

THE CLASSICAL ACADEMY

BOARD OF DIRECTORS MEETING (OPEN TO THE PUBLIC)

MONDAY, SEPTEMBER 11, 2017, 6:00-8:35 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

Presentation/Question Time/Start Time

I. Call to Order (6:00 pm)

1 min (6:00) (6:00)

• The Chair (Mr. Moulton) called the meeting to order at 6:00 p.m.

II. Pledge of Allegiance/Mission/Roll Call

2 min (6:01) (6:01)

• Roll call: (Dr. Baker; Here // Mrs. Goin; Here // Dr. Jennings; Here // Mrs. Littleton; Here // Mr. Moulton; Here // Mr. Rudder; Here // Mrs. Van Vleet; Here) A quorum was present.

III. Approval of Agenda

2 min (6:03) (6:02)

- Motion: Mrs. Littleton moved to approve the agenda and was seconded.
- Discussion: None
- Vote: By a roll call vote of 7-0 the Board approved the motion. (Dr. Baker; Yea // Mrs. Goin; Yea // Dr. Jennings; Yea // Mrs. Littleton: Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)
- IV. **Comments from the Audience** (Audience members have 5 minutes to address the Board) 5 min (6:05) (6:03 (NOTE: Per procedural rules if more than one person is speaking on the same topic we request that one or two specific spokespersons speak on behalf of the group)
 - There were no comments from the audience

V. Comments from the Board of Directors

5 min (6:10) (6:03)

- Mrs. Littleton paid respects to victims and survivors of 911
- Mr. Moulton praised the administration's efforts to reduce dependence on smart phones by having students turn them in at the beginning of class

VI. Signs of Suicide Training Video

30 min (6:15) (6:05)

Action: (Sojourner)
Motion: (Info)

Rationale: to provide training consistent with all TCA staff

- Dr. Sojourner introduced the Signs of Suicide (SOS) movie
 - o Dr. Poland had suggested forming a task force to help develop ideas to curb suicides
 - One action the task force suggested was to implement SOS training
 - SOS is evidence based and proven to reduce suicides
 - All of our staff have at least seen the video and discussed SOS during in-service training
 - All secondary students will be trained
- Mr. Swanson will send out a link to the Board to finish viewing the SOS training video

VII. Report of the President & Cabinet Spotlights

10 min/5 min (6:45) (6:25)

Motion: (Info)

Rationale: to highlight cabinet activities (Pres., Ops, Academic Services, and Advancement).

- Dr. Sojourner highlighted the following items from his report:
 - The 95% testing requirement is still active at the federal government
 - CDE is still working with the U.S. DOE concerning this requirement
 - o Mike Donahue was a guest speaker at the JH/HS assembly
 - His message was about "Value Up"
 - We need to value ourselves first then we can value other

- Stressed that each of us has a unique and different story and that we should not judge others; judging others tends to lead to bullying and lack of respect towards diversity
- The assembly was well received by the students

o Central Campus ribbon cutting ceremony for the new field is this Monday at 8:20 am on the field

VIII. Consent Agenda

Board Directed items to be removed from Consent Agenda: none

Motion: (Vote) to accept the Consent Agenda

- A. July Financials (VanGampleare)
- B. Site Based Management Policy Review
 - Motion: Mrs. Littleton moved to accept the Consent Agenda and was seconded.
 - Discussion: None

• Vote: By a roll call vote of 7-0 the Board approved the motion. (Dr. Baker; Yea // Mrs. Goin; Yea // Dr. Jennings; Yea // Mrs. Littleton: Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)

IX. Minutes: August 14, 2017

2 min (7:03) (6:41)

3 min (7:00) (6:40)

Action: (Swanson)

Motion: (Vote) to approve the August 14, 2017 minutes Rationale: to provide a record of the Board meeting for files

- Motion: Mr. Rudder moved to approve the August 14, 2017 Minutes and was seconded.
- Discussion: None
- Vote: By a roll call vote of 7-0 the Board approved the motion. (Dr. Baker; Yea // Mrs. Goin; Yea // Dr. Jennings; Yea // Mrs. Littleton: Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)

X. Discussion Agenda Items

- A. Items removed from Consent Agenda
- **B.** Cabinet Level Reports

1. Operations Capital Construction Report (Monthly)

5 min/10 min (7:05) (6:42)

Action: (Tubb) Motion: (Info)

Rationale: to review progress on all TCA capital construction projects

- Mr. Tubb highlighted the following items form his report:
 - o Central Campus
 - \$3,400 under budget for the Central Campus renovation and addition
 - \$4,800 under budget for the Central Campus turf field
 - This was the first major project in the district completed using bond monies
 - o North Campus
 - Bid Package C, of the project costs, has now been determined and a GMP established
 - Due to increased construction costs and high subcontractor competition we needed to use \$3,000,000 of contractor and owner contingency funds to pay for the additional costs
 - The administration is still confident that the remaining contingency funds will be sufficient to cover unforeseen needs with the rest of the project
 - Projected completion/occupancy date for the project is August 20, 2018

2. **HR Annual Report

10 min/10 min (7:20) (6:51)

Action: (Schulz) Motion: (Info)

Rationale: to provide the Board with a yearly review of HR performance in accordance with TCA's Strategic Plan

- Ms. Schulz highlighted the following items form her report:
 - o Last year was a good year for our staff
 - o TCA had a very positive response from the employee climate survey
 - We employ various strategies to help retain our teachers in the midst of a statewide teacher shortage including:
 - Giving staff a role to play in our mission and vision; they are our primary resource to educate our students and need to feel that that they directly affect the mission and values of TCA each day
 - Teachers are our relational leaders in our school when it comes to students and parents
 - Empower staff to solve conflicts at the lowest levels
 - Communicate transparently with the staff
 - Continue to work towards improving salary and benefits
 - o 71 staff left last year and 47 filled out the exit survey
 - The major reasons for departing TCA include:

- Relocation (moving somewhere else)
- Family issues
- 11 staff members retired
- This year pay and benefits did not make the top 3 reasons for departure but still remains a concern
- Everyone who responded said they would recommend TCA as a place of employment
- We had an 84% retention rate which remains within the range of average as compared to both TCA trends and other local districts
- We were able to provide at a minimum, cost of living adjustments to all of our staff, and fully implement increases to teacher salaries in accordance with out TCA Teacher Pay System, as well as give all full time employees a \$550 returning bonus; less than full time employees were given a pro-rated returning bonus
- o We are still primarily self-insured for our medical benefits
 - Some of the major medical issues that affected our staff last year have been reduced
 - Although medical benefits for our staff can to be a challenge to manage, TCA
 employees continue to enjoy health benefit packages that are robust with
 premiums lower than industry trend

The President and Administration continue to allocate high levels of time and resources to the following general areas:

- Staff and their concerns
- Parent/student relationships
- Academics
- Salaries and benefits
- Safe and secure learning environment
- We must be continually aware of the educational environment we live in that impacts our ability to hire teachers including:
 - Certification requirement legislation that might affect TCA in the future
 - Changes to "Highly Qualified" requirements under ESSA (in field vs out of field stipulations)

C. Board Level Reports

1. Quarterly FAC Report

5 min/5 min (7:40) (7:11)

Action: (Goin, VanGampleare)

Motion: (Info)

Rationale: to review the current financial status of TCA

• The major point brought out was that the FAC feels more confident in the level and types of insurance TCA has for the school as a whole and for Board members to cover unforeseen circumstances

2. 2017-2018 TCA Board Meeting Calendar (Changes)

5 min/5 min (7:50) (7:14)

Action: (Moulton, Sojourner)

Motion: (Vote) to approve changes to the Board Meeting Calendar Rationale: to add two additional working sessions to the calendar

- Motion: Mrs. Van Vleet moved to approve the changes to the Board Meeting Calendar and was seconded.
- Discussion: None
- Vote: By a roll call vote of 7-0 the Board approved the motion. (Dr. Baker; Yea // Mrs. Goin; Yea // Dr. Jennings; Yea // Mrs. Littleton: Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)

3. Recruit New Board Members

10 min (8:00) (7:16)

Action: (Rudder) Motion: (Info)

Rationale: to begin to recruit potential Board members for the 2018 Board Election

- Mr. Rudder asked the Board to be on the lookout for potential board members
- The Board training committee will convene in October
 - o If the board has any ideas please contact Mr. Rudder
 - Looking for additional Board volunteers to help look at what the Board needs in the way of expertise moving into the future

4. Governance Report

5 min (8:10) (7:17)

Action: (Jennings) Motion: (Vote)

Rationale: to review current policies and make recommendations to the Board should changes be

necessary

- Motion: Dr. Jennings moved to approve the changes to the President's yearly feedback and evaluation process (as outlined in the read ahead) and was seconded.
- Discussion:
 - The governance committee recommended that nepotism and the process to amend the core values be discussed at the next working session
 - o In regards to the President's evaluation:
 - Feedback sessions need to be less frequent (two or three times a year)
 - Cabinet members will not be graded on their presentations to the Board as a
 means to evaluate the President; rather, the substance of cabinet reports
 (throughout the year) will determine whether the President is achieving his stated
 goals or not
 - No numerical grades need to be given on periodic feedback sheets
 - Still important to have Board members be identified as to who is writing a
 particular feedback narrative, but this is considered consistent with the Board
 Agreement
 - The President will identify the goals he is trying to achieve each month and feed back should be directed to those goals
- Vote: By a roll call vote of 7-0 the Board approved the motion. (Dr. Baker; Yea // Mrs. Goin; Yea // Dr. Jennings; Yea // Mrs. Littleton: Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)

D. Board Communication

5 min (8:15) (7:27)

Action: (Secretary)

Rationale: to develop and approve of communication update to community

- Capital Construction (Ribbon Cutting, Turf Field, Under budget)
- HR Report
- Traffic Flow (Thank you for patience)
- SOS Program

E. Future Board Agenda Items

10 min (8:20) (7:36)

- 1. TCA Board Future Discussion Items, September, Moulton (Vote)
 - The Board did not add or delete any of the suggested topics to discuss. For the September 25, 2017 working session, the following items were agreed upon to discuss:
 - o TCA Culture
 - Secondary and Elementary
 - Change in demographics
 - Societal norms
 - o Core Value Review and Changes (if required)
 - o Nepotism as it relates to Board members and changes to election policy
- 2. Budget Projection (5 Year), November, VanGampleare
- 3. ASD20 Monitoring Report Summary, October, Sojourner
- 4. Election Policy Review, Governance, October, Governance Committee
- 5. Annual Operations Report Policies Review, Improvements, Funding, Security Trends, October, Tubb

F. Comments from the Board of Directors

5 min (8:30) (7:37)

- Dr. Jennings stress the importance of communicating with parents about SOS training as the program evolves at TCA to provide clarity
- XI. **Adjournment** (Approx. 8:35 p.m.)

(8:35)(7:38)

- Motion: Mr. Rudder moved to adjourn the meeting and was seconded.
- Discussion: None
- Vote: By a roll call vote of 7-0 the Board approved the motion. (Dr. Baker; Yea // Mrs. Goin; Yea // Dr. Jennings; Yea // Mrs. Littleton: Yea // Mr. Moulton; Yea // Mr. Rudder; Yea // Mrs. Van Vleet; Yea)

Dr. Paul Baker Board Secretary