

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

June 25, 2020

Join Zoom Meeting:

By Computer: <https://libertycommon.zoom.us/j/92091067472>

By Phone: Call +1 346 248 7799, enter Meeting ID: 920 9106 7472#

**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
  - Casey Churchill
  - Sandy Stoltzfus
  - Katrina Brossia
  - Bev Hanawalt
  - Bill Kranz
  - Brett Harkey
  - Rick Wrona
  - Brode McDonald
- Guests: Liberty Parent – Amy Stump, BOD Member Elect – Todd Arndorfer, College Counseling – Diane Campbell

**CALL TO ORDER**

- The meeting was called to order by Ms. Notarfrancesco at 6:01pm.
- Ms. Kottwitz requested an addition to the agenda to approve Mr. Grant and Mr. Wrona as signers of LCS bank accounts.
- Ms. Kottwitz moved to approve the agenda as modified with a second by Ms. Diehl.
- None opposed, agenda is approved.

**STAFF AND COMMUNITY COMMENT**

- Amy Stump, Liberty parent and local clinical pharmacist spoke on the topic of diversity in Liberty's Great Books lists.

**ROUTINE BUSINESS**

- The Regular Meeting Minutes of May 28, 2020 are approved with no corrections.
- The Special Meeting Minutes of January 25, 2020 are approved with no corrections.
- The Special Meeting Minutes of June 3, 2020 are approved with no corrections.

**ADMINISTRATION AND DEPARTMENT REPORTS**

- Headmaster Report
  - Mr. Schaffer summarized the monthly Headmaster Report. Topics included:
    - Personnel changes
    - Security
    - Facilities
    - Hillsdale's Barney Charter School Initiative – Liberty named Showcase School
    - Federal Cares Act funds
    - Pandemic response
    - CDE request of PII student attendance data
  - All questions were answered.

- College Counseling Report
  - Ms. Campbell summarized the yearly College Counseling Report. Topics included:
    - Colleges understand Liberty curriculum, culture, etc.
    - Many test-optional schools for admissions, not typically for merit aid
    - *The Choice* – Book highlights two Liberty students
    - College visits – Mostly canceled for fall
  - All questions were answered.
- School Security Report
  - Mr. Wrona summarized the yearly Security Report. Topics included:
    - Security/safety objectives
    - Internal & external security
    - Emergency response
    - External locks
    - LifeSpot security mobile application
  - All questions were answered.

### UNFINISHED BUSINESS

- Ms. Notarfrancesco moved *to amend Chair and Vice Chair titles in LCS Policies Manual as presented* with a second by Mr Grant.
  - All in favor; motion is adopted.

### NEW BUSINESS

- Mr. Kreikemeier moved *to approve FY20 Supplemental Budget II* with a second by Mr. Grant.
  - All in favor; motion is adopted.
- Mr. Kreikemeier moved *to approve FY20 Appropriation Resolution* with a second by Mr. Grant.

- **Transfer of Funds**

Charter School Fund 11	(\$700,000)
Capital Reserves Fund 43	\$700,000
Charter School Fund 11	(\$240,000)
Special Revenue – Student Athletics Fund 23	\$240,000
Charter School Fund 11	(\$50,000)
Special Revenue – Non-Athletic Student Activities Fund 28	\$50,000

- **Expenditures**

General Fund – Charter School Fund 11	\$10,934,388
Special Revenue Fund – Student Activities Fund 23	\$215,000
Special Revenue Fund – CKCSF Fund 26	\$464,000
Special Revenue Fund – Non-Athletic Student Activities Fund 28	\$203,354
Capital Projects/PSD Bond Fund 41	\$150,659
Capital Projects Fund – Capital Reserves Fund 43	\$575,000

- **TOTAL APPROPRIATION**

**\$16,440,355**

- All in favor; motion is adopted.
- Mr. Kreikemeier moved *to approve CKCSF Resolution to Donate Funds to Fund 11* with a second by Mr. Grant.
  - The Board of Directors of CKCSF resolved to donate \$100,000 from the CKCSF account to Liberty Common School for the purpose(s) of subsidizing fundraising expenses including, but not limited to: Director of Fundraising position, annual fundraising appeal, and Spring Gala.
  - All in favor; motion is adopted.
- Mr. Kreikemeier moved *to approve FY21 Budget* with a second by Mr. Grant.
  - Mr. Kreikemeier led discussion.

- All questions were answered.
- All in favor; motion is adopted.
- Mr. Kreikemeier moved *to approve FY21 Appropriation Resolution* with a second by Mr. Grant.
  - **Transfer of Funds**

Charter School Fund 11	(\$50,000)
Special Revenue- Non-Athletic Student Activities Fund	\$50,000
  - **Expenditures**

General Fund – Charter School Fund 11	\$12,083,152
Special Revenue Fund – Student Activities Fund 23	\$250,000
Special Revenue Fund – CKCSF Fund 26	\$30,000
Special Revenue Fund – Non-Athletic Student Activities Fund 28	\$281,759
Capital Projects/PSD Bond Fund 41	\$150,659
Capital Projects Fund – Capital Reserves Fund 43	\$40,000
<b>TOTAL APPROPRIATION</b>	<b>\$12,835,570</b>
  - All in favor; motion is adopted.
- Ms. Notarfrancesco moved *to approve the 2020/2021 Strategic Plan* with a second by Ms. Kottwitz.
  - Discussion surrounding amendment of “stability” to “strength and flexibility”
  - All in favor; motion is adopted as amended.
- Newly Elected Board Members
  - Ms. Notarfrancesco led swear-in oath.
  - Ms. Diehl and Mr. Arndorfer recited oath.
- 2020/2021 BOD Officer Elections
  - Ms. Kottwitz nominated Ms. Notarfrancesco to the role of Board Chair with a second by Mr. Grant.
    - All in favor; Ms. Notarfrancesco is elected to the role of Board Chair.
  - Ms. Kottwitz nominated Ms. Diehl to the role of Board Vice-Chair with a second by Mr. Grant.
    - All in favor; Ms. Diehl is elected to the role of Board Vice-Chair.
  - Ms. Kottwitz nominated Ms. Barber to the role of Board Secretary with a second by Ms. Diehl.
    - All in favor; Ms. Barber is elected to the role of Board Secretary.
  - Mr. Arndorfer nominated Mr. Grant to the role of Board Treasurer with a second by Ms. Kottwitz.
    - All in favor; Mr. Grant is elected to the role of Board Treasurer.
- Ms. Kottwitz moved *to approve 2020/2021 Committee Leadership as recommended by Ms. Notarfrancesco* with a second by Ms. Diehl.
  - Academic Advisory Committee – Ms. Barber
  - Financial Advisory Committee – Mr. Grant
  - Development Committee – Ms. Kottwitz
  - Political Committee – Mr. Friesen
  - Student Data Privacy Committee – Mr. Arndorfer
  - Expansion Committee – Ms. Notarfrancesco
  - Governance Committee – Ms. Notarfrancesco
  - Parent Education Committee – Ms. Diehl
  - Building Corporation Liaison – Ms. Diehl
  - All in favor; motion is adopted.

- Ms. Kottwitz moved *to add Charles Grant and Rick Wrona as signers to Liberty Common School bank accounts and remove Brad Kreikemeier as signer to same with a second by Ms. Diehl.*
  - All in favor; motion is adopted.

### **SUB-COMMITTEE REPORTS**

- Academic Advisory Committee – *no meeting, no update*
- Financial Advisory Committee – Mr. Kreikemeier
  - Year-to-date financials
  - Cares Act funds
- Development Committee – Ms. Kottwitz
  - Fundraising
  - Marketing (website, *Liberty Common Sense*, social media)
- Political Committee – Mr. Friesen
  - Charter Advocacy
  - Parental Rights, Student Data Privacy, and SB163
- Expansion Committee – Ms. Notarfrancesco
- Student Data Privacy Committee – *no meeting, no update*
- Parent Education Committee – Ms. Diehl
  - Events on hold
  - FAQ on website
- Governance Committee – Ms. Notarfrancesco
  - Effectiveness
  - Communication
  - Encouragement of BOD member participation in meetings
- Building Corporation Liaison – Ms. Diehl
  - Hail damage completion date of August 1, 2020

**The meeting was adjourned at 8:35pm.**