

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

August 17, 2017

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

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

Guests: None

Absent: None

**CALL TO ORDER**

- Approve agenda
- Albright; Move to approve agenda
- Motion seconded by Goeltl; No discussion
- Agenda approved

6:06 p.m.

**STAFF AND COMMUNITY COMMENT**

No comments

**ROUTINE BUSINESS**

- Approve minutes – June 15, 2017 Regular Meeting
  - Albright; Move to approve minutes
  - Motion seconded by Kottwitz; No discussion
  - Minutes approved

**ADMINISTRATION AND DEPARTMENT REPORTS**

Financial Operations Manager Report- Ms. Brossia reported

- New insurance plans to be offered to the staff, requiring staff members to pay a portion of insurance.
- Fiscal year ended with 1.8% surplus to budget, which meets S&P parameter of 1-2%.
- Fundraising Year over Year has decreased by 37%.
- New website live as of July 24<sup>th</sup>. Improvements will continue to be made.
  - Main school phone number needs to be added to LCHS page.
- PSD sent required audit information to LCS on August 18<sup>th</sup> (due 9/30).

Elementary Principal Report – Mr. Churchill reported

- Academics
  - Fifth grade math NWEA scores continue downward trend
    - All fifth grade teachers attended Singapore Math training July 31<sup>st</sup>
    - Each fifth grade teacher to receive a copy of Liping Ma's *Knowing and Teaching Elementary Mathematics* for review

- Fifth grade team and Churchill to meet with Singapore Math consultant September 5<sup>th</sup> to determine observation and mentoring plan for 2017/18 school year.
    - Churchill and consultant to review math curriculum monthly to compare with Singapore curriculum. Many additions to the curriculum have been made throughout the years and some may need to be deleted.
  - CMAS data available and being reviewed.
    - Fifth grade scores across math, ELA and science are all low.
    - Third grade ELA scores low.
    - Churchill to discuss with teachers and report back to BOD in September meeting on the reasons for the deltas.
- Staff
  - Plans to cover front office responsibilities with minimal disruption to current team during periodic absence of Mrs. Russell.
  - Staff Resignations:
    - Jen Hopkins, Health Tech
    - Anne Hooker, 1st grade TA
    - Jessica Radford, AST coordinator
    - Erin Dean, AST
    - Libby Greco, AST
  - Melissa Miller hired as new Health Tech, Amie Schissler hired as new 5<sup>th</sup> grade TA
  - Nicole Ranstrom hired as new first grade TA, replacing Mrs. Hooker.
  - AST team now managed by Sandy Stoltzfus and includes Matt Kazy from LCHS and new hire Kimberly Diebel as Special Education Interventionist
- Facilities
  - Track resurfacing complete
  - Kindergarten playground complete
  - New school electronic sign installation complete
  - Remodeling/door relocations complete
  - New fencing and concrete work complete
- Connie Behr Memorial
  - Churchill and Notarfrancesco to work together to memorialize Mrs. Behr with a library book donation project. Denise Benz also available to assist.

#### Elementary Assistant Principal Report – Mrs. Stoltzfus reported

- Transitions
  - LCS Assistant Principal will have administrative oversight of the elementary AST team.
  - Matt Kazy to be AST Coordinator of the elementary school, Janice Garland will continue as AST Coordinator of LCHS. LCS AST Coordinator will act similar to the role of the department heads and will supervise the AST paraprofessionals.
  - Team focus for the year will be unity, both within the elementary school and between the elementary and high school.

- Special recognition of the expertise and dedication of AST staff-Anna Broskie as a Singapore math expert, Lisa Murphy and Rhonda Hilpert as reading and grammar experts.

#### H.S. Principal Report - Mr. Schaffer reported

- Staff
  - Job posted for LCHS evening custodian
  - Mrs. Diane Campbell hired as part time college advisor. She comes highly regarded from her previous position at Fossil Ridge High School.
  - Additional new hires: Brian Stefanovic (Computer Science, Engineering, Math part time), David Garcia (Dean of Study).
- Facilities
  - Windows damaged by vandals have been replaced
  - Office/storage/workspace enhancements near completion
- Training
  - Staff training on first day back to take place on a bus headed for Alliance, Nebraska. Staff will observe complete solar eclipse and enjoy the finest Nebraska hospitality.
- Economics speaker from the Ayn Rand Institute has been booked.

#### Assistant Principal Report—Mr. Lovely reported

- Standardized Testing Results
  - SAT results LCHS second in the state with a 1180 average score
  - PSAT results LCHS first in the state
  - High school will add a new standardized test for seniors, called the Classical Learning Test. Test is more aligned with the LCHS curriculum than the Common Core aligned SAT exams and will provide useful feedback.
  - No concerns with NWEA results
    - 7<sup>th</sup> grade math scores 90% in the fall, but increased to 95% by the spring.
  - AP tests have 86% pass rate (scores of 3+).
- Revised Bullying Policy reviewed. Will be added to the Parent/Student Handbook. Thanks to Sarah Hunt for revising policy.

#### **NEW BUSINESS**

- New Board Member Oath – Ms. Hansen administered
  - Congratulations and welcome to new BOD members Tricia Diehl and Brad Kreikemeier!
- BOD Officer Election and Committee Chair Determination – Ms. Hansen
  - BOD Chairman
    - Hansen; Move to approve Patrick Albright as BOD Chair
    - Motion seconded by Kottwitz
      - Upcoming chair should focus on PSD relationships, HM structure and Strategic Planning (Goeltl comments)
    - All in favor; none opposed; Albright approved as BOD Chair
  - BOD Vice Chairman
    - Goeltl; Move to approve Kelly Notarfrancesco as BOD Vice Chair

- Motion seconded by Hansen; No discussion
    - All in favor; none opposed; Notarfrancesco approved as BOD Vice Chair
  - BOD Treasurer
    - Kottwitz; Move to approve Joel Goeltl as BOD Treasurer
    - Motion seconded by Notarfrancesco
      - BOD thankful for incredible work by Goeltl
      - Needs to work this year on transferring role to another BOD member. Kreikemeier?
    - All in favor; none opposed; Goeltl approved as BOD Treasurer
  - BOD Secretary
    - Notarfrancesco; Move to approve Tricia Diehl as BOD Secretary
    - Motion seconded by Kottwitz; No discussion
    - All in favor; none opposed; Diehl approved as BOD Secretary
  - Committee Chairs
    - Financial Advisory Committee-Joel Goeltl
    - Academic Advisory Committee-Kelly Notarfrancesco
    - School Accountability Committee-Paulette Hansen
    - Strategic Plan-Aislinn Kottwitz
    - Fundraising-BOD needs to determine fundraising strategic plan
- Headmaster Job Description – Ms. Notarfrancesco reported
  - Minor edits made
  - Notarfrancesco to bring updated description for a vote in September
- Student Sexual Misconduct Policy Update – Mr. Churchill reported
  - Table policy changes for a committee to review
  - Committee of Kottwitz/Notarfrancesco/Schaffer to create new policy and recommend next steps
- Reading and Literacy Policy Update – Ms. Notarfrancesco reported
  - AAC determined a discrepancy between the LCS Reading and Literacy policy and its implementation at the elementary school.
  - Clarification wording changes made to current policy. Proposed changes were reviewed with no recommended adjustments.
  - Proposed Reading Policy change will be brought to BOD for a vote in September-Notarfrancesco to own.

### **UNFINISHED BUSINESS**

- 2017-18 BOD Calendar Vote – Ms. Hansen
  - Albright; Move to approve minutes
  - Motion seconded by Notarfrancesco
    - Discussed amending bylaws to move calendar adoption from September to the previous June meeting.
  - All in favor, None opposed. Calendar approved

### **SUB-COMMITTEE REPORTS**

- Financial Advisory Committee – Mr. Goeltl reported
  - Motion to amend the 2017-2018 BOD calendar for the month of August to delete the Facilities Improvement 10 Year Plan

- Goeltl; Move to approve motion
  - Motion seconded by Albright
    - Mr. Goeltl noted that no change to the 10 Year Facilities improvement plan adopted April/May
  - All in favor; None opposed. Motion approved
- Concerns regarding fundraising, as current levels are down from prior years. Need to maintain fundraising levels where possible.
- Athletics fund at appropriate level at this time, will review in spring 2018.
- Reviewed the Resolution to Establish Fund Balance Policies as Required by GASB 54. First reading will take place in September BOD meeting. Mr. Goeltl to own.
- Academic Advisory Committee – Ms. Notarfrancesco reported
  - Economics Subcommittee
    - Reviewed elementary economics curriculum, particularly the use of three Uncle Eric books: *Whatever Happened to Penny Candy*, *Whatever Happened to Justice* and *What Would Thomas Jefferson Think About This?*
      - Books were being used as stand-alone texts, which was not the original intent.
      - Teachers will work to determine which sections of the books will be incorporated in to each grade. Recommendations to come to the AAC for review in September or October.
    - Founders Dr. Maureen Schaffer and Dr. Randy Everett to develop a first revision economics policy for AAC review.
  - Reading Policy
    - Updates to the policy to clarify implementation specifics detailed in New Business section above.
    - AAC requests that the BOD direct the librarian to acquire an appropriate number of copies of each book on the LCS Reading Lists.
- School Accountability Committee – Parent Education – Ms. Hansen reported
  - Slight edits made to the *What Liberty Parents Should Know* booklet.
    - Copies provided to new LCS families and staff
  - Planning a Parent Education Committee kickoff meeting soon.
- Strategic Planning – Ms. Kottwitz reported
  - Need to schedule annual strategic planning session.
    - Albright to own scheduling; to be decided within a week (by 8/24).
- Fundraising – Ms. Notarfrancesco reported
  - Information discussed as a part of the subcommittee chair determination. No additional updates discussed.

### **TOP THREE ITEMS FOR MONDAY NOTES**

- Election of new BOD members
- Election of new BOD officers and committee chairs

- Explanation and description of committees
- Ms. Hansen to author; due date 8/30

**EXECUTIVE SESSION**

Discussion of personnel matters according to state statute CRS 24-6-402(4)(f)(I & II)

**ADJOURN**

Regular BOD session adjourned at approximately 10:30pm