

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

May 31st, 2018

Teacher's Lounge, Liberty Common School
1725 Sharp Point Dr. Fort Collins, CO

Attendance: Aislinn Kottwitz, Kelly Notarfrancesco, Tricia Diehl, Paulette Hansen, Bob Schaffer, Becky Rickers, Sandy Stoltzfus, Casey Churchill, Joel Goeltl, Patrick Albright, Brad Kreikemeir, Torgun Lovely, Dr. Robert Robertson, Katrina Brossia

Guests: Craig Horton, Sarah Hunt, Jonathan Chan, Dave Lunn, Kathleen Kearney.

CALL TO ORDER

- Approve agenda 6:05M.
Patrick Albright moved to make the Music Department Report to the first item. Kelly Notarfrancesco motioned and Paulette Hansen Seconded, motion passed unanimously.

Music Report-

Dave Lunn-

- Overview of the teachers and grade development of levels.
- Review of what it takes to be successful in AP music classes and the core of what is covered in this type of class.
- Overview of the musical performances over the whole year and their successes.
- Department goal that they want to find ways to keep the students involved in music in whatever capacity they can. Try to align the performances for success and high achievement but still keeping in mind that they goal is to keep kids involved.
- New ideas- HS-Changing 9th period from study hall to a variety of musical group opportunities,
- Elementary Ideas- Exchange day with the teachers going to the different school(HS to Elem, etc) Have the elementary have more exposure to the HS band. Helps the younger kids stay interested in music in the long run.
- Needs-2 new keyboards, piccolo and an auditorium.
- Concerns- bottle neck going into 7th grade. Low numbers coming into Jr. high. kids are feeling they need to take a study hall and so are having to opt out of band in favor of study hall. The department is working to be flexible to try to work with kids to accommodate their academic needs.

STAFF AND COMMUNITY COMMENT

ROUTINE BUSINESS

- Approve minutes – April 26th, 2018 Regular Meeting
Aislinn Kottwitz moved and Kelly Notarfrancesco seconded, passed unanimously.

ADMINISTRATION AND DEPARTMENT REPORTS

- Headmaster Report – Mr. Schaffer
 - Bill Kranz- promoted to Director of Information Technology
 - CCU Job Fair- Made some good contacts and high quality teacher contacts. Very promising event and contacts for the future.
 - Summer staff and admin reading- *Proust and the Squid: The Story and Science of the Reading Brain* by Maryanne Wolf.
 - Fundraising Position- Mr. Schaffer will be posting and leading this effort shortly.

- Exchange students- Six student set for next year. This program continues to be successful overall. Having these exchange students adds to the Liberty community in many ways.
- Financial Operations Manager Report – Ms. Brossia
 - IT-Meeting as a whole with the new team lead by Mr. Kranz to start things off positively by planning improvements and incorporating further understanding for all members involved. A Consultant was hired to evaluate the current system and capitalize on the investment planning for future infrastructure, staff support, classroom functioning.
 - Operations-Focus this years is system improvement and online registration being lead by Bev Hanawalt.
 - Finance- Maintaining the BBB- business rating. This is great news and really an acknowledgement of the hard work by our FAC, Business Operations Manager, Business Services Team and the whole finance team.
 - Core Knowledge Foundation- Filed as required by May 15th.
 - Audit-We will be doing the Building Core piece early so that it is all completed in preparation of PSD deadlines.
- Elementary School Principal Report – Mr. Churchill
 - NWEA- Great news our scores in 5th grade math have improved and are more inline with the other grades scores. Great work to all the 5th grade teachers, Mr. Churchill and Ms. Turner.
 - New Teachers- Grade teachers have all been hired and still looking for a few part time positions. All have been invited to the Singapore Math training in July.
 - Nordson Grant-Has applied for \$10,000 grant for science models.
 - New Core Knowledge based art purchased and placed around school.
- Elementary School Assistant Principal – Ms. Stoltzfus
 - AST-Transition meetings have occurred for the students going onto 7th grade.
 - TA-Marnie Dame taking a leadership role with training and development of TA's. Adding continuity and professional development for these positions. Four openings for TA's this coming year.
- High School Principal Report – Mr. Lovely
 - Staffing-Still have some positions and interviews coming up.
 - NWEA Scores reviewed-
 - Review end of the year events

NEW BUSINESS

- Resolution to move additional \$150k from Fund 11 (Operating) to Fund 43 (Capital improvements) based on the projected year-end financial position.– Mr. Goeltl
 - Mr. Goeltl moved, Kelly Notarfrancesco seconded, passed unanimously.
- Ratification of Board Election Results – Ms. Hansen
 - Paulette Hansen moved to ratify Aislinn Kottwitz and Patrick Albright for additional terms on the Board of Directors, Brad Kreikemeir seconded, passed unanimously.
- Charter Renewal – Mr. Kreikemeier
 - Progressing with the Charter Renewal. Asking for a 25 year renewal. Meeting again at the beginning of June. This will become a regular agenda item until this is completed.
- Distribution of Board Self-Evaluation – Ms. Hansen
 - Survey-Has sent out the previous survey for review. Any edits need to be sent over my Monday.
- Revised economic policy (first reading) – Ms. Notarfrancesco

UNFINISHED BUSINESS

- None.

SUB-COMMITTEE REPORTS

- Financial Advisory Committee – Mr. Goeltl
 - Year to date review
 - Discuss of long term plans for the building.
 - Audit-new calendar and reviewed monthly.
- Academic Advisory Committee – Ms. Notarfrancesco
 - Mr. Seiner will continue to be the Chair and Mr. Kem shall continue to be the secretary.
 - Working to add additional members at the high school and elementary school
 - Economic Policy Review
 - Great Books List review based on teacher feedback. Committee will review the possible changes, additions.
- Parent Education – Ms. Hansen
 - June 15th is our next meeting
 - Library work is continuing in purge and moved.
 - Staff engagement ideas- Mr. Ronen has some commonly asked questions from teachers and commonly asked questions on the survey. Brainstorm ideas of relaying the additional information to staff and parents.
- Strategic Planning – Ms. Kottwitz, Mr. Albright
 - Looked at best practices for review of Strategic Plan. Considering twice a year review. No changes would be made at the review only check in and alignment. Annually at the retreat would be the only time appropriate to change the Strategic Plan. Would like to have some sort of measurements in place to gauge how we are doing on the Strategic Plan. Potential review could be November and April and would be a proactive meeting not a reactive assessment. Aislinn will draft a short policy to outline these intentions and then add to the calendar.
- Fundraising – Ms. Notarfrancesco
 - Review of annual fundraising amounts and distribution of events.
 - Fundraising Culture-practices and improvement opportunities.
 - Fundraising Strategic Plan-Review the monthly cycle of fundraising events, planning and review of fundraising.

TOP THREE ITEMS FOR MONDAY NOTES – Ms. Notarfrancesco

EXECUTIVE SESSION

- Discussion of personnel matters in accordance with state statute CRS 24-6-402(4)(f)(I & II)
- Patrick Albright moved and Paulette Hansen seconded, all in favor. 8:12pm

ADJOURN

9:15pm