

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

November 17, 2016

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

Attendance: Paulette Hansen, Patrick Albright, Denise Benz, Kelly Nortafrancesco, Joel Goeltl, Aislinn Kottwitz, Torgun Lovely, Bob Schaffer, Sandy Stoltzfus, Casey Churchill, Becky Rickers, Katrina Brossia

Absent: Jeff Webb

**CALL TO ORDER**

- Approve agenda 6:00 p.m.

**STAFF AND COMMUNITY COMMENT**

6:03p.m.

**ROUTINE BUSINESS**

- Approve minutes – October 20, 2016 Regular Meeting
  - Mr. Albright move to adopt minutes
  - Seconded by Mr. Goeltl
  - Minutes approved

**ADMINISTRATION AND DEPARTMENT REPORTS**

- Financial Operations Manager Report- Ms. Brossia reported
  - Highlights: 2.85% over projected YTD in Fund 11 General Operating due to Daniel's Fund \$200k that was not budgeted.
- Elementary Principal Report – Mr. Churchill reported
  - 4<sup>th</sup> grade BOD report was attached and discussed. Continuing to monitor the handwriting and math facts.
  - LCS 2017-18 calendar distributed & reviewed.
  - Mr. Churchill is mentoring Dr. Radford through the Administrator Mentoring Cohort (AMC) and Induction Program. This will enable Dr. Radford to obtain her Professional School Administrator (K-12) certification with CDE.
  - Homework booster to assist with help (5:1) and then step down to Homework hall (10:1)
  - Went with Kindergarten team to lunch to discuss their classes and any concerns.
  - Fall festival did great and made about \$700 more than last year.
  - Successful canned food drive , the students met the goal of 4032 cans. This year they collected 4102.
  - AST has been looking closely at classroom grades and the way grades are weighted to ensure grades are valid and reliable measures of the student's skills and performance.
- H.S. Principal Report - Mr. Schaffer reported
  - 11 exchange students and on the 2<sup>nd</sup> Tuesdays of each month there will be "Travel Tuesdays" discussion from one of the exchange students.
  - Ambassadors club created history bound books, Liberty Legacies.
  - January 10<sup>th</sup> Tuesday Legion of 13 scheduled
  - December 17 Saturday is when the 1<sup>st</sup> LCHS, Alauna Sutton, is to graduate from CSU with a 4yr college diploma. Afterwards there will be pizza at LCHS

- PSD requests 8<sup>th</sup> grade home address of LCHS and PSD sends LCHS their 8<sup>th</sup> grade address list. This year they stated they would not like to share that information. Patrick Albright will reach out to PSD BOD.
- With the recent state election there is now a 4:3 anti-charter at CDC.
- Dean of Academics– Ms. Stoltzfus reported
  - ACT practice test is offered and the ACT is optional. SAT is looking more like ACT.
  - 8<sup>th</sup> graders and their parents informational night, LCHS Inside Scoop, will be held on 12/12. This event will seek to address many of the questions 8<sup>th</sup> grade parents have about the high-school, including graduation requirements, college prep, etc.
  - Parent night on January 17<sup>th</sup> for the 6<sup>th</sup> grade parents. The day-time 6<sup>th</sup> grade registration meeting will be postponed until March.
- Asst. Principal Report—Mr. Lovely reported
  - OECD paid for our school to take the PISA test in 2014-15. This test included randomly selected 15 yr olds. They sponsored LCHS to come out to the OECD conference. Our school averages were in the top 2-3% of schools in the USA. Will share this information with parents.

## **NEW BUSINESS**

- Math Department Report 7:00pm
  - Math dept absorbed the engineering dept.
  - Continuity of K-12: Discuss is done between all grades to ensure students are getting consistent notation, vocabulary and content.
  - Considering switching Pre-Algebra books.
  - As math dept, considering taking a practice SAT so that they will know what is on the test and how the questions are worded.
  - Highlight: LCHS scored higher than Singapore per the PISA results for math.
- Physical Education Department Report
  - All PE teachers presented and discussed highlights.
  - Highlights included but not limited to: cross curricular activities ex: 5<sup>th</sup> grade students wearing pedometers and discussed traveling across the USA; created a LPFA (Liberty Presidential Fitness Assessment); Liberty joined a new conference this year, High Plains League
  - Equipment needs: replace 14 y/o heart monitors with newer versions; Apple ID to allow purchase of music, apps, etc; general replacement equipment at end of year.
  - AAC has approved an additional PE elective class: Personal Fitness/Weight Training. This class will start next academic year.
- Brainstorm fundraising Ideas – Kelly Notarfrancesco reported
  - Discussed brainstorming ideas
- Review 2016-2017 revised budget – Joel Goeltl reported
  - Motion by Patrick Albright to adapt the 2016/17 revised budget.
  - Seconded by Joel Goeltl
  - All in favor, none opposed
  - Motion carries
- Music Policy Review – first reading – Kelly reported
  - Discussed any concerns, suggestions with this first reading of the policy.
  - Music teachers were in agreement with this music policy.
- History Policy Review – first reading – Kelly reported
  - History teachers were in agreement with this history policy.

## **SUB-COMMITTEE REPORTS**

- Financial Advisory Committee – Joel Goeltl reported
  - Sports budget was reviewed and no issues noted
  - No date on audit
  - New FAC member is Brad Kreikemeier
  - Discussed stopping annual report and do a quarterly financial report instead. This would tie into Katrina Brossia's quarterly reports.
- Academic Advisory Committee – Kelly Notarfrancesco reported
  - Science policy discussed at AAC meeting. Maureen Schaffer presented history of the science policy. A subcommittee would be formed to discuss and revisit this policy.
  - Discussed a potential policy on how to handle a class that may have been stopped due to scheduling.
- School Improvement Team and Parent Survey – Jeff Webb absent
- Strategic Planning – Paulette Hansen and Aislinn Kottwitz reported
  - 2 meetings summary. Met with Ken Schuetz from Aligned Influence. He had an Organizational Developmental Proposal. Met also with Joni Malli and Nora Flood from League of Charter Schools. They recommended a SWOT analysis. They would meet with the stakeholders and this would translate into a strategic planning session with the information they received.
- Fundraising Committee – Kelly Notarfrancesco reported
  - Liberty purchased fundraising software called Greatergiving.com. Software can be used to collect payments for events.
  - Launched Amazon Smiles, Target REDcards.
  - Discussed other potential everyday fundraising ideas and the touch back systems.

## **TOP THREE ITEMS FOR MONDAY NOTES** – determine the author: Patrick Albright

1. **Math department: LCHS scored higher than Singapore in math per PISA test results**
2. **PE: 4<sup>th</sup> & 5<sup>th</sup> grade track and field would have been the most successful in the city over the last 11 years if this event was scored (per Mr. Reeves laborious calculations).**
3. **Discussion of the Bond/Election**

## **EXECUTIVE SESSION**

## **ADJOURN**