



**Classical Charter School  
Association**

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## CCSA BOARD MEETING MINUTES

**November 10, 2016**

**6:30 pm – 8:30 pm**

**Classical School, Room 124**

1. **Call to Order:** Mrs. Tretinyak called the November 10, 2016, meeting of the Classical Charter School Association (CCSA) Board to order.
2. **Roll Call:** Tom Bomann, Tim Broeckert (by phone), Melissa DeVantier (by phone), Kathy Diedrich, Sarah Roe, Anne Tretinyak, and Joanne Bielmeier.
3. **Invited Guest Attendee(s) – those invited pertinent to a specific agenda item:** Jess Crownhart, Terri Coenen, Sara Schroeder, 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. Roe moved to approve the agenda of the November 10, 2016, CCSA Board meeting. Mrs. Bielmeier seconded the motion, and it was unanimously approved.
6. **Approval of Minutes of October 13, 2016, CCSA Board Meeting:** Mrs. DeVantier moved to approve the minutes of the October 13, 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**
    - **Reviewed process for proposing changes to the delivery of present curriculum to the CCSA Board. Added “and/or CCSA Board” to Step 1 of the process.**  
Process to propose changes to the delivery of present curriculum to the CCSA Board:
      1. Discuss proposed changes with Principal/Program Support and/or CCSA Board
      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
    - **3rd - 5th Grade Reading Proposal from Staff Members**
      - Mrs. Crownhart, Mrs. Coenen, and Mrs. Schroeder presented a proposal to modify the pacing of the reading curriculum in grades 3 – 5. The 4<sup>th</sup> grade grade-level reading group will complete the Reading Mastery IV program, novels taught in each grade are selected to give priority to materials in the Core Knowledge sequence, dictionary skills will be taught to both 3<sup>rd</sup> grade reading classes, grade-level and above grade-level groupings in reading will continue through 5<sup>th</sup> grade. Mrs. Roe moved to approve the proposal as

presented, with the exception of the proposal to modify the writing program. Mrs. DeVantier seconded the motion, and it was unanimously approved.

- o Any modification to the writing program will be deliberated by the English/Writing/History/Logic EPC.
- o Teachers and administration will ensure the change is transparently and properly implemented and communicated to families and staff, including purchase of the necessary Reading Mastery IV and other materials.
- o Teachers will continue to track data for 2 – 3 years to assess the change.
- o Teachers will partner with parents to ensure those novels removed from the curriculum are communicated as potential enrichment materials.
- o **Communication of 5th Grade Human Reproduction Curriculum**
  - o The letter sent to families regarding the curriculum was previously signed as coming from the CCSA Board. The letter in 2016-17 and beyond will be signed by the 5<sup>th</sup> grade teachers and administration. The letter will state that the curriculum was previously approved by the CCSA Board.
- **Governance Committee – Mrs. DeVantier**
  - o Mrs. DeVantier updated the Board on the status of Classical School’s charter with AASD. AASD has approved the charter; it is currently awaiting DPI approval.
  - o The Governance Committee is currently reviewing board member application materials and governance documents (including bylaws and board member responsibilities) and working to combine parent, staff, and district handbooks.
  - o The dress code and technology guidelines will be addressed as part of the process to combine handbooks, with the understanding that, while AASD policies are a minimum requirement, the CCSA Board and school administration may have higher expectations.
  - o Future Governance Committee meetings will be held Jan. 12, Feb. 9, and March 9 at Classical School.
- **Educational Program Committees**
  - o **English/Writing/History/Logic Committee update – Mrs. Tretinyak**
    - o Due to Mr. Bomann’s appointment as Interim Principal of Classical School, Mrs. Campshure will serve as the chair of this committee.
  - o **World Language Committee update – Mrs. Bielmeier**
    - **2016-17 K-3 Latin Pacing Proposal**
      - o Mrs. Bielmeier presented a proposal from the committee to modify the pacing of the Latin curriculum in grades K-3 to reduce the material covered in kindergarten, as it is covered again in 1<sup>st</sup> grade, and focus on vocabulary (part 1 of the 2<sup>nd</sup> grade booklet) versus grammar (part 2 of the 2<sup>nd</sup> grade booklet) in 2<sup>nd</sup> grade. Third grade will attempt to cover the entire 2<sup>nd</sup> grade booklet in this first year of implementation, with the understanding third grade materials will change next year. Mrs. Roe moved to approve the proposal as presented. Mr. Broeckert seconded the motion, and it was unanimously approved.
      - o Mrs. Bielmeier noted that with the change to reading pacing especially affecting 4<sup>th</sup> grade, the possibility exists to focus on rolling out the Latin implementation to third grade only next year.
      - o Mrs. Tretinyak suggested the search for a Latin teacher to support the implementation begin as soon as possible.
      - o Mrs. Bielmeier provided members of the Board and administration with copies of the Memoria Press article, “Why Latin Is NOT Optional” for their review.

- o **Math/Science Committee update**
  - **7th & 8th Grade Science Proposal**
    - o Mr. Mangian, 7<sup>th</sup>/8<sup>th</sup> grade science teacher, evaluated the *Integrated Science* textbook utilized by Nova Classical Academy. The textbook would successfully cover Classical's 7<sup>th</sup> & 8<sup>th</sup> grade science topics, while also being beneficial for teacher succession planning.
    - o Mr. Bomann will arrange for Mr. Mangian to record a preview video of the textbook for Board members to view. If a decision is possible, Board members may vote whether or not to move forward with the textbook via email.
  - **Marketing/Alumni Relations – Mrs. Bielmeier**
    - o Mrs. Bielmeier noted that the committee met for the first time prior to the board meeting this evening. Current marketing and alumni relations activities were reviewed. The committee plans to meet again in December to consider possible opportunities.
  - **Fundraising/Grant Writing – Mr. Broeckert/Mrs. Roe**
    - o No update. The committee is in the process of setting a next meeting date.
  - **Student Wellness Committee - Mrs. VanRyzin**
    - o **Student Wellness Proposal**
      - o Mrs. VanRyzin presented the committee's proposal. The committee suggests 1.) Jean Herron, Classical School Guidance Counselor, visit classrooms to introduce herself; 2.) inviting speakers to present to the school community in the evenings on two-three occasions each school year (focus initially on stress/anxiety management topics); 3.) inviting alumni who have dealt with various mental disorders to present to middle school students.
      - o Mrs. Roe moved to approve points 1 and 2 of the proposal, with the understanding that speakers will be approved by the CCSA Board. Mrs. Bielmeier seconded the motion, and it was unanimously approved by those present. Mrs. DeVantier was no longer available to vote.

8. **Treasurer Report – Tim Broeckert:** The current balance of the CCSA account is \$2982.05.

9. **Principal's Report – Mr. Bomann:** A recommendation for an interim 2<sup>nd</sup> grade teacher is forthcoming in the next week. Mr. Bomann reported he has been working on the teacher evaluation process, formalizing the RTI process, updating the school calendar, and gaining access to the DPI school report cards. Mr. Bomann also reported he has an upcoming meeting with Al Brandt, AASD Charter School Liaison.

10. **Program Support Reports:**

- **Mrs. Diedrich**
  - o Mrs. Diedrich reported she has been focusing on succession planning for her position, including looking at how her time is utilized and possible opportunities for supporting teacher onboarding. Mrs. Diedrich also advised the board of a forthcoming reading incentive opportunity backed by the Wisconsin Timber Rattlers.
- **Mrs. Bielmeier**
  - o **Enrollment update:** Approximately 175 students remain on the 2016-17 waiting list. There are already 75 applications for the 2017-18 lottery (approximately half of them for kindergarten). Applications for the 2017-18 lottery are accepted November 1, 2016, through February 17, 2017.
  - o **High School Selection and Course Scheduling:** Selection forms are due December 12, in order to get the information to AASD before winter break. Mrs. Bielmeier will be holding a course scheduling question and answer session with Jean Herron on the evening of December 6, 2016, at Classical School. Course scheduling forms are due to Classical prior to winter break. Mrs. Bielmeier is also working with

Jean Herron and Al Brandt to streamline high school selection and course scheduling activities, as each of the AASD high schools currently has a different process and expectations.

11. **Public Comment:** None

12. **Motion to Adjourn:** Mrs. Roe moved to adjourn the meeting. Mr. Broeckert seconded the motion, and it was unanimously approved by those in attendance.