



**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

**April 13, 2017**

**6:30 pm – 8:30 pm**

**Classical School, Room 124**

1. **Call to Order:** Mrs. Tretinyak called the April 13, 2017, meeting of the Classical Charter School Association (CCSA) Board to order.
2. **Roll Call:** Tom Bomann, Tim Broeckert, Peter Chen, Melissa DeVantier, Kathy Diedrich, Sarah Roe, Anne Tretinyak, and Joanne Bielmeier.
3. **Guest Attendee(s):** Raj Dugal was in attendance as a potential future CCSA Board member. Mrs. Stacey Foley was present for Educational Program Committee discussions.
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 April 13, 2017, CCSA Board meeting. Mr. Broeckert seconded the motion, and it was unanimously approved.
6. **Consent Agenda Items:** Mrs. DeVantier moved to approve the following consent agenda items as unanimously agreed to by email prior to the meeting. Mr. Chen seconded the motion, and it was unanimously approved.
  - Approval of Minutes of February 7, 2017, CCSA Board Meeting
  - 6th Grade Field Trip to Old World Wisconsin
7. **Board Committee Reports & Discussion Items:**
  - **Board Discussion Items – Mrs. Tretinyak**
    - Mrs. Tretinyak reviewed the need to combine the staff and family handbooks prior to the 2017-18 school year. The need to add more information on Core Knowledge and Classical Education to the combined handbook was also noted. Ridgeview Classical Schools' handbook is an example of a comprehensive handbook.
    - Regarding the CCSA Board Google drive, Board members are advised to remain vigilant when granting accessing to the drive and it's contents. Board agendas and minutes are published as required by Wisconsin's Open Meetings Law.
  - **Governance Committee – Mrs. DeVantier**
    - **Curriculum Change Proposal Guideline**
      - Mrs. DeVantier reviewed the proposed guideline. It was suggested that curriculum change proposals be added to a CCSA Board agenda initially as an "Item of Information." The Board will not vote on a proposed curriculum change until the meeting following the change being listed as an Item of Information. This will allow Board members time to conduct any necessary research prior to voting. An appeals process will also be added to the proposed guideline. The Board will vote on the revised guideline at strategic planning.

- A field trip approval guideline will be presented at strategic planning. All other future proposed guidelines will be added to an Administrative Team Meeting agenda prior to a Board vote.
  - **CCSA Board Member Recruitment:** Mrs. Tretinyak will note during the May staff meeting that suggestions for potential board members are welcome and appreciated.
  - **Strategic Planning Listening Sessions/Surveys:** CCSA Board members will hold a listening session for staff members at the May 4 staff meeting. A listening opportunity for parents will be provided at the International Fair on May 12. A listening session for EPC chairs will be held the morning of Strategic Planning on May 31; Mrs. Foley will communicate this session to EPC chairs. Mrs. DeVantier may also develop brief surveys for staff and parents ahead of strategic planning.
- **Educational Program Committees**
  - **English/Writing/History Committee update – Mrs. Tretinyak**
    - An update on the committee’s work was provided in the March 2017 *Classical Columns*. Current efforts are on differentiating writing expectations between fourth and fifth grades.
  - **World Language Committee update – Mrs. Foley/Mrs. Bielmeier**
    - **2017-18 Latin Plan/Proposal for 4th Grade**
      - Mr. Broeckert moved to approve the proposal as presented by Mrs. Foley for 4th grade teachers to add a review of the Latin packet used by third grade this school year to their 2017-18 Greek and Latin roots instruction. Mr. Chen seconded the motion, and it was unanimously approved.
      - Mrs. Foley reviewed expectations for Latin in 3rd grade beginning in 2017-18. Teachers will cover the *Introduction to Grammar School Latin Materials* from Memoria Press two to three times per week, for a total of 30-35 minutes per week. No homework is expected to be assigned. Tests and quizzes will be recorded for reference; however, there will not be a “Latin” grade on report cards. The committee will check-in with the third grade teachers quarterly in 2017-18 to track progress of the implementation, and Latin will be added to third grade’s pacing guides. Mrs. Foley is also in touch with Paul Schaeffer from Memoria Press to provide training and support for the third grade teachers over the summer and into next school year.
      - Mrs. Foley also noted a proposal may be forthcoming based on discussions the Spanish teachers are having to balance areas of instruction. A new AASD Spanish textbook is not imminent, as those textbooks are not due for replacement. The committee will keep up to date with regard to AASD changing textbooks.
  - **Math/Science Committee update – Mr. Chen**
    - Mr. Chen reported that 50% of the summer math packets have been updated by teachers. Math placement tests for incoming students will be a topic of discussion next year and/or at Summer Symposium. Kindergarten teachers, along with Mr. Bomann, may consider some revisions to their placement tests prior to testing incoming students during summer school.
- **Marketing/Alumni Relations – Mrs. Bielmeier**
  - **Discussion regarding promotional video samples**
    - Prior to the meeting, Mrs. Bielmeier forwarded Board members links to video samples compiled by Duyen Bagwell. The sample videos are from various vendors at several different price points. In addition to a sample, Image Studios also provided a quote. The committee’s recommendation to work with Image Studios to produce a promotional video will be voted upon at strategic planning.
- **Fundraising/Grant Writing – Mr. Broeckert/Mrs. Roe**
  - Mr. Broeckert reported that the Bemis Company Foundation has generously agreed to donate funds toward Classical School’s science updates.

- **Student Wellness Committee - Mrs. VanRyzin/Mrs. DeVantier**
  - Mr. Bomann noted that Mrs. VanRyzin is still working to locate a speaker to present outside of school hours on the topic of managing anxiety and stress. Other topics are also being considered. The committee is also continuing to explore offering quarterly presentations from the school counselor at the upper grade levels. Any proposed opportunities will come before the CCSA Board for a vote prior to being offered to the school community.

**8. Treasurer Report – Tim Broeckert**

- Balance of the CCSA Board account is \$2755

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

- Mr. Bomann provided an update of progress on staff evaluations. Workbooks for next year have been ordered. Timesheets have been requested from EPC chairs and staff members who lead clubs.
- Mr. Bomann is also working with AASD to determine a timeline for dismantling the computer lab and posting the second grade teaching position.
- Mrs. Foley noted that planning for Summer Symposium is underway.

**10. Program Support Reports:**

- **Mrs. Diedrich**
  - Mrs. Diedrich has been quite busy providing tours and shadowing opportunities for new and potential students. Mrs. Diedrich also provided an update on testing progress and Knowledge-A-Thon (KAT). KAT testing day is Friday, April 21st.
- **Mrs. Bielmeier**
  - There were 299 applications for the 2017-18 lottery, of which 149 were applications for kindergarten. Initial enrollment results were mailed in early March. There are currently waiting lists for all grades for 2017-18, and the school continues to receive new applications that are added to the end of the waiting lists in the order they are received.
  - The 8th Grade Farewell Party is scheduled for Friday, May 19. The 7th & 8th Grade Awards Ceremony and 8th Grade Commencement Ceremonies are Monday, June 5, beginning at 7 pm. Mr. Bomann will be the emcee for both ceremonies, with Mrs. Tretinyak delivering a brief convocation address and presenting diplomas. Mrs. Roe and Mrs. DeVantier will present the board gift and art packets.

**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.



