

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

September 24, 2020

Liberty Common High School

2745 Minnesota Drive Dr. Fort Collins, CO

- BOD:
  - X Kelly Notarfrancesco, Chair
  - X Tricia Diehl, Vice-Chair
  - X Charles Grant, Treasurer
  - Elizabeth Barber, Secretary
  - X Ben Friesen
  - X Aislinn Kottwitz
  - X Todd Arndorfer (left early)
- Administration:
  - X Bob Schaffer
  - X Sarah Hunt
  - X Torgun Lovely
  - X Kathleen Kearney
  - X Robert Robinson
  - X Casey Churchill
  - X Sandy Stoltzfus
  - X Bev Hanawalt
  - X Bill Kranz
  - X Brett Harkey
  - X Rick Wrona
  - X Brode McDonald
  
- Guests: Liberty Parent and Student – Tami O’Malley and Shawn O’Malley; Science Dept. – Dawn Karr, Jeanie Bradley, Gwen Sullivan, John Parsons, Angela Horton, and Jenna Allen; Engineering Dept. – Kay Lannen

**CALL TO ORDER**

- The meeting was called to order by Ms. Notarfrancesco at 6:01 p.m.
- Approve Agenda – Approved

**STAFF AND COMMUNITY COMMENT** – None

**ROUTINE BUSINESS**

- Approve Minutes – August 27, 2020 – Approved

**ADMINISTRATION AND DEPARTMENT REPORTS**

- Headmaster Report – Mr. Schaffer
  - Mr. Schaffer summarized the monthly Headmaster Report. Topics included:
    - Coronavirus Relief Fund
    - Student attendance data exemption
    - Safety drills
    - Larimer Co. Health Department relationship – positive
    - AST – PSD not allowing Special Services in our buildings
    - Parent-Teacher Conferences in October
    - Remote learning and in-person student data – transition
    - Virtual Grandparents Day – November 24<sup>th</sup> – details to follow
- Science & Engineering Departments Reports
- Mrs. Kay Lannen reported for the Engineering Department.
  - Goal – improve visibility in our school community for top senior design projects
  - Space needs – classroom, project, and clean work areas)
  - Equipment needs – long-term replacement plan for equipment
- Mrs. Dawn Karr and team reported for the Science Department.

- Goal – assess current status and how to be the best in the state at teaching science
- AP score review – CollegeBoard currently intends to reinstate in-person testing for Spring 2021

### **UNFINISHED BUSINESS** – None

### **NEW BUSINESS**

- FY20-21 Fundraising Focus – Vote – Ms. Kottwitz
  - Ms. Kottwitz moved to support a teacher-focused fundraising campaign for 2020-2021; Mr. Friesen seconded.
  - Discussion of Pros/Cons led by Ms. Kottwitz
    - A future long-term goal of 3-5 years to reach outside donors
    - Internal focus preferred this year
      - Covid
      - Master-Teacher Fund
        - Continued education/professional development
        - Ideas to fund teacher bonuses
      - Expansion
  - Next steps – small committee of BOD and admin to detail plan
    - Mr. Schaffer
    - Ms. Kottwitz
    - Mr. Grant
  - Roll call vote:
    - Mr. Arndorfer – AYE
    - Ms. Diehl – AYE
    - Mr. Friesen – AYE
    - Mr. Grant – AYE
    - Ms. Kottwitz – AYE
    - Ms. Notarfrancesco – AYE
  - All in favor; motion is adopted.
- LCHS New Courses Approval: Western Civilization: Middle Ages and Western Civilization: Renaissance & Reformation – Vote – Ms. Barber
  - Ms. Notarfrancesco moved to approve the addition of these two new electives; Mr. Grant seconded. Discussion led by Ms. Notarfrancesco.
  - Roll call vote:
    - Ms. Diehl – AYE
    - Mr. Friesen – AYE
    - Mr. Grant – AYE
    - Ms. Kottwitz – AYE
    - Ms. Notarfrancesco – AYE
  - All in favor; motion is adopted.
- Audit Update – Mr. Grant
  - Status: On Course
- Fund 43 Capital Improvement Schedule Review – Mr. Grant
  - Terracon Report – Adjusting years of renovations to capitalize on efficiencies, valuable schedule of building needs

### **SUB-COMMITTEE REPORTS**

- Academic Advisory Committee – Ms. Barber – No Meeting/No Report
- Financial Advisory Committee – Mr. Grant
  - Replacement for Ms. Brossia – Sara Siegrist of Abacus will contract
  - Fund 11 – HVAC and CRF reimbursement

- Amended budget – soccer field, key FOBS, HVAC (more to come on this)
- Debt reduction – from FY19-20 fundraising efforts
- Data pipeline – passed from PSD
- Development Committee – Ms. Kottwitz
  - \$322,000 raised FY19-20 (exceeded fundraising campaign goal of \$300,000)
  - Long-term and timely decision on fundraising focus needed
  - Crowdfunding – student groups and sports fundraising tool available
  - Alumni challenge coming soon – create a culture of giving
- Political Committee – Mr. Friesen – No Meeting/No Report
- Expansion Committee – Ms. Notarfrancesco – No Meeting/No Report (starts Oct.)
- Governance Committee – Ms. Notarfrancesco
  - Fundraising – overview next month
  - Building Corp. – new codify next month
- Student Data Privacy Committee – Mr. Kranz (for Mr. Arndorfer)
  - No meeting
  - Attendance data exemption – success
  - Athletics – privacy
  - Encrypted email – pursuing more information
- Building Corporation Liaison – Ms. Diehl
  - No meeting
  - Hail repairs wrap up
  - Soccer field and City

**TOP THREE ITEMS FOR COMMON SENSE NEWSLETTER** – Ms. Diehl

- Supporting our teachers, admin, and staff
- Student attendance data exemption
- Fundraising goal success

**ADJOURN**

- Ms. Notarfrancesco adjourned the meeting at 8:17 p.m.