



**Classical Charter School
Association**

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CCSA BOARD STRATEGIC PLANNING MINUTES

May 31, 2017

9:00 am – 5:00 pm

Classical School Computer Lab/McCarty Law Offices

3310 N. Durkee St., Appleton, WI 54911/2401 E. Enterprise Ave., Appleton, WI 54913

1. **Call to Order at Classical School:** Mrs. Tretinyak called the May 31, 2017, Strategic Planning session of the Classical Charter School Association (CCSA) Board to order.
2. **Roll Call:** Tom Bomann, Tim Broeckert, Peter Chen, Melissa DeVantier, Raj Dugal, Kathy Diedrich, Stacey Foley, Sarah Roe, Anne Tretinyak, and Joanne Bielmeier.
3. **Meetings with Educational Program Committee Chairs (approximately 9 am - 11:35 am)**
Board members met with EPC chairs to review progress as it pertained to the 2016-2017 Strategic Plan. Goals for the committees for the 2017-2018 year were also reviewed and will be recorded in the 2017-18 Strategic Plan.
4. **Motion to Adjourn at Classical School:** Mrs. DeVantier moved to adjourn the meeting at Classical School. Mrs. Roe seconded the motion, and it was unanimously approved.
5. **Call to Order at McCarty Law Offices:** Mrs. Tretinyak called the May 31, 2017, Strategic Planning session of the Classical Charter School Association (CCSA) Board to order at McCarty Law Offices.
6. **Roll Call:** Tom Bomann, Tim Broeckert, Peter Chen, Melissa DeVantier, Raj Dugal, Kathy Diedrich, Stacey Foley, Sarah Roe, Anne Tretinyak, and Joanne Bielmeier.
7. **Guest Attendee(s):** None
8. **Classical School Mission:** Mrs. Tretinyak reminded those in attendance of the mission of Classical School: *Building a just and excellent educational foundation*
9. **Approval of Meeting Agenda:** Mr. Broeckert moved to approve the agenda of the May 31, 2017, Strategic Planning session of the CCSA Board, with the addition of (1) Approval of Minutes of April 30, 2017, CCSA Board meeting; (2) Writing Curriculum proposal; (3) Professional Development and Reimbursement guideline; (4) Curriculum Change Proposal guideline; and (5) year-end parent survey. Mr. Chen seconded the motion, and it was unanimously approved.
 - Mr. Broeckert moved to approved the minutes of April 30, 2017, CCSA Board meeting. Mr. Chen seconded the motion, and it was unanimously approved.
10. **Consent Agenda Items: Approval of Minutes of April 13, 2017, CCSA Board Meeting
Kindergarten Field Trip to Fox Cities Performing Arts Center
Approval of Raj Dugal as a member of the CCSA Board**
 - Mrs. DeVantier moved to approve the consent agenda. Mr. Broeckert seconded the motion, and it was unanimously approved.

11. Board Committee Reports & Discussion Items:

- **Election of CCSA Board Officers:** The following CCSA Board members were elected to offices: Mr. Broeckert, President and Treasurer; Mrs. DeVantier, Vice President; Mrs. Roe, Secretary.
- **Governance Committee – Mrs. DeVantier**
 - **Field Trip Approval Guideline:** Mr. Broeckert moved to approve the guideline with modifications to (1) add an appeal process similar to that included in the Curriculum Change Proposal guideline, (2) remove the second paragraph regarding covering costs, and (3) change the final paragraph to reflect current practice. Mr. Chen seconded the motion, and it was unanimously approved.
 - Mrs. Devantier will edit the guideline, Mr. Bomann will share the revised guideline with staff. Mrs. Diedrich will provide an update on approved field trips at CCSA Board meetings.
 - **Professional Development and Reimbursement Guideline:** Mrs. Roe moved to approve the guideline with modifications to (1) specify that activities must be tied to the Classical School curriculum, not only area of teaching or role, in order to be reimbursed, and (2) add “guideline” to the title of the document. Mr. Broeckert seconded the motion, and it was unanimously approved.
 - Mrs. Devantier will edit the guideline. Mr. Bomann will share the revised guideline with staff.
 - **Curriculum Change Proposal Guideline:** Mr. Chen moved to approve the guideline containing revisions to the approval and appeal process with regard to curriculum changes. Mr. Broeckert seconded the motion, and it was unanimously approved.
 - The proposal will be effective with any curriculum changes proposed during the 2017-18 school year and beyond. Mr. Bomann will share the guideline at staff development.
 - **Parent Survey:** Mrs. DeVantier will add a question pertaining to overall satisfaction. A link to the survey will be emailed to families, and a paper copy will be included in the Pegasus Flyers. The survey will be conducted in advance of strategic planning in future years.
- **Writing Curriculum Proposal - Mrs. Foley**
 - Mrs. Foley reviewed the Writing EPC proposal to pilot the Classical Academic Press Writing Rhetoric program in 5th grade in 2017-18. Mrs. Roe moved to approve the proposal. Mr. Broeckert seconded the motion, and it was unanimously approved.
- **Marketing/Alumni Relations – Mrs. Bielmeier**
 - **Image Studios Proposal for promotional video production:** Mrs. Bielmeier reviewed the proposal and contract with the CCSA Board. Both Classical School and the CCSA Board will be parties to the contract.
 - Mr. Broeckert moved to approve the proposal and contract with Image Studios. Mr. Dugal seconded the motion, and it was unanimously approved.
- **Board Discussion Items with regard to Strategic Planning – Mrs. Tretinyak** led discussion of the 2017-18 Strategic Plan, taking into account feedback from EPC chairs earlier in the day, succession planning, the school handbook, professional development, fundraising, the role of the CCSA Board in decision making, and facilities improvement.
 - Mrs. Tretinyak will make necessary updates to the strategic plan and email it to CCSA Board members and the administrative team for their review. Once finalized, a summary of the plan will be shared with staff and families.
- **Future CCSA Board Meeting Dates:**
 - 1st Thursday of the month, 6:30 - 8:30 pm Sept - November; January - March; May
 - No CCSA Board Meetings: December, April, June - August
 - March: CCSA Board Listening Session following Staff Meeting
 - May: CCSA Board Strategic Planning Session (date to be determined)

12. **Public Comment** - None

13. **Motion to Adjourn at McCarty Law Offices** - Mrs. DeVantier moved to adjourn the meeting. Mrs. Roe seconded the motion, and it was unanimously approved.