

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

March 25, 2021

Liberty Common School

1725 Sharp Point Drive, Fort Collins, CO

**ATTENDANCE**

- BOD:
    - Kelly Notarfrancesco, Chair
    - Tricia Diehl, Vice-Chair
    - Charles Grant, Treasurer
    - Todd Arndorfer, Secretary
    - Ben Friesen
    - Aislinn Kottwitz (late)
    - Elizabeth Barber
  - Administration:
    - Bob Schaffer
- |  |
|--|
| <input checked="" type="checkbox"/> Sarah Hunt       |
| <input checked="" type="checkbox"/> Torgun Lovely    |
| <input checked="" type="checkbox"/> Kathleen Kearney |
| <input type="checkbox"/> Robert Robinson             |
| <input checked="" type="checkbox"/> Casey Churchill  |
| <input type="checkbox"/> Sandy Stoltzfus             |
| <input checked="" type="checkbox"/> Bev Hanawalt     |
| <input checked="" type="checkbox"/> Bill Kranz       |
| <input checked="" type="checkbox"/> Brett Harkey     |
| <input checked="" type="checkbox"/> Rick Wrona       |
| <input checked="" type="checkbox"/> Brode McDonald   |

- Guests: Deb Cross, Sarah Siegrist – Abacus, Art Department - Erin Grandprey, Tracy Nichols, Meg Salazar and Rex Seiple. Cindy Skalicky joined by phone at 7:24pm.

**CALL TO ORDER**

- The meeting was called to order by Ms. Notarfrancesco at 6:02 pm.
- Agenda
  - Moved parent survey topic to April and approved the agenda.

**STAFF AND COMMUNITY COMMENT**

- None

**ROUTINE BUSINESS**

- Approved Minutes – February 25, 2021 as presented.

**DEPARTMENT REPORTS**

- Art Department
  - Ms. Grandprey, Ms. Nichols, Ms. Salazar and Mr. Seiple reported on behalf of the Art Department. Topics included:
    - 5<sup>th</sup> year for Festival Ideas event - organized by Ms. Salazar. Adapted to online platform and maintained attendance. Established new practice of collecting further reading list from the speakers.
    - More space continues to be a want
    - Continuity, flexibility, and proactivity in case of remote learning
    - Re-ordering some curriculum has led to unforeseen benefits in learning
  - All questions were answered

**SUB-COMMITTEE REPORTS**

- Financial Advisory Committee – Mr. Grant

- ESSER II guidelines changing – asking for more clarification.
- PPR and MLO will be a little higher than planned for remainder of this fiscal year
- Discussed ideas for use of reserves athletic fields and facilities ideas
- Monthly financials looking good and strongly in the black

### **ADMINISTRATION REPORTS**

- Headmaster Report – Mr. Schaffer
  - Mr. Schaffer reported. Topics included:
    - Won Daniels Fund grant to fund one FTE to document Liberty way electronically for our and other school’s benefit. Posting made for candidates.
    - Multiple Liberty participants in the National Classical Symposium. Science this year’s focus. Used as a teambuilding exercise as well.
    - Attended two recent job fairs and identified several teaching candidates.
    - HS Lyceum focused on cheating given recent incidents.
    - Extremely high gas bill received for February for both schools – investigation continuing.

### **UNFINISHED BUSINESS**

- None

### **NEW BUSINESS**

- Middle Ages Textbook approval as recommended by AAC. Moved by Ms. Barber and seconded by Ms. Diehl. All in favor – motion adopted.
- First Review 2021/2022 Preliminary Budget – Mr. Grant
  - Expect ~10% increase in PPR
  - Funded pupil count projected as flat
  - Recent MLO increase not yet reflected (~\$120k more)
  - Project 6% increase in total revenue
  - Discussed Liberty to PSD teacher salary comparison
  - 4.7% increase in expenses proposed to focus primarily on teacher salary increases
- Headmaster performance evaluation process overview – Ms. Notarfrancesco
  - Steps reviewed
- Board Election Update – Mr. Arndorfer
  - Two candidates
  - Both recommended by Headmaster
  - Candidates made a brief statement and answered questions
  - Motion by Ms. Notarfrancesco to approve the candidates. All in favor – approved.
  - Two open seats, so candidates are uncontested and election is automatic.
- Parent Survey Review – Ms. Diehl
  - Deferred until April meeting.

### **SUB-COMMITTEE REPORTS (cont’d)**

- Academic Advisory Committee – Ms. Barber

- Did not meet in person in March due to availability but approved textbook recommendation by email.
- Development Committee – Ms. Kottwitz
  - Liberty Gives day March 10 was very successful
  - Attained all matching grants
  - \$414k YTD, 29% over best year ever
  - Need Board to define next fundraising objective
- Political Committee – Mr. Friesen
  - Advocacy legislative victories
- Expansion Committee – Ms. Notarfrancesco
  - Discussed whether to communicate with wait list families about decision to delay expansion.
- Governance Committee – Ms. Notarfrancesco
  - Board effectiveness mid-year survey results shared
  - Strategic Planning Session held on January 30<sup>th</sup>
- Student Data Privacy Committee – Mr. Arndorfer
  - No meeting this month
- Parent Education Committee – Ms. Diehl
  - Additional round of edits to info night presentation. Should be final soon.
- Building Corporation Liaison – Ms. Diehl
  - Working on plans for outdoor projects

**TOP THREE ITEMS FOR COMMON SENSE NEWSLETTER** – Owner: Ms. Kottwitz  
(due April 20<sup>th</sup>)

- Broadening Liberty’s influence through Festival of Ideas growth
- Art Department adaptability
- Highlight protecting student data privacy wins

**Executive Session**

Mr. Grant moved at 8:30p to adjourn to Executive Session Pursuant to C.R.S. 24-6-4-2A(4). All in favor – motion adopted.

Ms. Notarfrancesco moved to adjourn the Executive session at 9:11p and resume the normal Board meeting. All in favor – motion adopted.

**ADJOURN** – The meeting adjourned at 10:31pm