



**Classical Charter School
Association**

3310 N. Durkee St.; Appleton, WI 54911
Phone: (920) 997-1388; Fax: (920) 997-1390
www.classicalcharter.com

CCSA BOARD MEETING MINUTES

January 12, 2017
6:30 pm – 8:30 pm
Classical School, Room 124

1. **Call to Order:** Mrs. Tretinyak called the January 12, 2017, meeting of the Classical Charter School Association (CCSA) Board to order.
2. **Roll Call:** Tom Bomann, Tim Broeckert (following agenda item number six), Melissa DeVantier, Kathy Diedrich, Sarah Roe, Anne Tretinyak, and Joanne Bielmeier.
3. **Guest Attendee(s) for purpose of agenda items:** Stacey Foley and Chris VanRyzin
4. **Classical School Mission:** Mrs. Tretinyak reminded those in attendance of the mission of Classical School: *Building a just and excellent educational foundation*
5. **Approval of Meeting Agenda:** Mrs. DeVantier moved to approve the agenda of the January 12, 2017, CCSA Board meeting. Mr. Chen seconded the motion, and it was unanimously approved.
6. **Consent Agenda Item: Approval of Minutes of November 10, 2016, CCSA Board Meeting:** Mrs. Tretinyak acknowledged the minutes were approved by email prior to the meeting. By email: Mrs. DeVantier moved to approve the minutes of the November 10, 2016, CCSA Board Meeting. Mrs. Roe seconded the motion, and it was unanimously approved.
7. **Board Committee Reports & Discussion Items:**
 - **Board Discussion Items – Mrs. Tretinyak**
 - **“Understanding the Classical School Choice” document**
 - Kathy Diedrich initiated the document to help explain the difference between Classical School and the neighborhood schools to prospective families. The document has since been edited by Mr. Bomann and Mrs. Bielmeier. It was made available to prospective families at the December and January Informational Sessions.
 - The document could become part of the proposed joint parent/staff handbook. Mr. Bomann will add review of the document to the next staff development agenda.
 - Mrs. DeVantier suggested a bullet point be added to note Classical School's ethnic diversity.
 - **Governance Committee – Mrs. DeVantier**
 - **Charter School Legislation Discussion - Mrs. Tretinyak**
 - Classical School is well positioned to advocate for the school given potential changes in legislation and leadership at district, state, and national level
 - Judy Baseman encouraged Classical School to watch state developments closely to anticipate and prepare as changes may affect the school.
 - Mr. Broeckert and Mrs. Tretinyak are meeting with Sen. Roger Roth on January 13, 2017. They will urge the senator to consider how rapid changes to legislation affect schools like Classical School.
 - Mrs. Tretinyak will follow-up with Appleton Public Montessori board regarding their perception of upcoming changes.
 - **Proposed Timeline for posting Classical School Principal Position**

- Mrs. DeVantier sent questions to Ben Vogel regarding the timeline and the length of the principal position posting. Would like to post the position as soon as possible in February. Governance Committee will drive efforts in regard to the interview process, including creating committee, developing candidate questions, etc.
 - There are no new CCSA Board candidates at this time.
 - Mr. Bomann is checking with Ben Vogel on the status of the charter contract with DPI.
 - The Governance Committee reviewed Classical School's dress code guideline. The guideline will revert back to the AASD dress code policy in the Classical School handbook next year.
 - CCSA Board Bylaws have been revised to reflect current Board practices.
 - Mr. Broeckert moved to approve the bylaws as provided, with the understanding Mrs. DeVantier will correct the few identified typos. Mrs. Roe seconded the motion, and it was unanimously approved.
 - Staff development (training) opportunities requiring a funding request will be operational decision, unless specifically requested from CCSA Board funds.
 - Mrs. DeVantier will develop guidelines for the principal and Board to refer to when determining whether or not to approve such requests.
- **Educational Program Committees (EPCs)**
 - **English/Writing/History/Logic EPC update – Mrs. Tretinyak**
 - The committee is working to develop a list of terminology used in the writing program at Classical School, as well as lists of writing assignments and emphasis areas by grade. The lists will assist in making connections between the writing expectations from one grade to the next. This work is on pace to be completed for all grades by the end of the school year.
 - **World Language EPC update – Mrs. Bielmeier**
 - **2017-18 Latin Implementation Proposal**
 - Mrs. Foley reviewed the proposal to utilize the *Introduction to Grammar School Latin* program from Memoria Press in 3rd grade in 2017-18. The proposal also provides for 4th grade to incorporate the Latin vocabulary students learned in 3rd grade.
 - As in kindergarten through 2nd grade, Latin in 3rd grade will not be a graded class; however, assessments may be utilized. The World Language committee will follow-up with 3rd grade teachers in 1st quarter 2017-18 to review status of the implementation and if time allotted for Shurley Grammar (2-3 sessions per week) is sufficient.
 - The workbooks for *Introduction to Grammar School Latin* will add approximately \$15 to 3rd grade workbook fees. Third grade fees would still remain in line with those for K-2.
 - In keeping with recent adjustments to the reading curriculum, a non-Core Knowledge novel, *The Lion, the Witch, and the Wardrobe*, will be removed from the 3rd grade curriculum to provide time for Latin instruction. It will be added to the summer reading list. Mrs. Diedrich and Mr. Bomann will initiate efforts to review the 3rd grade recitation checklist for opportunities to streamline.
 - Mrs. DeVantier moved in favor of the proposal. Mrs. Roe seconded the motion, and it was unanimously approved.
 - Mrs. Foley also noted Señora Anna Cihlar is spearheading efforts to evaluate the goals of Classical School's Spanish program. The Spanish teachers are currently working together to document curriculum as it relates to the skills of language learning. The World Language EPC will work with the Spanish teachers to bring any proposals arising from their work to the CCSA Board.
 - **Math/Science EPC update – Mr. Chen**
 - **7th/8th Grade Science Textbook Proposal**
 - Mr. Chen reviewed the proposal for the Board. After screening textbooks recommended by other classical schools, the committee recommended the purchase of

iScience textbooks for 7th & 8th grade. Purchasing the option for online student access to the textbooks is also recommended. The quote from the publisher is \$11,238.47. Mrs. Roe moved to approve the proposal as presented. Mrs. DeVantier seconded the motion, and it was unanimously approved.

- o Mr. Bomann will follow-up with AASD regarding reimbursement for purchase of the textbooks based on textbook disbursements to other AASD schools. Remaining funds from previous Knowledge-A-Thons (KAT) may be used to cover the cost of the textbooks. KAT 2017-18 will be focused on raising funds for science and technology.
- **Marketing/Alumni Relations – Mrs. Bielmeier**
 - o **2016-17/2017-18 Marketing/Alumni Relations Plan/Proposal**
 - Mrs. Bielmeier reviewed current marketing activities and newly planned activities, including participation in the Go Valley Kids Expo on Sunday, January 29, 2017, the addition of a new-parent orientation session prior to school beginning in the fall, and the development of a series of videos demonstrating Classical School's curriculum and overall program/goals.
 - The Board supports the new marketing activities, including obtaining quotes for professional development of the video regarding the school's overall program/goals. The curricular videos will be produced in-house. Mrs. Duyen Bagwell will lead efforts to obtain quotes and produce the inhouse videos.
 - Mr. Broeckert will contact the Community Foundation regarding a possible source of funds to cover the cost of video development.
 - Mrs. Bielmeier will check with AASD for video production resources within the district.
 - The Board also supports proposed alumni relations activities, including an alumni reception at Fall Fest to be planned by the Fall Fest committee.
- **Fundraising/Grant Writing – Mr. Broeckert/Mrs. Roe**
 - o The committee is exploring some possible opportunities including:
 - A partnership with a local corporation such as Foster Charter School has with Secura
 - Use of DonorsChoose.org. Mr. Bomann will share opportunity with staff at the next staff meeting.
 - Possible uses for the Blue Sky Fund held at the Community Foundation. Mr. Broeckert will contact the Community Foundation for more information.
 - o Mr. Bomann worked with the committee to submit an application for an endowment with the Appleton Education Foundation. The application was submitted to take advantage of a potential opportunity for matching funds.
- **Student Wellness Committee - Mrs. VanRyzin**
 - o School Guidance Counselor, Jean Herron, is in the process of visiting classrooms to introduce herself and her role to students.
 - o The committee hopes to have a speaker in the 2nd or 3rd week of March to speak about stress and anxiety management.

8. **Treasurer Report – Tim Broeckert:** The current balance of the CCSA account is \$2982.

9. **Principal's Report - Tom Bomann**

- Mr. Bomann reviewed status of the teacher evaluation process.
- Attending variety of administrator meetings to become acquainted with other school's processes:
 - o Mr. Bomann reported that, as discussed at a meeting of charter school administrators, charter schools may determine if the Academic & Career Planning process is implemented at their site.
 - o Classical School will provide a stipend to one of the EPC chairs if they are interested in acting as a Curriculum Support Specialist (CSS) for the school. Other AASD schools have a CSS position.
 - o Meeting with Ashley Bath tomorrow with Mrs. Diedrich. Ms. Bath may provide training on EduClimber at the February staff development session. The Response to Intervention process may also be covered at that staff development session.

- Will form a team to develop a mockup of the 2017-18 schedule in February. Many other schools attempt to create a preliminary schedule in February.
- Weekly Administrative Team meetings have been beneficial. The CSS will be invited to attend the meeting once each month to report on EPCs.
- In December, Don Hietpas and Greg Hartjes toured the school to evaluate building needs. Mr. Bomann reiterated the need for a paved path between the school and Einstein Park parking lot.
- Mr. Bomann is reviewing attendance and budgeting procedures.
- Clarified that 7th & 8th grade logic will continue next year as EPCs are not currently prepared to undertake discussions on reallocation of writing activities in 7th grade to English class or to fill middle school Logic class time with Latin.
 - Mrs. Tretinyak noted she asked Mrs. Glenn, 8th grade formal logic teacher, to review Classical Academic Press formal logic materials to determine any benefit of combining their use with the currently utilized Memoria Press formal logic materials.

10. Program Support Reports:

- **Mrs. Diedrich**
 - Currently testing winter MAP for approximately 12 teacher-recommended students.
 - March parent/teacher conferences will use online signup for grades K-6; spring middle school conferences will be scheduled by teacher or student request only.
 - KAT planning is beginning. Mrs. Diedrich asked the Board to consider how other fundraising efforts may affect KAT.
- **Mrs. Bielmeier**
 - Enrollment/2017-18 Lottery Update - 208 applications as of January 6, 2017 (114 of them for kindergarten).
 - Update on Informational Sessions - Attendance at the December and January sessions was good. The first annual AASD All-School Fair will be held January 14, 2017.

11. Public Comment: None

12. Motion to Adjourn: Mrs. DeVantier moved to adjourn the meeting. Mrs. Roe seconded the motion, and it was unanimously approved.