

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

August 27, 2020

Liberty Common High School

2745 Minnesota Drive Dr. Fort Collins, CO

For those unable to attend in person, please join via Zoom:

By Computer: <https://libertycommon.zoom.us/j/92889306140>

By Phone: Call +1 346 248 7799, enter Meeting ID: 928 8930 6140

**ATTENDANCE**

- BOD:
  - Kelly Notarfrancesco, Chair
  - Tricia Diehl, Vice-Chair
  - Charles Grant, Treasurer
  - Elizabeth Barber, Secretary
  - Ben Friesen
  - Aislinn Kottwitz
  - Todd Arndorfer
- Administration:
  - Bob Schaffer (left early)
  - Sarah Hunt
  - Torgun Lovely
  - Kathleen Kearney
  - Robert Robinson
  - Casey Churchill
  - Sandy Stoltzfus
  - Katrina Brossia
  - Bev Hanawalt
  - Bill Kranz
  - Brett Harkey
  - Rick Wrona
  - Brode McDonald
- In-Person Guests: Liberty Parent – Paulette Hansen
- Remote-Access Guests: Liberty Parent – Dana Ulrey

**CALL TO ORDER**

- The meeting was called to order by Ms. Notarfrancesco at 6:00pm.
- Mr. Grant requested an addition to the agenda to vote on a resolution to fund the LCHS HVAC project.
- Ms. Diehl moved to approve the agenda as modified with a second by Mr. Arndorfer.
- Modified Agenda – Approved

**STAFF AND COMMUNITY COMMENT**

- Paulette Hansen expressed appreciation for efforts to return students to in-person learning.

**ROUTINE BUSINESS**

- Regular Meeting Minutes of June 25, 2020 – Approved (no corrections)

**ADMINISTRATION AND DEPARTMENT REPORTS**

- Headmaster Report
  - Mr. Schaffer summarized the monthly Headmaster Report. Topics included:
    - *The Abolition of Man* summer reading led by Jeremy Tullius
    - Graduation of 2020
    - CLCS renewal

- Personnel issues
- Enrollment and lottery
- Effective strategies to improve traffic flow in hallways
- Technology improvements
- Communications
- Faculty dedication to mission despite pandemic-related challenges
- Social distancing and masks
- All questions were answered.

## **NEW BUSINESS**

- Yearly Headmaster Support/Evaluation – Assigned to Ms. Notarfrancesco
- 2020/21 AAC Voting Membership
  - Ms. Barber moved *to approve the 2020-2021 AAC Voting Membership as defined in the agenda item cover sheet* with a second by Mr. Grant.
  - Ms. Barber explained the proposed virtual membership of two founding parents.
  - Roll call vote:
    - Mr. Arndorfer – AYE
    - Ms. Barber – AYE
    - Ms. Diehl – AYE
    - Mr. Friesen – AYE
    - Mr. Grant – AYE
    - Ms. Kottwitz – AYE
    - Ms. Notarfrancesco – AYE
  - All in favor; motion is adopted.
- Colorado League of Charter School Membership Vote
  - Mr. Friesen moved *to approve Liberty's 2020-2021 Colorado League of Charter Schools membership* with a second by Ms. Kottwitz.
  - Discussion of Pros/Cons led by Mr. Friesen
    - Autonomy
    - Cost vs. Benefit Analysis
  - Ms. Kottwitz moved *to table CLCS Membership vote indefinitely* with a second by Mr. Grant.
    - Roll call vote:
      - Mr. Arndorfer – AYE
      - Ms. Barber – AYE
      - Ms. Diehl – AYE
      - Mr. Friesen – AYE
      - Mr. Grant – AYE
      - Ms. Kottwitz – AYE
      - Ms. Notarfrancesco – AYE
    - All in favor; motion is adopted.
  - Motion *to approve Liberty's 2020-2021 Colorado League of Charter Schools membership* is tabled indefinitely.
- Approve Campus Security Teams
  - Ms. Diehl moved *to approve the Campus Security Team as defined in Mr. Wrona's letter to the Board* with a second by Ms. Kottwitz.
  - Roll call vote:
    - Mr. Arndorfer – AYE
    - Ms. Barber – AYE
    - Ms. Diehl – AYE

- Mr. Friesen – AYE
    - Mr. Grant – AYE
    - Ms. Kottwitz – AYE
    - Ms. Notarfrancesco – AYE
  - All in favor; motion is adopted.
- Resolve to Fund LCHS HVAC Improvements
  - Mr. Grant moved *to resolve to approve the expenditure of \$235,000 from the Liberty Common School FY 2020-2021 Fund 11/Operating Budget for the Purpose of Improving Health and Welfare of Students, Faculty, and Staff at Liberty Common High School* with a second by Ms. Kottwitz.
  - Discussion led by Mr. Grant. All questions were answered.
  - Roll call vote:
    - Mr. Arndorfer – AYE
    - Ms. Barber – AYE
    - Ms. Diehl – AYE
    - Mr. Friesen – Recused (due to association with preferred bid)
    - Mr. Grant – AYE
    - Ms. Kottwitz – AYE
    - Ms. Notarfrancesco – AYE
  - All in favor; motion is adopted.
  - BE IT RESOLVED that Liberty Common School’s Board of Directors supports and approves the expenditure of \$235,000 of Fiscal Year 2020-2021 operating funds from the School’s Fund 11 Account to pay for the products and services associated with the option that best provides for improved air quality and temperature control at Liberty Common High School.

## **UNFINISHED BUSINESS**

- None

## **SUB-COMMITTEE REPORTS**

- Academic Advisory Committee
  - Ms. Barber reported on behalf of the AAC. Topics included:
    - Vote on AAC officers
    - Calendar of meetings
    - New parent members
    - Two new history elective course proposals
    - Policy review
  - All questions were answered.
- Financial Advisory Committee
  - Mr. Grant reported on behalf of the FAC. Topics included:
    - Monthly KPIs
    - Fund 22 (CRF and ESSER funds)
    - New Auditor
    - Separate bookkeeper for CKCSF proposed
    - Fundraising/Messaging
  - All questions were answered.
- Development Committee
  - No August meeting
  - Ms. Kottwitz reported on behalf of the Development Committee. Topics included:
    - Fundraising Options (choose one)
      - Expansion Fund

- Master Teacher Fund
  - Covid-Related Fund
    - Alumni Online-Giving Challenge – Scheduled for October
    - Fall Event – None (due to Covid restrictions on large gatherings)
    - Communications Efforts – Stalled (due to personnel change)
  - All questions were answered.
- Political Committee
  - Mr. Friesen reported on behalf of the Political Committee. Topics included:
    - Charter Advocacy
    - CLCS Membership
    - CAC (Charter Advocacy Coalition)
    - School Choice
  - All questions were answered.
- Expansion Committee
  - Ms. Notarfrancesco reported.
  - Will convene in October.
- Student Data Privacy Committee
  - Mr. Arndorfer reported. Topics included:
    - Zoom
    - Staff compliance
    - Encrypted email
  - All questions were answered.
- Governance Committee
  - Ms. Notarfrancesco reported. Topics included:
    - Strategic Plan
    - BOD training topics
    - Review of BOD Member terms
- Parent Education Committee
  - Ms. Diehl reported.
  - Committee efforts are paused and will be reevaluated in October.
- Building Corporation Liaison
  - Ms. Diehl reported.
    - Hail repair
    - Non-voting member recommendations

**TOP THREE ITEMS FOR COMMON SENSE NEWSLETTER** – Owner: Ms. Notarfrancesco

**ADJOURN** – The meeting was adjourned at 8:17pm.