

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

December 16, 2021

Liberty Common High School

2745 Minnesota Drive, Fort Collins, CO

**ATTENDANCE**

- BOD:
  - Kelly Notarfrancesco, Chair
  - Tricia Diehl, Vice-Chair
  - Charles Grant, Treasurer
  - Todd Arndorfer, Secretary
  - Ben Friesen
  - Elizabeth Barber (for subcommittee reports)
  - Cindy Skalicky
- Administration:
  - Bob Schaffer
  - Sarah Hunt
  - Torgun Lovely
  - Kathleen Kearney
  - Robert Robinson
  - Casey Churchill
  - Sandy Stoltzfus
  - Bev Hanawalt
  - Bill Kranz
  - Brett Harkey
  - Rick Wrona
  - Chris Reynolds
- Guests: Sarah Siegrest – Abacus. Mr. Mayer, Mr. Skerjanec, Mr. Ronen and Ms. Cardenas for the History Department. Mr. Schulte for the Athletic Department. Adam Macy.

**CALL TO ORDER**

- The meeting was called to order by Ms. Diehl at 6:02pm.

**STAFF AND COMMUNITY COMMENT**

- None

**ROUTINE BUSINESS**

- Approved Board Meeting Minutes – November 18, 2021 as presented.

**ADMINISTRATION AND DEPARTMENT REPORTS**

- History and Economics Department Report – Mr. Mayer
  - Concerted effort to aid our students in the analysis of primary source material
  - Implementation of writing portfolios in AP US History is helping improve student's composition skills.
  - Specific topic history workshops with the elementary teachers continue to improve instruction and continuity between the grade and high school.
  - Need to replace some textbooks due to wear and to bring them up to date
- Athletic Department Report – Mr. Reynolds
  - Have hired 14 new members of the department with candidates who value our co-curricular approach to athletics
  - Have completed our first season of evaluations of all coaches and staff considering our co-curricular approach
  - Strong participation in men's basketball and women's volleyball necessitated try outs.

- Concerns include continuing PSD facility scheduling challenges, high gym usage and improving communication channels
- Planning to add golf and wrestling for both men and women in the next year
- Headmaster Report – Mr. Schaffer
  - Topics included:
    - Incoming 6<sup>th</sup> and 8<sup>th</sup> grade parent info nights very successful
    - Sent letter to CDE in response to notice that Liberty’s reading program is not approved by CDE. Highlighted that our Core Knowledge curriculum has scientific basis and proven performance. Good follow-up conversation with CDE.
    - Several members of the administration planning to attend CLCS March 1 and 2
    - Admin and House retreats planned for Jan 15-17. Suggested that the BOD should have a parallel retreat
    - Strong performances of *The Crucible* and *Annie Get Your Gun* led by Mr. Skerjanec
    - Daniels Fund interested in having Liberty be a host site for nascent national Civics Bee competition
- NWEA Similar Schools Report – Mr. Churchill
  - Overall, our students are doing very well – top three in most subjects
  - Continued strong achievement with improved growth over the last three years
  - These growth improvements are across nearly all grade levels and achievement bands and are due to the improvements implemented at the grade school several years ago

### **UNFINISHED BUSINESS**

- 2021-22 Amended Budget Review – Vote – Mr. Grant
  - Moved by Mr. Grant. Seconded by Mr. Arndorfer
  - Approved 4 – 0
- 2022-23 School Calendar – First Review – Mr. Churchill
  - Discussion about whether to have three full weeks for Christmas or do partial weeks since Christmas and New Year’s fall on Sunday

### **NEW BUSINESS**

- None

### **SUB-COMMITTEE REPORTS**

- Academic Advisory Committee – Ms. Barber
  - Latin program review
    - Continue monitoring increased focus on translation skills
    - May reduce focus on NLE prep to dedicate more time to instruction
    - May shift struggling students to Latin 1 in a later grade to enable strengthening their English skills first
  - Need to update policies manual to reflect current foreign language practice
  - Considering means of assessment of Foreign Language Department success
  - Dr. Robinson working on a consolidated electronic record of approved classes and textbooks
- Financial Advisory Committee – Mr. Grant

- Audit report still not complete, in CLA's hands, expected to be complete by early January
- The final report will be a clean audit, but the delay might have impact if we were to pursue a new bond - investigating
- Our delay is contributing to PSD's audit delay but not the only reason
- Revenues on track and expense slightly below budget through November
- Development Committee – Ms. Skalicky
  - Annual Campaign "Let Them Play" letters arriving in mailboxes this week
  - \$60k raised so far this school year
  - Narrowed grant pursuit for "Let Them Play" to four or five key organizations
  - State Farm grant requires voting to win final stage – administration supportive of promoting this voting in late August
  - Website revamp resource investigation underway
- Political Committee – Mr. Friesen
  - No update
- Governance Committee – Ms. Diehl for Ms. Notarfrancesco
  - Third strategic planning session scheduled for Jan 29 site being selected
  - BOD election coming up in March.
  - 501c3 decision made. Next steps:
    - Whether to incorporate as non-profit in CO – Mr. Wrona recommends yes
    - Effective when – Mr. Wrona recommends 7/1/2022
    - Need to create new bank accounts if incorporate and likely want to streamline the number of accounts
    - Need to decide governance structure and pass by-laws– same as today or modified
    - Create policies which may be our existing by-laws
    - Notify PSD and our bond holders and amend charter and bonds
- Student Data Privacy Committee – Mr. Arndorfer
  - No update
- Parent Education Committee – Ms. Diehl
  - Volunteer students helping with Feb 7 Junto marketing
- Building Corporation Liaison – Ms. Diehl
  - Attended City of Fort Collins athletic fields meeting with Mr. Reynolds.

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

- Grants effort
- Fundraising efforts

**ADJOURN** – The meeting adjourned at 8:51pm