



**Classical Charter School
Association**

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CCSA BOARD MEETING MINUTES

October 4th, 2018

6:30 pm – 8:30 pm

Classical School, Founder's Room (L08)

1. **Call to Order:** Mr. Broeckert called the October 4, 2018, meeting of the Classical Charter School Association (CCSA) Board to order
2. **Roll Call:** Tim Broeckert, Peter Chen, Melissa DeVantier, Anne Tretinyak, Joanne Bielmeier, Terri Meisel
3. **Welcome Guest Attendee(s):** No guest attendees or members of the public were in attendance
4. **Classical School Mission:** *Tim Broeckert* reminded those in attendance of the mission of Classical School: *Building a just and excellent educational foundation*
5. **Approvals**
 - Meeting Agenda: Mr. Chen motioned to approve the agenda, Mrs. Tretinyak seconded, and the motion was approved unanimously
 - 9/6/18 Board Meeting Minutes: It was agreed to postpone the vote on the September minutes until the November meeting in order to give all members time to review the minutes.
6. **Public Comment: None**
7. **Educational Program Committee Reports**
 - **SG #5: Review curriculum and update as needed to ensure coverage of CKS, program continuity, best practices, and to further develop expertise**
 - **World Language - Ms. Bielmeier: No update**
 - **English Language Arts - Ms. Tretinyak/Ms. Roe:**
 - The focus of this committee is on:
 - the pilot of curriculum in 5th grade (year 2 of the pilot) and 6th grade (year 1 of the pilot). The committee is also considering if/how the program could expand to grades below 5th grade and above 6th grade..
 - evaluating the pilot process overall for use any other curriculum change situations. This includes determining what to expect in each year of a pilot program, for example.
 - reviewing writing assignments from lower grades, gathering examples of work product, and creating binders (for example) to aid in succession planning for new teachers. Having this baseline will be helpful in assessing the success of curriculum changes.
 - **Science - Mr. Chen/Mr. Sanchez/Ms. Meisel: No update**
 - **Math - Mr. Chen:** The focus of this committee is on determining ways to assist students in maintaining fact fluency in math levels where fact practice is not built into the math curriculum. In these levels (Saxon 5/4 to Saxon 7/6), only fact assessment is included in the curriculum. The committee may consider piloting any new efforts as early as the 2019-2020 school year.
 - **History - Mr. Broeckert - No update**

- **Physical Education - Mrs. DeVantier:** Mr. Bomann and Ms. Jiskra met to review the music syllabus and discuss the potential of developing a similar syllabus for Physical Education. Mrs. DeVantier will be included in any future meetings.
- **Staff Development (onboarding process, best practices, training, etc) - Mr. Bomann:** AASD is providing mandatory Adverse Childhood Experiences (ACE's) and Trauma Informed Care training during the October 25th professional development session.

8. **Compliance Committee Report - Ms. DeVantier**

- **SG #3 Improve Board Effectiveness and Stability**
- **SG #4 Advocate for charter laws that protect and grow the mission of Classical School**
 - **9/24 Charter Council Meeting Updates - Mr. Broeckert**
- The Compliance Committee met on October 4th. Attendees included Mrs. DeVantier, Mr. Broeckert, and Mr. Bomann. The committee's focus is:
 - Building bridges with parents by ensuring parents are aware they are welcome to visit classrooms. Parents are also welcome to join the Marketing/Alumni Relations and Fundraising Committees. Mrs. DeVantier is emailing all those interested in board membership per the Volunteer Survey and will include the invitation to join the aforementioned committees.
 - Outlining the school communications policy. Mrs. DeVantier is drafting a policy to identify how the CCSA Board fits in the school communication process.
 - Outlining a guideline for textbook purchases and selection.
 - Board member recruitment. Mrs. DeVantier is planning to step down from the Board as soon as her replacement is identified.
 - Outlining the staff onboarding process. Mr. Bomann is working on a plan to ensure new teachers are made aware of board guidelines (including the technology guideline, etc.) and all staff members receive regular refresher training.
 - Legislative updates - Mr. Broeckert:
 - Open meetings laws were discussed at the September 24th Charter Council Meeting. AASD advises that the Fundraising, Marketing/Alumni Relations, and Compliance Committee meetings are posted and open to the public, as they are led by Board members. While these committee meetings must have agendas per AASD, official minutes are not required if summarized in board meeting minutes. This summary must include the names of those in attendance at any of these committee meetings.
 - The Charter School Report was reviewed at the recent Charter Council Meeting. This report includes financial information, but not all necessary details to conduct comparisons between charter schools.
 - The AASD common charter school application process was also reviewed at the Charter Council Meeting. The application will begin accepting applications for 2019-2020 on December 1st.
 - Mr. Dugal or Mr. Sanchez will take on Mrs. Tretinyak's efforts to monitor legislation impacting charter schools. The Compliance Committee also hopes to make more concerted efforts to partner with other charter schools (instrumentality charters and other classical schools).

9. Marketing/Alumni Relations Report - Ms. Bielmeier: No October meeting was held. The second annual Alumni Reception is planned for 4 - 5 pm prior to Fall Fest on October 12th. The Fall Fest Committee is planning and supporting the reception. Mr. Bomann, Mrs. Foley and Mrs. Bagwell have not yet met regarding the curriculum video series; however, the reading video is still targeted for completion by Thanksgiving. Regarding enrollment, availability continues to exist in 6th - 8th grade.

- **SG #6 Strengthen Community Engagement & Support**
 - **Classical School Instruction/Curriculum Video Series**
 - **Upcoming school/community events**
 - **Social Media**
 - **Enrollment Update**
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10. **Fundraising Report - Mr. Chen**

- **SG #7 Increase Opportunities for Facility Improvement and Professional Development**
 - The committee is looking for ways to prioritize and drive professional development opportunities.

- Grant writing efforts will focus on local grants, especially to support professional development opportunities.
- The Capital campaign for facility improvements will not get underway until professional drawings are available, though a campaign strategy will be developed in advance.
- Knowledge-A-Thon generated funds will be used to meet classroom fundraising needs.

11. President's Report - Mr. Broeckert

- **SG #1 Build Bridges with Stakeholders to Increase Support for our Mission**

- -Volunteer Survey Follow-Up
 - See notes from Compliance Committee. Mr. Chen will get in touch with anyone with grant writing experience submitted on the volunteer survey.
 - Mr. Broeckert attended the October staff meeting to review the 2018-19 Strategic Plan. Some staff members expressed interest in exploring late start participation. EPCs may be able to use late start time to meet. The Board may survey staff regarding this interest. The survey could include such questions as: How could the late start time be used? How would you make up this time to keep pace with the Core Knowledge sequence? Would you consider adding days to the school calendar or lengthening the school day?
 - **Notes From The Board**

12. Principal's Report

- **Goal #2 Maintain Staff Level Effectiveness and High Quality Instruction Practices**

- Mrs. Diedrich's change to a student support position necessitates some modifications to past practices, including:
 - Changes to the Classical Columns newsletter schedule. Mrs. Kemps is now producing the newsletter.
 - Changes to paraprofessional, library, and Spanish teacher schedules in Kindergarten. Mr. Bomann is now participating in recess supervision and acting as the school volunteer contact and arranging/leading tours.
- The first round of mini teacher observations is nearly complete. Evaluations for those teachers in their summary year will be done prior to spring. Veteran teachers are coaching newer teachers in some classrooms.
- Mr. Bomann will be out of school nine times during the course of the school year for AASD Lead Learner training and administrator meetings. Since Classical does not have an assistant principal, AASD is covering the cost of a substitute teacher for Mrs. Foley, so she may act as the building administrator on these days.
- Back-to-School Night feedback was primarily positive, with a 40% parent turnout. May look to make the middle school session shorter next year. Some sessions next year may also be focused on students new to Classical School.
- 2017-18 school report cards will be made public soon.

13. Treasurer Report – Mr. Broeckert - Donations of \$380 were added to the September balance.

14. Public Comment - None

15. Motion to Adjourn - Mrs. DeVaniter moved to adjourn the meeting, Mr. Chen seconded the motion, and the motion was unanimously approved.