



**Classical Charter School
Association**

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CCSA BOARD MEETING MINUTES

**October 13, 2016
6:30 pm – 8:30 pm
Classical School, Room 124**

1. **Call to Order:** Mrs. Tretinyak called the October 13, 2016, meeting of the Classical Charter School Association (CCSA) Board to order.
2. **Roll Call:** Tim Broeckert, Peter Chen, Melissa DeVantier, Kathy Diedrich, Dr. Bernard Mitchell, Anne Tretinyak, and Joanne Bielmeier.
3. **Invited Guest Attendee(s) – those invited pertinent to a specific agenda item:** None
4. **Classical School Mission:** Mrs. Tretinyak reminded those in attendance of the mission of Classical School: *Building a just and excellent educational foundation*. Mrs. Tretinyak also noted that Classical School ranked 19th out of 36 AASD schools with ethnicity of 25.31%. Mrs. DeVantier noted the desire to continue to work with AASD to provide transportation to district charter schools to improve accessibility for all students.
5. **Approval of Meeting Agenda:** Mrs. DeVantier moved to approve the agenda of the October 13, 2016, CCSA Board meeting. Mr. Chen seconded the motion, and it was unanimously approved.
6. **Approval of Minutes of September 8, 2016 CCSA Board Meetings:** Mrs. DeVantier moved to approve the minutes of the September 8, 2016, CCSA Board meeting. Mr. Broeckert seconded the motion, and it was unanimously approved.
7. **Board Committee Reports & Discussion Items:**
 - **Board Discussion Items – Mrs. Tretinyak**
 - **Finalize 2016-17 Strategic Plan:** Mrs. Bielmeier will update the plan to add a column for progress toward goals. Details regarding the student wellness goal may also be needed as the year progresses. Mrs. DeVantier moved to approve the 2016-17 Strategic Plan. Mr. Chen seconded the motion, and it was unanimously approved.
 - **Review process for proposing changes to the delivery of present curriculum to the CCSA Board.** Mrs. DeVantier moved to approve the following process for proposing changes to delivery of present curriculum to the CCSA Board. Mr. Chen seconded the motion, and it was unanimously approved.

Process to propose changes to the delivery of present curriculum to the CCSA Board:

 1. Discuss proposed changes with Dr. Mitchell/Mrs. Diedrich
 2. Prepare a written proposal and seek endorsement, when appropriate, from other staff members
 3. Deliver written proposal to the Board and ask to be placed on the Board's next meeting agenda
 4. The Board will discuss the proposal and either ask the appropriate EPC to gather information, etc. or vote up or down for quick resolution
 - **Approval process for supplementary resources utilized by teachers:** Dr. Mitchell reported that at this time teachers are being asked to document current

lesson plans and resources used by May 2016. Dr. Mitchell is looking into the best platform for the documentation to allow for succession planning and sharing with administration. Dr. Mitchell provided teachers with guidelines to determine if a supplementary resource is appropriate for use at Classical School.

- o **Academic & Career Plans Requirement from DPI:** Discussion regarding the DPI requirement will be moved to the November meeting. Dr. Mitchell will continue to research the requirement and its applicability to Classical School.
- o **February 9, 2017, CCSA Board Meeting Date (conflict with grades 1 – 3 concert):** The February CCSA Board meeting will be moved to Tuesday, February 7, 2017, at 6:30 pm.
- o **Board gift policy:** The CCSA Board will send a card to staff members for occasions including but not limited to birthdays, births, deaths, etc. Individual Board members will volunteer to send a card on behalf of the Board. Mrs. Diedrich will include Board members on the email distribution list for these occasions.
- o **GoFormative.com use for assessments:** The CCSA Governance Committee will develop guidelines for technology use in the delivery of curriculum at Classical School. Dr. Mitchell will be able to use the guideline to make future determinations regarding technology use consistent with the philosophy of Classical School. In the meantime, Dr. Mitchell will advise Kris Glenn that she may use GoFormative.com for assessments only.
- **Governance Committee – Mrs. DeVantier**
 - o **Review status of charter contract negotiations:** Classical School's charter with AASD was approved at the Board of Education meeting on October 10, 2016. The charter is awaiting DPI approval.
 - o The Governance Committee is currently working on consolidation of the school's handbooks to ensure a consistent message.
- **Educational Program Committees**
 - o **English/Writing/History/Logic Committee update – Mrs. Tretinyak**
 - o Mrs. Tretinyak summarized the currently approved logic pacing: 5th grade will no longer cover logic topics; 6th grade will cover units 1 and 2 of *The Thinking Tool Box*; 7th grade will cover the fallacies of informal logic utilizing *The Art of the Argument* and *The Fallacy Detective* as resources; 8th grade will cover book 1 of *Traditional Logic*.
 - o The English/Writing/History/Logic Committee will be meeting on Monday, October 17, 2016, after school.
 - o **World Language Committee update – Mrs. Bielmeier**
 - o Mrs. Bielmeier summarized the October 10, 2016, World Language Committee meeting. Spanish teachers are working to document their lesson plans while organizing them by skill to determine if any opportunities exist to add communication/presentation activities. From a Latin perspective, the committee is currently reviewing feedback from K-3 teachers to determine if any pacing changes need to be made for the remainder of the 2016-17 school year. The committee is also working to determine the next steps to recommending a path forward for Latin in 2017-18 and beyond. The committee will meet after school the second Monday of each month.
 - o **Math/Science Committee update – Mr. Chen**
 - o Mr. Chen reported that the Math/Science Committee is currently reviewing other classical science programs to determine any opportunities to bolster content at Classical School.
- **Marketing/Alumni Relations – Mrs. Bielmeier**
 - o Mrs. Bielmeier will be inviting parents who were interested in more information on CCSA Board membership to a meeting of the Marketing/Alumni Relations committee prior to the November CCSA Board meeting.
- **Fundraising/Grant Writing – Mr. Broeckert/Mrs. Roe**
 - o Mr. Broeckert and Mrs. Roe are reviewing fundraising guidelines and available grants. They have contacted the volunteer offering assistance in grant writing.

8. **Treasurer Report – Tim Broeckert:** The current balance of the CCSA account is \$3034.27.

9. **Principal's Report – Dr. Bernard Mitchell:** Dr. Mitchell reported that his current focus has been succession planning in terms of both documenting his training and teacher's documenting their lesson plans. He also summarized the teacher evaluation process, another of his focus areas. Dr. Mitchell also noted that personnel from St. Ignatius, a classical school in Kaukauna, will be observing in classrooms the morning of October 21, 2016.
10. **Program Support Reports:**
- **Mrs. Diedrich**
 - **Disposition of unused library inventory:** Mrs. Diedrich summarized the situation and noted that teachers have reviewed the list of materials not currently being utilized. Mrs. Tretinyak will connect with other classical schools and homeschoolers after Mrs. Diedrich provides prices for materials Classical School is willing to sell.
 - **Art Club Application:** Mrs. DeVantier moved to approve the Art Club application. Mr. Broeckert seconded the motion, and it was unanimously approved.
 - **Shakespeare Performance:** A theater group from Renaissance School for the Arts, under the direction of Ron Parker, has asked to perform *Elementary, My Dear Shakespeare: An Introductory Shakespeare for Children* on Tuesday, October 24, 2016, from 1:00 – 1:30 pm, in the Forum. Mrs. DeVantier moved to approve the performance for grades 2 – 6. Mr. Broeckert seconded the motion, and it was unanimously approved.
 - **Fall Fest:** Overall feedback was very positive. There were some concerns expressed over the cost of food and tickets for games/activities and the amount of work required to execute the event this year. Mrs. Diedrich has reviewed the feedback with the event coordinator.
 - **Parent/Teacher Conferences:** Signup for conferences this quarter for all grades is being accomplished online for the first time. Seventh and eighth grade teachers will be located in their classrooms, as parents are signing up for 5 minute time slots, up to 15 minutes per student, versus the previously utilized arena-style conferences in the Forum.
 - **Mrs. Bielmeier**
 - **Enrollment update:** Approximately 175 students remain on the 2016-17 waiting list. Applications for the 2017-18 lottery will be accepted beginning November 1, 2016. Applications must be received by Friday, February 17, 2017, to be included in the lottery.
 - **Charter Fair update:** A mini-charter fair is planned for October 20, 2016, from 10:00 am to 1:30 pm, at the Community Early Learning Center in downtown Appleton. The larger AASD charter fair that was typically held in November at City Center in downtown Appleton has been moved to January. The exact date and time of that charter fair are to be determined; however, all AASD schools, not only charter schools, are being invited to participate.
11. **Public Comment:** None
12. **Motion to Adjourn:** Mrs. DeVantier moved to adjourn the meeting. Mr. Chen seconded the motion, and it was unanimously approved.