

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

June 15, 2017

Library, Liberty Common School  
1725 Sharp Point Dr. Fort Collins, CO

Attendance: Paulette Hansen, Patrick Albright, Joel Goeltl, Kelly Notarfrancesco, Casey Churchill, Sandy Stoltzfus, Bob Schaffer, Torgun Lovely, Becky Rickers

Guests: Melina Shafer, Cassidy Hraban, Brad Kreikemeier, Tricia Diehl, Debbie Wood, Dr. Randy Everett

**CALL TO ORDER**

- Approve agenda 6:05 p.m.
- Mr. Albright: Move to approve agenda
- Motion seconded, no discussion

**STAFF AND COMMUNITY COMMENT:** High School counselor – suicide awareness

**ROUTINE BUSINESS**

- Approve minutes – May 11, 2017 Regular Meeting
  - Minutes approved (Albright motion, Notarfrancesco second)(conditional approval based on adjustment noted by Ms. Hansen)

**ADMINISTRATION AND DEPARTMENT REPORTS**

- Financial Operations Manager Report
  - No questions on or changes noted to what was submitted to Ms. Brossia (submitted package)
- Elementary Principal Report – Mr. Churchill reported
  - Staff: Ms. Kleen is leaving for another opportunity, Ms. Behr has retired, new teachers being on-boarded
  - Mill levy funding – Waiver Transparency -Review of what should be documented to ensure compliance with Bob
  - Summer theatre camp on site (June), summer camps in July
  - Facilities- Track re-surfacing is complete, fencing, concrete work in process, new sign out front, roof fixes, kindergarten playground in process
  - NWEA assessment data in review
  - Filling open students by grade, assessments in process
- H.S. Principal Report – Mr. Schaffer reported
  - Staff: New hires in Chemistry/Physics, English full and half time instructors, still open positions for evening custodian and college advisor – capture names
  - Facilities actions – office and storage area re-working / long term storage of student records / 3D printing separate corral / vacant lot mowed
  - Recognized other school concerns.....
  - Colorado Geography bee winner (Henry – very positive feedback on what is being taught to prepare and the national contest feedback / example of what we do at Liberty Common School
- Dean of Academics– Ms. Stoltzfus reported
  - Attrition rate seeing consistent with prior year / Seeing retention efforts may be gaining traction
  - Working through the new grade point system scale and great progress this summer (new GPA in effect for 2018 class)

- Appreciation for the team acknowledged
- Asst. Principal Report—Mr. Lovely reported
  - Art show / Concert together pilot was a success
  - Test scores will be coming in later in the summer
  - Saw plagiarism issues at the end of the year – watching this issue
  - King Soopers card / film club PSA – great feedback
- College Planning Report 7:00pm
  - Adding half time college advisor to support increased # of students
  - College acceptance report included which captures the different schools accepting LCHS students
  - Looking at different strategies to see where can keep improving processes to add more value for the students
  - Three students enlisted in the military this year.

### **NEW BUSINESS**

- Textbook review and vote- *Lessons for the Young Economist* by Robert Murphy-Ms. Notarfrancesco
  - Motion to approve by Ms. Notarfrancesco, 2<sup>nd</sup> by Mr. Albright
  - Roll call of BOD members: All yes
- Ratify 2017-2018 BOD Standing Committee Chairs – Ms. Hansen
  - Financial Affairs Committee
    - Mr. Goeltl to lead the FAC
  - Academic Affairs Committee
    - Ms. Notarfrancesco to lead the AAC
  - School Accountability Committee (School Improvement Committee-SIT) – proposed to add the Parent education / site improvement efforts under this committees direction
    - Ms. Hansen to lead the SIT/SAC
  - Strategic Planning Committee (Ms. Kotwitz to lead) - ad hoc committee
  - Fundraising committee – ad hoc committee (leader needed)
  - Charter renewal committee - ad hoc committee (leader needed)
- Year-end student assessment results review – Mr. Churchill and Mr. Schaffer
  - 2017 NWEA Spring scores. Elementary school- Seeing 5<sup>th</sup> grade math scores below average. Saw similar performance in this space the prior year. Agreed that talking with parents to get their inputs are could be an input point that may help
  - Report tracks compares of Liberty norms of 2013-2014 years as a baseline for trend starting point through to 2016-2017 school year - Current year with three years of a compare trend point
  - High School data scores show solid results. Teachers and admin are familiar with the students and can see where areas of focused drivers of help may be needed.
  - 95% of 7th graders are at or above grade level according to NWEA assessment levels
  - 9<sup>th</sup> grade math – 100% of students at or above norm grade level Mean RIT
  - Number of students per grade helps highlight in the NWEA reporting where the focus needs to be. Can highlight the students may be struggling, structural concerns or curriculum reviews.
- Review 2017-2017 BOD calendar – Ms. Hansen –
  - Preliminary BOD calendar presented – review and discussion
  - Requested review of Financial reporting dates to capture the new requirements – Mr. Goeltl took this action item

- Suggested to keep the monthly department reporting that is currently in place
  - Review of formatting requested
- Resolution Committing Remaining Daniel's fund money- Mr. Goeltl
  - Motion to approve by Mr. Goeltl, 2<sup>nd</sup> by Mr. Albright
  - Roll call of BOD members: All yes
- Organizational Structure – Creation of Headmaster position – Ms. Notarfrancesco & Mr. Goeltl
  - Motion to amend by-laws article 7 of the by-laws to add the headmaster position as submitted in the presentation submitted to the BOD per week of June 12<sup>th</sup> sent to BOD. 2<sup>nd</sup> by Mr. Goeltl
    - Requested amendment to change the title of “Business Manager” to “Financial Operations Manager” in the by-laws
  - Research shared on Headmaster history, why no HM role now, compares to other schools, Founder feedback, Past BOD Chair feedback, Financials
  - Roll call of BOD members: All yes

### **UNFINISHED BUSINESS**

- Board Self-evaluation Discussion – Ms. Hansen reported
  - Administration shared feedback points this year
  - Observations and themes discussed
    - Academic expertise an improvement item BOD should focus efforts on

### **SUB-COMMITTEE REPORTS**

- Financial Advisory Committee – Mr. Goeltl reported
  - Tracking 2016-2017 end of year to financial expectations ~1.9% surplus position
  - Insurance- Hosted HUB International to walk through several health insurance options for 2017-2018 – two main options entertained
  - 2016-2017 audit has begun – initial data captured and auditors will return for end of year testing completions – payroll, capital and cash testing
    - Ms. Brossia to update PSD on audit process
  - Financial policy updates – will revise in 2017-2018 year with clear statement regarding GASB 54 – FAC will submit updated policy wording to address this request
- Academic Advisory Committee – Ms. Notarfrancesco reported
  - Written policy on economics
- Strategic Planning – Ms. Hansen reported
  - Calendar planning needed for the next strategic session – Mr. Albright to lead this session
- Fundraising – Ms. Notarfrancesco reported
  - Ask of the team to review the gala spending receipts mailed – no return address on the envelopes

**ADJOURN** : 8:54pm