

# LIBERTY TREE

A Traditional American Education

## Board of Directors Meeting Minutes

May 19<sup>th</sup>, 2023

2:30 PM

Pikes Peak Room-Liberty Tree Academy

**Meeting called to order at 2:31 P.M.**

### **Roll Call and Establishment of a Quorum.**

**Members Present:** Mr. Tim Geitner, Mrs. Raylene Revord and Mrs. Jenni Helland are in attendance. Mr. Mike Johnson is not in attendance due to a personal matter. Mr. Mike Peterson will be joining in remotely for the Executive Session portion. This Board meeting is being held in the Pikes Peak Room at Liberty Tree Academy and live streamed through the schools YouTube link listed on the school website.

**Other:** Mrs. Latham was in attendance to run the livestream for Mrs. Walsh who was unavailable.

### **Welcome and Pledge of Allegiance**

**Pledge of Allegiance:** Mr. Geitner requested Mrs. Revord to lead the Board and public in reciting the Pledge of Allegiance.

### **School Mission and Vision:**

Mrs. Revord read the Liberty Tree Academy school mission and vision aloud.

### **Approval of agenda:**

Mr. Geitner requested that a motion be made to approve tonight's agenda. Mrs. Helland-motion, seconded by Mrs. Revord. Motion carried, vote 3-0. No objections, approved agenda.

**Founding Fathers' Quote:** Mr. Geitner reads the Founding Father's Quote aloud:

"Pure democracies have ever been spectacles of turbulence and contention. Have ever been found and compatible with personal securities or the rights of property. And have in general been as short in their lives as they have been violent in their deaths. -James Madison

### **Board member reports:**

Mrs. Helland: The last few weeks have been extremely busy. The Interim principal has resigned since the last meeting. Staff has really hung in there. The Board is attempting to be present at the school as much as possible. Graduation is this weekend, the signs out front were appreciated by families and a neat surprise for seniors.

Mrs. Revord: No updates currently.

Mr. Geitner: Sixteen or so parents attended the interest meeting for the Parent Engagement Committee (PEC). Mr. Geitner also attended "Mouse Trap" on opening night. He sat very close to the splash zone, near one of the buckets. There have been a couple of busy weeks.

## **Principal Report**

### **8.a. Hiring Update:**

Mr. Manley: Four positions have been filled. There are also a few offers sent out that we are waiting to hear back from. Considerable amount of hiring still left to do.

### **8.b. Calendar:**

Mr. Manley: Minor corrections and improvements were done on the calendar previously approved by the Board. Back to school nights: return to the same format as last year, align testing days so they are more effective for students, parent/teacher conferences will be rescheduled to an earlier time in the year so we don't want until November, it will also give everyone a little "break." November 1<sup>st</sup> had been scheduled to be off but per Mr. Manley we will have school that day. Students with low grades will have parents that need to attend parent/teacher conferences. The last day of school will be changed to allow LTA to mirror what has been done in the past, more of an opportunity for teachers to finish up grades, etc. and not have to return after the weekend. The goal of the calendar changes is to align better with D49 with their schedule. It is confirmed that there will be enough contact hours, LS will be significantly over required hours.

### **8.c. Financial Report:**

Miss Miller created a cover sheet with bullets 1-5, first two being income statements and balance sheet. Mr. Geitner requested Miss Miller highlight the important parts for those listening in.

This is year to date review, there has not been a huge change from last month's report. LTA does have one line item, the buses, which was used to purchase the computers for the school. When we look at fund 11 and fund 26, the Building Corp, rental income (matches). Interested and principal payment came out in March, but the building Corp paid towards the overall loan and there will be another ne scheduled for June. Right now, Fund 26 is not showing a net fund, that was anticipated to cover the negative balance with reserve spending. Next year, we look to be in the positive. The projected views are projected out to June and will paint a clear picture for where the school currently stands. Listed on

Program 2200 are the computers, \$62,000, is over budget but the ending balance looks good. The school is on track with budget. The computers were estimated to originally cost the school \$56,000.00 but there were additional costs such as bays, licensing, etc. This program being used by Miss Miller gives her a clearer bird's eye view of what is going on with the school's budget. In the future, Mr. Geitner would like the budget to be submitted to the Board no later than seven days in advance (following LTA's Standard Operating Procedure) so that all questions can be asked and answered ahead of the Board meeting. There is a surplus of \$14,312.00 and this will need to be signed and submitted to the Trustee at the adjournment of this Board meeting. Last year's audited amount showed \$720,000.00 and because of that deficit it went down to \$454,886.00 fund 26. If you look at our budget, we still had a surplus of \$469,698.00 and our fiscal year ends June 29<sup>th</sup>. Miss Miller has drafted a Board resolution that indicates that the Board appropriates \$8,215,106.00 on page 3 on the total expenditures, reserves, and totals. And it has a projected fund balance of \$4,164,838.00 which is at the bottom of page 3. If we stay on budget, that is what the school should end the year with. The financial audit is scheduled for July 26<sup>th</sup>. The report of the findings is usually available the end of August.

#### **8.d. Gym Floor:**

We have had many contractors come into the school and we have only received one bid so far. The struggle is finding a company who will do the sanding, painting, and sealing all at one time. We are expecting some additional bids to come in in the next few weeks. The gym is normally sealed and sanded every year. The school might have to have a contractor complete with the sanding and sealing and one additional company repair and touch up paint. Affordable heating and air are the company who potentially caused the break in the water pipe that ran to the retention pond. The storage unit portion was part of phase two.

#### **8.e. Roof:**

There was a total of 11 leaks on the roof of the school with an additional "large gash" on the roof that could have potentially been caused by the HVAC unit being dropped onto the roof during install. The phase II portion is where all the leaks are occurring. The roofing material could be part of the reason that the school is experiencing so many leaks. The warranty company Johns-Manville will be covering the damage but nothing on the interior. The ball has been put back into the court of Tectum roofing as well as Johns-Manville. The school hopes to have all leaks and damages repaired in the next few weeks.

#### **8. f. X8 Global Presentation-Eric:**

Presentation is on PowerPoint, but the Livestream is not currently able show PowerPoint on YouTube.

- Projects are occurring all over the country including Africa, South America, and the United States
- Charter school leaders need support and X8 provides services to help facilitate those needs
- Eric is the CEO of X8 Global
- Helped start and open Discovery Canyon
- Eric and his team believe in good schools, especially Charter Schools.

- Colorado has 320 Charter schools around the state
- General Services and training are outlined in the PowerPoint
- School Board training, including Attorney if needed
- Leadership Institute
- Personnel needs, offer letters, etc. seem to be priority.
- Staff members were told certain things and they have not happened as promised.

**Board Discussions:**

Two sets of meeting minutes to approve by the Board, one being April 20<sup>th</sup> and May 2<sup>nd</sup>, 2023.

**Parent Engagement Committee:**

- i. Fifteen or so parents attended the initial PEC meeting, Mr. Geitner wanted to make it clear that the Board is not going to adopt by-laws for PEC but they will authorize some preliminary movements this evening to get the “ball rolling.” Mr. Geitner thoroughly enjoyed the meeting and the roles of each position. Perhaps some interest forms, social media, school website, etc. would be great to develop more, possibly organized by Mrs. White. Parents of students at the school seem to like the idea of PEC and think it will be beneficial to the school.

**Assurance of Compliance:**

- ii. Mr. Geitner states that the deadline for the assurance of compliance is August 15<sup>th</sup> but it is on the agenda as a reminder for the Board. There is still time for the Board and leadership to work on.

**Financial Reports:**

- iii. Mrs. Helland would like to see it put on the budget somewhere that if the Board does agree to contract with X8 that it has a place on the budget for the school. It could very well be a monthly thing but could go on for a longer period. There will be more direction for the needs of LTA in the next few months. This will help the community be aware of what exactly is occurring within the school. The approximate cost is \$4500.00 per month.

**Building Corp Financials:**

- iv. No additional comments besides the recognition of the deficit noted by Miss Miller.

**h. X8 Global Contract:** Mrs. Helland did add the 30–60-hour range to the contract and she does have the contract in hand for the Board to sign after this meeting.

**i. 2023-2024 School Calendar:**

Mr. Geitner is pleased with the revisions to the school calendar and appreciates the explanation provided by the AP's. He is happy with the amended calendar. No additional comments.

**j. School Leader Evaluation Process:**

Mrs. Helland: One of the requirements for automatic charter school renewal in October was the school leader evaluation process. We obviously did not have our school leader finish the school year, so we are in the process of that evaluation and surveys have already been sent out to parents. An additional survey was sent out in October and those have also returned. SAC also did their own evaluation before the resignation of Mrs. Stahnke. In the Board packets for this Board meeting are the preliminary evaluations for that position but also in the packet are the results and answers to the surveys. Also, involved with the survey was the input from families on Board performance which is also required for Charter renewal. There is also a proposed process for evaluation school leaders which will also hopefully be approved this evening.

**k. Employee Insurance Rates:**

Miss Miller explained that she had spoken with the insurance broker prior to this Board meeting and the Board and employees will have time to decide as to what dental insurance company they would like to go with for dental insurance. Medical, vision and life insurance all stayed the same. Mr. Geitner would like to know the actual savings and cost for employees for the June Board meeting.

**l. Graduation:**

There are chairs being moved and some diplomas need to be signed still but the school is prepared for graduation. Mr. Geitner will be in attendance to the graduation and hopes that additional staff and Board members can be in attendance as well. Mr. Geitner also hopes to keep this tradition continuing for the school and future graduates.

**11. Public comment:**

“We appreciate and welcome comments on Liberty Tree Academy school operations and programs as part of our public comment. We ask that your comments be made in a respectful and orderly manner. Complaints against any individual employees and/or students with the school are prohibited. Follow-up action items may be assigned to the appropriate board or staff member, depending on the nature of the comments during public comments made in-public session. In accordance with Board policy, public participation is limited to three (3) minutes per person. Thank you for participating in our public comment forum.”

**Public Sign-up sheet:** None

Mr. Geitner closed the public comments.

**12. Executive Session Pursuant to:**

- a. **C.R.S. 24-6-402 (4) (b):** conference with the attorney for the public entity, specifically receiving legal questions related to principal hiring process and contract. (LTA attorney Amber DeCarly and Mr. Peterson will be joining in remotely)
- b. **C.R.S 24-6-402 (4):** interim evaluation for the interim Principal;
- c. **C.R.S 24-6-402 (4) (e) (II) (b) (i):** Principal and CEO hiring.

Mrs. Helland: motion to take a five-minute break before the start of executive session. Mr. Geitner requested to make it a ten-minute break. Mrs. Helland-amend motion, go into executive session in ten minutes. Second Mrs. Revord. No objections, move to executive session at 3:57 PM.

**Executive Session begins at 3:57 PM**

**Regular Session:** resumes at 4:25 PM

**Roll call vote:** Mrs. Helland-here, Mr. Peterson-here (over the phone), Mrs. Revord-here, Mr. Geitner, chair-here. 4 total members in attendance.

**Action Items following Executive Session:**

**13. J: Principal and CEO hiring.**

**Motion for item J:**

Mrs. Revord moves to make motion to extend an offer to Talbott Behnken as Principal and CEO of LTA. Mrs. Helland, yes. Mr. Peterson, yes. Mrs. Revord, yes. Mr. Geitner, chair, yes. Unanimous vote. Mr. Peterson was then excused from the phone call by Mr. Geitner.

**13. a: Adoption of meeting minutes April 20<sup>th</sup>, 2023**

Mrs. Helland-move to adopt April 20<sup>th</sup> meeting minutes, second- Mrs. Revord. No objection. Amended vote in clarifying it was April 20<sup>th</sup> not April 18<sup>th</sup>.

**13. b: Adoption of May 2<sup>nd</sup>, 2023, meeting minutes**

Mr. Geitner-move to adopt meeting minutes, Mrs. Helland-second. No objection.

**13. c: Approve initial steps for the PEC committee**

Mrs. Helland requests the Board vote to authorize PEC committee here at LTA, the Board would need to vote and select one member of the Board. Mrs. Revord volunteers to be the Board member for the PEC committee. This will now initiate the steps forward for PEC for the Board and LTA.

Motion to amend authorization of PEC and move to make Mrs. Revord the Board member and vote at the next meeting to select a parent volunteer to help. Second- Mrs. Helland. No objection.

### **13. d: Vote to adopt financial report**

Mrs. Geitner- makes motion. Motion to adopt financial report-Mrs. Helland. Second- Mrs. Revord. No objection.

**Mr. Geitner puts the meeting in a brief recess.**

**Mr. Geitner takes meeting out of recess.**

**Mr. Geitner tables item E for the moment.**

### **13. f: Motion to approve the X8 Global contract**

Mr. Geitner-motion to adopt X8 Global contract. Mrs. Helland-motion to approve X8 Global contract. Second-Mrs. Revord. No objection, including amended budget line item for June meeting. Mr. Geitner signs X8 Global contract.

### **13. g: Approve amended 2023-2024 calendar**

Mr. Geitner, makes motion to approve calendar. Mrs. Revord- move to approve amended 2023-2024 academic calendar. Second-Mrs. Helland, no objections.

### **13. h: Adopt Principal evaluation process for the 2023-2024 school year**

Mr. Geitner-makes motion to adopt evaluation process. Mrs. Revord, move to adopt. Second-Mrs. Helland. No objections.

**Resolution:** Mrs. Helland-Move to adopt Resolution to approve the 2023-2024 uniform budget summary. Second-Mrs. Revord. No objections, it is adopted.

### **14. Announcements:**

June 15<sup>th</sup>, 2023, will be the next Board meeting at 6:30 P.M. in the Pikes Peak Room at LTA. Mr. Geitner-Mrs. Moore please ensure that the date for the June meeting is posted to the website.

Graduation is tomorrow, May 20<sup>th</sup>!

Mr. Geitner: the Board has worked very hard during this hiring process and all the efforts are appreciated! Three finalists were named but the Board will be moving forward with Mr. Talbott Behnken. A special thank you goes out to Mr. Manley for all his hard work, and this is in no way a reflection of the Board's feelings towards him.

**Adjournment:**

Move to adjourn Board meeting by Mr. Geitner. No objections. Board meeting adjourned.

**Minutes Submitted by:**

Mrs. Walsh  
Executive Assistant/HR  
Liberty Tree Academy