

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

December 19, 2019

Liberty Common High School

2745 Minnesota Drive Dr. Fort Collins, CO

ATTENDANCE

• BOD:

- Kelly Notarfrancesco, Chair
- Tricia Diehl, Vice-Chair
- Brad Kreikemeier, Treasurer
- Elizabeth Barber, Secretary
- Ben Friesen
- Aislinn Kottwitz
- Charles Grant

• Administration:

- Bob Schaffer
- Sarah Hunt
- Torgun Lovely
- Kathleen Kearney
- Robert Robinson
- Dan Knab
- Casey Churchill
- Sandy Stoltzfus
- Katrina Brossia
- Bev Hanawalt
- Bill Kranz
- Brett Harkey

Guests: Jason Mayer, Steve Ronen, Jennifer Cardenas

CALL TO ORDER

- The meeting was called to order by Ms. Notarfrancesco at 6:03 p.m.
- Ms. Barber moved *to approve the agenda as presented* with a second by Ms. Diehl.
- None opposed; agenda approved.

STAFF AND COMMUNITY COMMENT

STUDENT RECOGNITION

ROUTINE BUSINESS

- The minutes of November 21, 2019 are approved with no corrections.

ADMINISTRATION AND DEPARTMENT REPORTS

- Headmaster Report – Mr. Schaffer
 - Core Knowledge renewal process will be finished in January.
 - Payroll rollout creating school efficiencies.
 - Administration retreat and House retreat coordination will be held over Martin Luther King, Jr. holiday weekend with evidence of selfless student leadership
 - Board is welcome to observe student leaders in action.
 - Observations at both schools are a fine-tuned process and critical component of maintaining high-quality instruction. They provide a strong basis to reward successful instruction.
 - Per the BOD's strategic plan, a dedicated focus on communications and media is underway.
 - Questions from BOD involved enrollment numbers, exit interviews, and feedback related to updated lottery numbers and retention statistics.
 - Since Grandparents Day was cancelled due to snow, food was donated to local shelters.

- History/Economics Department Report
 - Economics report by Ms. Cardenas
 - Enthusiasm for economics includes 5th-Grade Field Trip to AmeriTown and International Town (global economics)
 - Question on switch from Whatever Happened to Penny Candy
 - K-6 Core Knowledge History report by Mr. Ronen
 - Thrilling presentation of Henry VIII and the French Revolution at staff meeting promotes cross-curricular connections throughout school and enthusiasm among staff.
 - 7-12 History report by Mr. Mayer
 - Celebrations
 - Approach to history from perspective of gratitude
 - Practicing historians
 - Collaborations with elementary school via high-school staff lectures
 - Student performances on SAT and AP US History evidence of solid history instruction
 - Addition of Andrew Ketcham, newest instructor
 - Collaboration across dept. Re: assessments to best serve Liberty mission
 - Challenges
 - Some textbooks out of date and/or worn
- Athletic Director Report
 - As Chair of CHSSA soccer committee for Colorado, Mr. Knab advocated for shift to one-whistle system.
 - As a member of CHSSA Sportsmanship Committee, Mr. Knab inspired implementation of state-wide Sportsmanship Campaign.
 - Liberty's city-wide impact includes Mr. Knab as one of four to give input for future city park development.
 - Junior High and High School sports continuity - success
 - Elementary sports coordination with city teams
 - Goal to increase usable space, coordination with City of Fort Collins
 - Soccer field improvements
 - Good coaching, team leading to increased participation
 - Crowd funding with goal for athletics to eventually be self-sufficient
 - Student-Data Privacy impacts to online registration
 - Booster Club best practices
 - New sports at Liberty: swimming
 - CHSSA classifications, Liberty expected to remain 3A

UNFINISHED BUSINESS

- Mr. Grant moved *to approve the 2019/2020 Amended Budget* with a second by Ms. Diehl.
 - Ms. Brossia reported the CKCS Foundation voted to appropriate \$345,000 from Fund 26 to Liberty Common School. Receipt of these funds is included in the amended budget.
 - Be it resolved by the Board of Directors of Liberty Common School, that the amounts shown in the following schedule be appropriated to each fund as specified in the Amended Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020.
 - General Fund
 - Charter School Fund 11 – \$11,048,251
 - Special Revenue Fund
 - Student Athletics Fund 23 – \$260,826

Student Non-Athletic Student Activities Fund 28 – \$203,354
CKCS Foundation – \$345,000

- Capital Projects Fund
 - PSD Bond Fund 41 – \$150,659
 - Capital Reserves Fund 43 – \$802,372
 - All in favor; the 2019/2020 Amended Budget is approved and adopted.
- Mr. Grant moved *to approve the authorization resolution of Fund 43* with a second by Ms. Kottwitz.
 - BE IT RESOLVED, that the Liberty Common School Board of Directors authorize the following expenditures out of the Capital Reserve Capital Projects Fund (Fund 43).
 - 2745 Minnesota Drive, Fort Collins, CO 80525
EXPENDITURES – \$329, 872
 - Deck Project \$119,300
 - Carpet \$74,101
 - Office Remodel \$29,494
 - Replace Sealant Joints \$52,105
 - Remaining HS FF&E for Expansion \$19,872
 - Security/Safety – Door Locks at Upper School \$15,000
 - Security Cameras \$20,000
 - 1725 Sharp Point Drive, Fort Collins, CO 80525
EXPENDITURES
 - Elementary Carpet \$106,609
 - Elementary HVAC \$174,350
 - Elementary Deck \$26,000
 - Elementary Replace Sealant Joints \$23,041
 - Soccer Field Improvements \$50,000
 - Vehicles
 - Bus \$67,500
 - Security Vehicle \$25,000
 - All in favor; the authorization resolution of Fund 43 is approved and adopted.
- Ms. Kottwitz moved *to approve the proposed Liberty Common School Bylaws* with a second by Mr. Grant.
 - Per Bylaws, revision was communicated via *Liberty Common Sense* to community in advance.
 - All in favor; motion is adopted.
- Ms. Barber moved *to refer the proposed Kindergarten Policy to the Academic Advisory Committee for further review* with a second by Ms. Diehl.
 - AAC requested opportunity for further review.
 - All in favor; motion is adopted.

NEW BUSINESS

- Liberty Common School 2020/2021 School Calendar Review
 - Review led by Mr. Churchill
 - January vote will be to approve start/end dates and holiday breaks. Note that the proposed start date is two weeks before Labor Day, the graduation ceremony is not Memorial Day weekend, and holiday breaks do align with PSD.
- Mr. Grant moved *to approve Clifton Larson Allen (CLA) as the 2019/2020 Auditor* with a second by Ms. Diehl.
 - The lead auditor is retiring at Hinkle and Company.
 - Efficiencies are expected from using PSD's auditor, CLA.
 - FAC recommends this change; the Director of Finance agrees.

- All in favor; motion is adopted.

SUB-COMMITTEE REPORTS

- Academic Advisory Committee – Ms. Barber
- Financial Advisory Committee – Ms. Brossia and Mr. Grant for Mr. Kreikemeier
 - FAC meeting very well-attended
 - Discussion on consistent financial oversight within FAC
 - Sections 9 in Policies Manual to be reviewed by Mr. Schaffer with proposals to come.
 - PERA changes will impact employee take-home pay
- Development Committee – Ms. Kottwitz
 - Letter Campaign in progress
 - Campaign Champions encouraged
 - Soiree scheduled for Friday, March 27 with goal to raise money (higher price point)
 - Soiree suggestions may be sent to Mr. Harkey
 - Communications
 - Ms. Kottwitz moved *to approve the Significant Financial Initiatives – Planning Flowchart* with a second by Mr. Friesen.
 - Mr. Harkey was thanked for his significant and thoughtful contributions in the creation of this board tool.
 - No objections, motion is adopted.
- Political Committee – Mr. Friesen
 - Colorado League of Charter Schools – 2020 Legislative and Policy Priorities
 - Mr. Schaffer appealed to parents for involvement in Colorado Association of School Boards via Common Sense
 - Possible future collaboration of Political Committee and Parent Ed. Committee
- Student Data Privacy Committee – Ms. Notarfrancesco
 - Ms. Hunt researching issues related to Google products
 - Contract vendors
- Parent Education Committee – Ms. Diehl
 - JUNTO
 - Book Clubs
 - *Assassination Generation* with Mr. Ronen
 - *Why Johnny Can't Tell Right from Wrong* with Paulette Hansen
 - *Conflict of Visions* with Ms. Diehl
 - *Screenagers II* scheduled for Tuesday, February 11 at 6:30 p.m.
- Governance Committee – Ms. Notarfrancesco / Ms. Brossia
 - BOD leadership pipeline
 - Elections in spring
 - January Strategic Planning Session on Saturday, January 25, 2020
- Soccer Committee Update – Mr. Churchill
 - LCS soccer field improvements will be scheduled for summer of 2020.
 - LCHS soccer field will move to Stewart Case Park in the short term with hopes for use of East Community Park in the long term.
- Building Corporation Liaison – Ms. Diehl
 - Hail damage
 - Possible rent increase and/or pay down debt and/or purchase of asset
 - HVAC improvements

TOP THREE ITEMS FOR COMMON SENSE NEWSLETTER – None

ADJOURN – The meeting adjourned at 9:04 p.m.