

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

February 27, 2020

Liberty Common High School

2745 Minnesota Drive Dr. Fort Collins, CO

- BOD:
  - Kelly Notarfrancesco, Chair
  - Tricia Diehl, Vice-Chair
  - Brad Kreikemeier, Treasurer
  - Elizabeth Barber, Secretary
  - Aislinn Kottwitz
  - Ben Friesen
  - 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: Rick Wrona, LEGO robotics team members, AST Department, Corey and Ann Cinabro, Staci Langford

**CALL TO ORDER**

- The meeting was called to order by Ms. Notarfrancesco at 6:02 p.m.
- Ms. Diehl moved *to move student recognition to the beginning of the meeting due to the large number of visitors* with a second by Ms. Barber.
- None opposed; agenda approved as amended.

**STUDENT RECOGNITION**

- Numerous Liberty First Lego League robotics teams were recognized for their outstanding accomplishments.
- Tami O'Malley and Lisa Fraser were commended for their extraordinary volunteer coordination of the high school robotics tournament hosted by Liberty.

**STAFF AND COMMUNITY COMMENT**

- Ann Cinabro, mother of four Liberty students, spoke on the topic of the importance of prioritizing ethics in school discipline.

**ROUTINE BUSINESS**

- The minutes of January 30, 2020 are approved with no corrections.

**ADMINISTRATION AND DEPARTMENT REPORTS**

- Headmaster Report – Mr. Schaffer
  - Adam Smith Week at College of Charleston – 5<sup>th</sup> grade team will attend, complements AmeriTowne unit
  - National Merit Finalists – Congrats to Kobe Douglas, Simon Hempel-Costello, and Paige Moore
  - CLCS President Ben Lindquist on Administrative Leave
  - Casey Churchill, official board nominee for CLCS
  - National Classical Education Symposium hosted by Great Hearts in Phoenix -

- Will be attended by a dozen or so Liberty teachers and administrators with the goal of enriching understanding of the classical, liberal arts in both the theoretical and practical dimensions of curriculum and pedagogy
- Parlor Night – A lovely showcase of musical performances
- Media attention following many high-profile visits to both campuses
- Hillsdale College Job Fair
- Hiring Needs for 2020-21
  - LCHS will hire instructors for Engineering/Math as well as PE/Health.
  - LCS will hire three TAs and a daytime custodian.
  - Headmaster Schaffer desires to hire a Chief Operating Officer with goal of hire date by June 1<sup>st</sup>. Ms. Brossia plans shift to half-time employment. Board plans to consider approval of new COO position in March.
- AST Department Report
  - LCS Matt Kazy reports a strong team at the elementary school.
  - LCHS Janice Garland reports that she is also blessed and gifted with a team that is both passionate about students and possesses a wide array of skills. This deeper bench has given Mrs. Garland the necessary time to provide socio-emotional work with students as needed.
  - Early literacy development
    - Half of elementary team attended CDE’s READ conference with valuable break-out sessions on phonics instruction, vocabulary, Multi-Tiered System of Supports (MTSS) best practices, and reading comprehension strategies.
    - Progress monitoring software was successfully implemented which is essential to efficacy as a team.
  - 9<sup>th</sup> Hour help is available to all students (Tier 1 support); the STAT team refers students to other levels of the multi-tiered support system (Tiers 2 and 3).
  - 7<sup>th</sup> and 8<sup>th</sup> grade students know AST support is available to them without fear of stigma.
  - A parent-friendly guide to 504 plans will be developed by the AST.
  - AST desires to host a teacher workshop to further train staff on twice-exceptional, ASD, ADHD, and specific learning disabilities.
  - Mrs. Garland and Mr. Kazy are pleased that Gen Ed teachers at Liberty are cooperative, responsive, and willing to listen & learn.
  - Several board members expressed appreciation of AST’s consistently knowledgeable and thorough care of students and their families.
  - Mr. Schaffer spoke to Liberty’s unique environment of freedom that allows for innovative solutions that are necessary to meet accessibility needs of individual students.
  - Mr. Schaffer praised AST for displaying the fruit of prudence. Rules & regulations, policies & procedures can strangle, but prudence sets people free.

### **UNFINISHED BUSINESS**

- Ms. Barber moved *to approve the presented addition to LCS Policies Manual section 7.7 Kindergarten Philosophy* with a second by Ms. Kottwitz.
  - No discussion.
  - All in favor; motion is adopted.
- Ms. Barber moved *to approve the presented amendment to LCS Policies Manual section 7.11 Mathematics Policy* with a second by Ms. Kottwitz.
  - No discussion.
  - All in favor; motion is adopted.
- Ms. Barber moved *to approve the presented amendment to LCS Policies Manual section 7.18 Students Under ECEA 12.00* with a second by Ms. Kottwitz.
  - Ms. Stolftus led discussion. Clarification of procedures in new policy will allow

- it to be implemented with fidelity.
- All in favor; motion is adopted.

## **NEW BUSINESS**

- Consideration of Grievance from Cinabro Family
  - Ms. Notarfrancesco confirmed: all Liberty board members received and thoroughly reviewed all documents submitted by the Cinabro family prior to the meeting.
  - No motion.
- LCS Policies Manual *9.1 Fundraising Policy* – First Reading
  - Mr. Harkey addressed questions.
  - Board will vote in regular March meeting.
- LCS Policies Manual *9.2 Financial Condition Policy* – First Reading
  - Mr. Kreikemeier led brief discussion.
  - Board will vote in regular March meeting.
- LCS Policies Manual *9.3 Investment/Cash Management Policy* – First Reading
  - Mr. Kreikemeier led brief discussion.
  - Board will vote in regular March meeting.
- LCS Policies Manual *10.0 Use of School Facilities* – First Reading
  - Mr. Schaffer addressed questions.
  - Board will vote in regular March meeting.
- LCS Policies Manual *11.0 External Communications* – First Reading
  - Mr. Schaffer addressed questions.
  - Board will vote in regular March meeting.
- Review of 2019/2020 Supplemental Budget
  - Mr. Kreikemeier led brief discussion.
  - Board will vote in regular March meeting.
- Review of 2020/2021 Preliminary Budget
  - Ms. Brossia reports KPIs are improved. Mr. Kreikemeier will provide KPI report to BOD before next month.
  - Board will vote in regular March meeting.

## **SUB-COMMITTEE REPORTS**

- Financial Advisory Committee – Mr. Kreikemeier
  - Mr. Kranz providing Power BI software support to Ms. Brossia.
  - KPI report draft in progress and will be forthcoming.
- Academic Advisory Committee – Ms. Barber
- Development Committee – Ms. Kottwitz
  - Sunset Soiree – Help needed!
    - Greeters
    - Ticket sales
    - Individual invites to friends
    - Wine and/or whiskey donation procurement
  - Alumni Giving Challenge
- Political Committee – Mr. Friesen
  - Proposed anti-charter legislation would remove legacy component of lottery enrollment among others challenges to charter schools. This bill is not yet in committee and has no name.
  - Idea to share Mr. Schaffer's JUNTO presentation with wider audience
  - PSD Board President Christophe Febvre – LCS tour
  - Vaccination mandate bill would require 95% school compliance, requires reeducation for noncompliance, waives FERPA rights
- Student Data Privacy Committee – Ms. Notarfrancesco
  - Google alternatives – Internal and external options being considered

- Codify utilization of internal servers as the first option for housing data, therefore reducing the opportunity for data breaches – This is COMPLETE.
- Parent Education Committee – Ms. Diehl
  - Next meeting will be on February 28, 2020 at 8am.
  - Agenda includes next year's JUNTO and current book discussions.
- Governance Committee – Ms. Notarfrancesco
  - Please respond to Doodle poll for June Strategic Planning Meeting.
  - Board training for March – fundraising
  - BOD elections – managed by Mr. Grant
- Expansion Committee Update – Mr. Schaffer, no report
- Building Corporation Liaison – Ms. Diehl
  - Currently planning HVAC updates
  - Working on deck numbers

**TOP THREE ITEMS FOR COMMON SENSE NEWSLETTER** – Mr. Friesen; due 3/4.

- AST Department highlights
- Political Update
- Highlights of Mr. Schaffer's JUNTO presentation

**ADJOURN** – The meeting adjourned at 8:37 p.m.