
 - Approval of Lord of the Rings course – Ms. Notarfrancesco
 - Move to approve by Kelly Notarfrancesco and seconded by Joel Goeltl. Will help to have another content driven elective in the English department. Passed unanimously.
 - Annual fundraising campaign letter – Ms. Notarfrancesco
 - Process to develop the letter starts in August. Brett Harkey will be involved in this along with some additional staff and BOD member. Bob Schaffer, Katrina Brossia.
 - General review of policies/bylaws – Mr. Kreikemeyer
 - Need to have a BOD member, administration, staff to pick through and make all the small changes that need to be made. Aislinn Kowittz will head this along with others to be determined.
- Resolutions to move House funds- Ms. Brossia
- Patrick Albright moved to transfer fund to Guarantee Bank for the House system, Aislinn Kowittz seconded and passed unanimously.

UNFINISHED BUSINESS

- Adoption of BOD Calendar – Ms. Hansen
Patrick Albright moved to approve the calendar as listed with the addition of a School Security report and also subcommittee (AAC) appointments added to the June agenda and the Fundraising Letter will move from September to August. Aislinn Kowittz seconded. Passed unanimously.

SUB-COMMITTEE REPORTS

- Charter Renewal Committee – Mr. Kreikemeier
 - Met with Barry Arrington, attorney and he recommends asking for the entirety of what we want from the district even though Todd Lambert(PSD) said 5 years is typical. We are going to ask for 28 years so that it corresponds with our bond.
 - Waivers-will be updating what waivers we have, what is no longer relevant and what new ones do we need. We will be reviewing these and updating with Sarah Hunts help.
- Financial Advisory Committee – Mr. Goeltl
 - Total surplus of \$405,000 and projected 4%. Feel good about our financial position.
 - Two months into fiscal year.
 - Benefits cost went up 25% this year (\$80,000). Biggest significant variance.
- Academic Advisory Committee – Ms. Notarfrancesco
Already addressed items of Science fair and new English class.
- Parent Education – Ms. Hansen
 - Book study for families we have chosen a book and it is being announced, “The Disappearance of Childhood”. Also supporting more parent education nights for families and teachers coming soon.
- Strategic Planning – Ms. Kottwitz, Mr. Albright
 - Wednesday September 5th at 6 pm at the elementary school
- Fundraising – Ms. Notarfrancesco
 - Met with the new fundraising director Brett Harkey. Kelly Notarfrancesco is in the process of passing on the vital information from our past fundraising.

TOP THREE ITEMS FOR LIBERTY COMMOM SENSE- Patrick Albright

1. Disappearance of Childhood- Book Study
2. Hiring- amount and process
3. New officers

EXECUTIVE SESSION

- None

ADJOURN

8:46pm