



THE CLASSICAL ACADEMY

BOARD OF DIRECTORS MEETING

MONDAY, SEPTEMBER 10, 2012, 6:00-9:00 P.M.

NORTH CAMPUS — TCA ROOM 2213/2214(SECONDARY)

The Classical Academy exists to assist parents in their mission to develop exemplary citizens, equipped with analytical thinking skills, virtuous character, and a passion for learning, all built upon a solid foundation of knowledge.

MINUTES

- I. Call to Order (6:00 p.m.)
 - Called to order 6:06pm
- II. Pledge of Allegiance / Roll Call
 - Board members present: Dr. Cameron (via phone), Mr. Carter, Dr. Leland, Mr. Kretchman Mr. Palmer, Mr. Pope , Dr. Woody.
 - Motion by Mr. Carter, second by Dr. Woody, to adjust September Agenda to move Consent Agenda item “c.” to Executive Session at end of the Board meeting and to move Board Subcommittee Report item “a” to regular October Board meeting.
 - Vote voice passed unanimously.
- III. Comments from the Audience (Audience members have 3 minutes to address the Board)
 - There were no comments from the audience.
 - 6:12pm Motion to move into Executive Session made by Mr. Kretchman, second by Mr. Carter.
 - Vote voice passed unanimously.
- IV. Executive session pursuant to C.R.S. 24-6-402(4)(h) for discussion of individual students where public disclosure would adversely affect the person or persons involved.
 - 7:37pm Motion to move out of Executive Session made by Dr. Woody, second by Mr. Carter.
 - Vote voice passed unanimously.
- V. Report of the Interim Executive Director & Cabinet Spotlights
 1. Academic Services Report
 2. Human Resources Report
 3. Operations Report
 4. Advancement Report
 5. Finance ReportMotion: to receive the report
 - Dr. Coulter presented the highlights of his written report. The following are a few of those highlights.
 - Discussed the possibility of hiring a 3rd security guard to help monitor Central campus
 - Committed to improving the North gym’s video and sound system.

- Realized the poor condition of the exterior of the Central Campus and wants to make Central as beautiful on the outside as parents, staff, and students have made it on the inside; the project will be conducted in two phases with phase one being completed by Christmas and phase two completed by the end of May.
- Dr. Cameron wondered if the pavement where the old modular would remain as it is (rough). Mr. Collins said it was complete and safe for children. Additional pavement would be cost restrictive.
- The Board requests that Administration provide two names to join the AWC (Accountability Working Committee).
- Dr. Coulter reminded the Board that he will provide them with the completed a final copy of the Academic Services Division Committee purpose and structure and that it is an administrative committee.
- Motion to accept the Interim Executive Director's written report was made by Mr. Pope, second by Dr. Cameron.
 - Vote voice passed unanimously.

VI. Consent Agenda

- a. Minutes: August
 - b. Additional Written Reports of the Executive Director and Cabinet
 1. Human Resources Report
 1. Matters Relating to personnel action
 2. Operations Report
 1. Ops Report
 2. Dashboard
 3. Advancement Report
 1. Stewardship Report
 4. Finance Report
 1. June Financials
 - c. Motion to Approve Compensation Proposal for Deputy Director and HR Director
 - Agenda item "c" moved Executive Session at the end of the meeting.
 - d. Initial Board Strategic Annual Calendar (2012-2013)
 - Agenda item "d" moved to regular October board meeting.
 - e. Motion to move October Board meeting date from Oct. 8 to Oct. 15
 - f. Motion to approve working session dates for 2012-2013
- Motion to accept the Consent Agenda as amended above made by Dr. Cameron with second by Mr. Carter.
 - a. Discussion: Dr. Cameron would like to see percentages of students rather than just a number of students to report on graphs in the dashboard and would like to know TCA's student rate of success on AP tests compared to D20 if it is available.
 - b. Looking at the advancement report, the Board felt that there are some philosophical discussions they need to hold and provide guidance concerning advancement and development and considered a committee to address the issue.
 - c. The working session dates for 2012-13 are September 24, November 26, January 28, April 1, and May 27. These sessions will be held at the Community Bible Study Building from 7:00 pm until 10:00 pm. The September 24 meeting will focus on updating the TCA Bylaws.
 - Vote voice passed unanimously.

VII. Discussion Agenda Items

Cabinet Level Reports:

- a. TCAP Detailed Report
 - Action: Peter Hilts
 - Motion: to receive the report
 - Rationale: to give more detailed update of TCAP results

- Mr. Hilts presented various visual graphs that compared and contrasted TCA student performance on reading, writing, math and science scores with those of District 20. The Board was impressed with the outcomes that showed that based upon TCA’s core values, teachers, instructional philosophy, parent involvement, and small class sizes that our students attain one of the best educations in the state and are meeting the expectations of the Board.
 - At The Classical Academy, our distinct educational philosophy includes what we teach (our classical curriculum), how we teach (our classical methodology), and measures of success (our assessment philosophy). Our commitment is that curriculum, instruction, and assessment must nurture the mind, body, and spirit of every student.
 - The state of Colorado is shifting from the first-generation statewide assessment program (CSAP) to a future system based on national common standards. Our current system, the Transitional Colorado Assessment Program (TCAP), is very similar to CSAP it has some minor variations related to academic standards and scoring.
 - In 2012, TCA TCAP scores exceed state and district averages on 40 out of 41 tests. Although our elementary scores start out in line with other schools, by junior high our students rise to the top of the district and increase their comparative excellence through high school. Our traditional junior high and high school as well as College Pathways perform at the top of the district. This year, we observed stable or improved scores in 25 tested areas, and moderate declines in 16 tested areas. The shifts in scores fall well within the normal variances TCA has experienced from year to year.
 - Even with our current and comparative success, we are very careful to keep test scores in proper perspective. We do appreciate and value strong performance on all sorts of academic measures. But in addition to helping students excel academically, we commit to developing exemplary citizens who are healthy, joyful, and virtuous—characteristics that cannot be measured directly by a standardized test.
 - The external assessment environment in Colorado is designed to measure school performance primarily based on student academic results. However, as we state in the preamble to our Core Values: “The foremost measure of our success now and in the future is how well we live up to the words of this document, and to a lesser extent by test scores, number of students enrolled, number of students on our waitlist, and other outside measures of success.”
- Mr. Hilts stressed that many aspects of TCA’s education model help create student success and that TCAP tests reflect only one of the many qualities we want to see in our students. Others include lifelong learning and developing a virtuous character.
- The Board thanked Mr. Hilts for presenting a complicated topic in an easily understood presentation.
- Motion to accept the Detailed TCAP Analysis Report made by Mr. Carter with second by Dr. Woody.
 - Vote voice passed unanimously.

b. HR Annual Report

Action: Marta Schulz

Motion: to receive the report

Rationale: to provide information about the departures and hires of TCA personnel and review TCA staff benefit programs.

- Mrs. Schulz presented various visual graphs to summarize the events that occurred within the Human Resources division during the 2011-2012 school year. She discussed the following items:
 - Turnover rates overall and amongst schools
 - 48 staff members completed exits interview; with 40 of them recommending TCA to other people as a good place to work.
 - TCA did lose some key administrative people.
 - The main reasons for staff departures this year were:
 - Pay
 - Instructional Philosophy concerns
 - Turmoil with Board and Lead Team
 - Medical plan premiums for staff and workers compensation
 - Substitute Program
 - This year we had a significant decrease in employee absences
- The Board was interested if HR had any data on whether it had an effective customer service program and next year would like to conflict resolution data for staff.

- The Board thanked Mrs. Schulz for the detailed report.
- Motion to accept the HR Annual Report made by Dr. Woody with second by Mr. Kretchman.
 - Vote voice passed unanimously.

Board Subcommittee Reports:

- a. Executive Director Evaluation Committee Report
 - Action: Steve Palmer
 - Rationale: to follow up with process and evaluation measures for Executive Director.
- Moved to regular October Board meeting.
- b. Permanent Executive Director Search Committee Report
 - Action: Kirk Cameron
 - Rationale: to update and approve search committee and search process
- Kirk provided an update
 - Board: Kirk Cameron, Jim Kretchman, Chris Carter,
 - Admin/Teachers/Staff: Wes Jolly, Candus Muir, Anna Shinnick, Hugh DiPretore, Amy Nelson, Blake Galvin, Nancy Lemmond, Betsy Brown, Dorothy Simpson.
 - Parents: Josh Dunn, Diane Pale
- Three questions from the committee for the board to provide feedback/input:
 - Does the Board want someone that is more of a leader / risk taker or supervisor/manager/care-taker?
 - Whose vision should the Executive Director carry, the board's or their own?
 - What type of rubric needs to be developed to evaluate prospective Executive Director candidates?
 - Mr. Cameron will send an e-mail out to the Board to solicit their inputs to the above questions.
- The Board needs to determine what search company to use and the amount of money to budget toward hiring a search committee.

Policy Review:

- a. Conflict Resolution Policy Review/Update
 - Action: Dr. Coulter
 - Rationale: to update the current conflict resolution policy to align with new structure
- When the Board approved of the new TCA organizational structure (the addition of the Academic Services Director), an additional level of adjudication within the current conflict resolution process grew apparent. Consequently, appeals from parents from the principal administrative level will be sent, first, to the Academic Services Director for review. If a solution is not agreed upon, then an appeal may be made to the Executive Director.
- Motion made by Mr. Carter with second by Mr. Palmer that the Board approve the first recommended motion and place on hold the second motion until after the new Bylaws are approved:
 - 1) The Board approves of the changes suggested by the Executive Director and will make the following changes to the Conflict Resolution Policy and announce them to the TCA staff, parents, and students:
 - Add another level of the conflict resolution (appropriate cabinet level director) to the Conflict Resolution Policy and Procedures (Conflict Resolution Chart; KE-TCA and Public Concerns and Conflict Procedures; KE-B-TCA).
 - Add another Conflict Resolution Appeals Form for the cabinet level director.
 - Change references from the President to the Executive Director in the Conflict Resolution Policies.
 - Add a question to the TCA Conflict Resolution Feedback Form concerning satisfaction with the cabinet level service.

Second recommendation on hold until Bylaw update completed:

- 2) The Board will review and reconcile its Board policies and task the Executive Director to review and reconcile the administrative policies to align them with the adjustments made to the 2012-2013 organization chart and the amended TCA Bylaws. Date to be completed: May 2013 Board meeting.
 - Vote: Dr. Cameron – Aye, Mr. Carter – Aye; Dr. Leland – Aye; Mr. Kretchman – Aye; Mr. Palmer – Aye; Mr. Pope – Aye; Dr. Woody – Aye. Motion passes.
- b. Election Proposal
 - Action: Jim Woody
 - Rationale: to consider the approval of previously discussed election policy changes
- Postpone until TCA Bylaws are updated and approved.
- c. FAC Proposal
 - Action: Jim Woody
 - Rationale: to review and approve
- Postpone until October regular Board meeting.

Executive Director Oversight Review:

- a. Interim Executive Director Goals
 - Action: TCA Board
 - Rationale: to develop and put in place specific goals for Interim Executive Director for 2012-13
- Dr. Leland noted Dr. Coulter’s desire to submit proposed Executive Director goals for 2012-2013 to Mr. Palmer to help develop the Executive Director Evaluation process.
- Dr. Cameron was excused to sign off the phone link at 10:45 pm.

Board Development and Assessment

- a. Board Development & Training
 - Action: The Board will listen to and respond to a short podcast on “Dirty Walls” presented by Dr. Brian Carpenter, nationally recognized expert on charter school board development and training.
- o The board listened to a podcast by Dr. Carpenter that challenged the board to evaluate whether or not the Board is focused on Governing or Managing?
 - a. Executing (what management does), leads to “How will” issues and questions.
 - b. Ensuring (what the board does), leads to “How well” issues and questions. For example, how often are the “how well” of student performance presented to the Board.
- b. Board Communication Planned
 - Action: Chris Carter
 - Rationale: to develop and approve of communication update to community
- TCAP Analysis and observations, including part of the educational philosophy.
- Board’s statement concerning Dr. Bohn. Dr. Woody and Dr. Leland met with Dr. Bohn.
- Motion to move into Executive Session made by Mr. Carter, with second by Mr. Palmer.
 - Voice vote passed unanimously.

VIII. Executive Session (if necessary)

- Executive session pursuant to CRS 24-6-402(4)(b, e, and f) to receive legal advice on specific legal matters, determining positions relative to matters that may be subject to negotiations, and personnel matters.
- Motion to move out of Executive Session made by Mr. Carter, with second by Mr. Palmer.

- Voice vote passed unanimously.

IX. Action related to personnel matters (if necessary)

- Motion by Mr. Carter, with second by Mr. Palmer, that the TCA Board approves the adjusted pay and benefits associated with the cabinet duties of the Human Resources Director, with appropriate cabinet level duties assigned by the Interim Executive Director. Also, the adjusted pay and benefits associated with the dual role of the Chief Operators Officer and...
 - Vote: Dr. Cameron – Excused, Mr. Carter – Aye; Dr. Leland – Aye; Mr. Kretchman – Aye; Mr. Palmer – Aye; Mr. Pope – Aye; Dr. Woody – Aye. Motion passes.

X. Adjournment

- At 11:58pm, Mr. Kretchman made a motion to adjourn the TCA Board meeting with second by Mr. Palmer.
- Motion passed unanimously via voice vote.

Minutes Approved by: _____ Date: _____