



A Traditional American Education

## **Board of Directors Meeting Minutes**

**July 27, 2023**

**6:30 P.M.**

### **Liberty Tree Academy**

#### **1.0 Meeting Called to Order**

The March Board meeting for the LTA Board of Directors was called to order at 6:32 P.M by Board President, Mr. Geitner. This Board meeting was held both in person at the school, specifically located in the Pikes Peak Room, as well as virtually via LTA's school YouTube link.

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

The following Board members were present at the meeting: Mr. Tim Geitner, Mrs. Jenni Helland, Mr. Mike Johnson and Mrs. Raylene Revord. Board currently stands at four members.

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

Those in attendance were welcomed and invited to join the Board in reciting the Pledge of Allegiance by Mrs. Revord.

#### **4.0 Liberty Tree Academy School Mission and Vision**

Mr. Geitner requested Mr. Johnson to open the meeting by reading both the Liberty Tree Mission and the school's vision statements.

#### **5.0 Approval of the Agenda:**

No amendments to the agenda. Mr. Johnson makes a motion to approve the agenda as written, So moved by Mr. Geitner, second by Mrs. Helland. Roll call vote, Mr. Johnson-aye, Mrs. Helland-aye, Mrs. Revord-aye, chair votes-aye. Agenda approved.

#### **6.0 Founding Father's Quote:**

"Always stand on principal, even if you stand alone."-John Adams

#### **7.0 Board member reports:**

Mr. Johnson would like an update from Mr. Manley on how his transition into the principal role is going so far and if he needed additional assistance from the Board.

Mr. Manley-Transition has gone well, especially with the assistance of X8 and within the building. There has been a good core of teachers and staff returning from last year. I think overall, we are doing okay.

Mrs. Helland-nothing to report.

Mrs. Revord-nothing to report.

Mr. Geitner-I would like to just thank you and the team, and by team, I mean the entire school and all staff, the word is out that things have changed for the better at Liberty Tree Academy so I would like to say thank you.

## **8.0 Principal Report:**

### **a. Facilities**

We have done fun things to help spruce up the property, inside and out. The floors are freshly waxed, windows have been professionally cleaned. Flowers and trees have been added to the property as well as some lobby plants to help make the school feel welcoming. It has been a joint effort by staff over the summer to help get the school back into shape. The roof finally seems to be in good, properly working order. The place seems to look a lot better, and we will continue that effort. Some woodpeckers have been adjusting the exterior of the building, but we will address that.

### **b. People and Culture**

The school is currently holding new teacher training as well as new staff training that will begin tomorrow. This week, all teacher's will be working on the LTA teaching curriculum. We are happy to have all the bright, new faces and we are in full swing ready to get people plugged in and ready to go.

### **c. Financials**

Miss Miller reports that the financials have been in the Board's hands for a while, and she did not receive any inquiries back from the Board. The audit is underway, it was concluded here on site, and it is in their hands as of now. We look forward to hearing back from them with their findings in a few weeks. Although the financials were not listed on the agenda as discussion or action items. it is worth mentioning them during the meeting. If there were any additional questions, we can pursue those.

## **9.0 Board Discussions:**

### **a. Board member Elections**

Tonight, the Board will be holding elections, does anyone have any questions or comments on this?

August 19<sup>th</sup>, September 16, September 23 were possible dates for the Board meeting training.

Mrs. Helland-She will be out of town on September 16 and September 23<sup>rd</sup>. Another option would be for her to attend the Board training virtually on those days.

Mr. Geitner-He will be unavailable starting at the beginning of August to the middle of September.

Mr. Johnson-He is available on August 19<sup>th</sup> but will be out of town on September 16<sup>th</sup>, but he will be back by September 23<sup>rd</sup>.

Mrs. Revord-she is available all three days.

#### **b. Charter Renewal Criteria**

**The Board has decided on September 23<sup>rd</sup> for Board training since it fits within everyone's schedules in September.**

Mr. Geitner-It makes sense to build out the agenda and see what that looks like and then schedule the day based on that. And I don't see a reason as to why we cannot hold the training here at LTA.

Mrs. Helland-We need to consider the fact that we need to add those parents in October so we just need to make sure we can record whatever so that is available in the future for the Board's new members. If we can get as many of the modules completed before that time, that would be helpful as well.

Mr. Geitner-So that takes care of Board training for the Charter renewal.

#### **c. Annual Board Certification Form:**

Mrs. Helland-So, every year, we must complete a complex form to test, like a complex disclosure essentially that needs to be filled out by Board members, to disclose any potential conflicts that the Board has and then those need to be uploaded as its part of the contract renewal. Those need to be filled out today so they can be turned into the district. This form does not need to be notarized.

#### **d. Vacant Board Member seat**

Mr. Geitner- Mr. Peterson's term was over so we do have a vacant seat on the Board. My recommendation is that from tonight July 27<sup>th</sup> through August 10<sup>th</sup>, we use that as a two-week window so that anyone who is interested in being appointed to the Board may send an email to two representatives on the Board, which we will designate this evening. Then, from August 11<sup>th</sup>-August 15<sup>th</sup>, that gives the two Board representatives to interview, make phone calls, etc. We will then be able to discuss as a Board and hopefully have a decision by the next scheduled Board meeting which will be August 17<sup>th</sup>, 2023. Does that seem like a good system to apply? That gives us two weeks for parties to apply and then five days or so to interview, and that sort of thing.

Mrs. Helland-The only thing I must add to that Tim is that because the Board had such a high turnover during the time that I was not on the Board, we will need to go back to the time the school opened and check what positions were vacant and for how long to figure out when existing terms ended. Otherwise,

there will be three Board members terms ending the same year, which is not correct, it should only be two. So, one of us three needs to come off prior to the other. And when does Mr. Johnsons end, I think in 2024. Was that what you were tracking too?

Mr. Johnson-Yes, that is accurate and true.

Mrs. Helland-I did attempt to chart this out this week but did not bring it with me so I will make sure and bring it with me next Board meeting. So, if someone wants to leave after 3 years, they can but they can serve up to 6 years. I want to make this part of the next Board meeting so we can solidify that and vote on this plan on which positions belong to who. The Board handbook needs to have this structure added to it, so it is one place to reference and have. Currently, Dustin is working on solidifying that handbook. We also need to adopt a position for the next parents I think also at the next Board meeting we need to have a discussion and vote on that process for the parent position so I think it would be prudent to develop in our own minds so we can have that discussion. I think there is some great potential in that process, and we can move forward with publishing the process of the parent election which will take place in October.

**e. Privacy and Protection of Students as it relates to Colorado SB 08-200 & HB 21-1108**

Mr. Geitner-Colorado has moved quickly in terms of what does it mean for protective classes. One of these bills I had the pleasure of participating in floor debate on the HB 21-1108 which is gender identity expression anti-discrimination which added to protected classes to gender expression. We can see this conversation playing out across school boards whether they are charter or district across the U.S. specifically here in Colorado as well. So, I think we owe it to not only just our students but our families, I think we also owe it to our teachers to have a rather robust discussion. There are implications that Colorado law has adopted and it is part of Colorado law that we must adhere to so what does it mean if you are in the classroom and you are interfacing with student's, I think that's a big piece of that but I think there is another big piece of that's often this so that's the privacy of the student's and student's at large across the school. There was an example of a recent resolution that Monument Academy which is just up the road, a K-12 school, where they adopted a resolution, I would like to see us do something similar fashion. But I think the best way to engage upon that process is to have some sort of a town hall or something where we can have it scheduled, hear from parents, hear their concerns, so we can receive some of that feedback as we craft something that will provide protection for our students and it will also lend the clarity as to how we will handle certain things within the confines of Colorado law. I do like what Monument Academy adopted very much, they have been down this road twice leading on this front and about a year ago they adopted a proclamation and resolution and since then they have adopted a second resolution. I think their process is one that all charter's should be looking to. So, I think we should set a date to have this coincide with town hall meeting, this will need to take place before a Board meeting. I think we need to have this completed within the next 90 days or so.

Mrs. Helland-I think it would be beneficial to have Dustin Sparks work with Mr. Manley on developing on what the Town Hall is going to look like. I think the Board has a lot on its plate right now so maybe October would be best. I'm not married to the idea but just an idea. I think waiting until October will give Mr. Manley and the staff adequate time to be prepared and give some direction on the new law so that everyone can appropriately protect LTA's interests. I did also watch the Monument Academy town hall and I think they did a good job, but it is a very hot topic and I think a lot of school's are trying to figure out the best way to navigate this.

Mrs. Revord-I support the idea of putting together the Town Hall meeting.

Mr. Johnson- I am going to agree but I want to know more about how the law pertains to us and delve deeper into how Monument Academy wrote their resolution, get our understanding on that too. I think parents, students and staff deserve to have a perspective on this too.

Mrs. Helland-I think parental autonomy is a good for us to recognize to uphold especially given our mission and vision.

Mr. Geitner-Ok, so it looks as though there a head nods and approval on a possible Town Hall meeting as well as policy, obviously Town Hall must come before policy is adopted. I am not opposed to the idea of putting pen to paper and having a policy that may help structure a Town Hall, so just know I think that is something that could help us, but I think there are several ways that we can go about it. Mr. Manley as it pertains to you, just make sure you connect with Dustin for purposes of training and whatever else you need. I think there is probably an area where you both can connect and say hey this is a good area where you can provide some training to our staff.

Mr. Manley- Dustin will be here next Wednesday morning to work with the staff.

Mrs. Helland-At our next Board meeting, we probably need to schedule a working session or a special board meeting to have Dustin educate us before the Town Hall on October 21<sup>st</sup>. We will obviously need to meet to have the education from him.

**10. Public Comment:**

a. Statement read aloud by Mr. Geitner:

“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 comment 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.”

Mr. Geitner-Do we have anyone who would like to comment in the public forum? If so, please come up to the front near the speaker next to Mr. Manley.

Public comment:

“Hello, my name is Andy Stockwish and this is going to be very short but I look forward to this school year, I thank you guys for the work you have done both the Board and Mr. Manley and all the teachers as well. So, let’s just keep looking forward and moving forward, that’s all I’ve got.”

**13. Action Items:**

a. Office Positions:

Mr. Geitner-So currently we need to vote on President, Vice President, Treasurer and Secretary. Let's just do them in order.

Mrs. Helland- We need to change our website because it is Chair, Vice Chair. I also think we should add in here that we should look at committees so we can stop assigning Board members to different committees. So, before the next Board meeting, I will send out an email listing all the Committees and where the Board's passions lie within those committees.

Mr. Geitner: Well, there are two major committees I am aware of and that is our Security committee and our Parent Engagement Committee.

Mrs. Helland-Also Exact Governance, HR and Curriculum. We have a lot and that is why I think it makes sense to wait until the next Board meeting to talk about those committees. And then building some facilities to help Mr. Manley out.

- i. Mrs. Helland-I will make a motion to appoint Mr. Geitner as the Board Chair. Second Mr. Johnson. All in favor say aye, all members-aye.
- ii. Mr. Geitner-I would like to nominate for Vice Chair, Mrs. Helland, I move to appoint Mrs. Helland as Vice Chair, can I get a second? Second Mrs. Revord. Any objections? No objections, that carries.
- iii. Mr. Geitner- I would like to make a motion to appoint, I'm sorry I mean elect Mr. Mike Johnson for the treasurer position. Can I get a second? Second Mrs. Helland. Are there any objections to Mr. Johnson being our Treasurer? Seeing no objections, congratulations to Mike on being our Treasurer.
- iv. Moving on to Secretary, I move that we elect Mrs. Revord for Board Secretary for LTA. Can I get a second? Second Mr. Johnson. Are there any objections? Seeing no objections, Mrs. Revord congratulations.

b. Meeting Posting Locations:

Mr. Geitner-Let me call Dustin and have him on speaker phone for the meeting.

- i. Right now, the posting meeting locations should be (#1) on the LTA website and (#2) will be posted at the front entrance of the lobby of LTA.

Mrs. Helland-I move to have the priority positing position for Board agenda be on the LTA website and as a backup if the internet goes down, the LTA front doors.

Mr. Geitner-second, is there any opposition? None, that motion carries.

c. Oath:

- i. Mr. Geitner calls Dustin Sparks.
- ii. Mr. Geitner moves to appoint Dustin Sparks to administer the oath of office to the LTA Board, Mr. Johnson-second. No objections, motion carries.
- iii. For each Board Member to affirm, pick whatever response you would want to say, state your name and stand.
- iv. Dustin Sparks will need to attest and record what each Board Member stated.

v. The Board recites the oath of office.

- b. Mike Johnson-Swear by ever living God.
- c. Jennifer Helland-Swear by ever living God.
- d. Raylene Revord-Swear by ever living God.
- e. Tim Geitner-Swear by ever living God.

Mrs. Helland-I don't see the D49 certification form, can you please send those to me?

Mr. Geitner-Just a heads-up Dustin, we might have to swear in another Board member next meeting.

d. Waivers:

Mr. Geitner- Mr. Manley would you like to fill us in on the waivers that were submitted?

Mr. Manley- It was largely just a re-request to renew all the same waivers, the waivers are with their respect departments.

Mr. Geitner-I will make a motion to approve those waivers and submit those waivers to the district for approvals. Second Mr. Johnson, any objections? No objections, action taken on waivers.

\*Mr. Manley mentions that we did not approve past Board Meeting minutes. Mr. Geitner -moves to make an amendment to the agenda ITEM E, approval of past meeting minutes. Mrs. Helland second. Any objections? No objections, motion carries. I move that we adopt the agenda as amended for purposes of including Item 11 for approving past meeting minutes. Second Mr. Johnson, no objections, motion carries.

Mrs. Helland-There is a type on page 8. It's spelled Getner, instead of Geitner.

Mr. Geitner- Ok, so Mrs. Helland withdrawal your second, I withdrawal my second due to typo. With that begin said, I move the approval of the Board meeting minutes with the correction of item 8. Mrs. Helland-second.

**12. Begin Executive session 7:19 PM:**

Mr. Geitner-Can I have a motion to move into executive session? Mrs. Revord second. No objections. Seeing no objection, we will move into executive session. We will rejoin this YouTube channel after we return from Executive session.

- a. C.R.S. 24-6-402(4)(d) specialized details of security arrangements, specifically continued review of LTA's security plan.
- b. C.R.S. 24-6-402(4)(b) security plan, LTA policies and handbooks, and compliance with changes in laws applicable to Colorado schools.

**13. Announcements:**

**Return from Executive Session 8:24 P.M.**

Mr. Geitner: I move to make an amendment to the amended agenda to include a new Item 13, LTA handbook, it will re-number the existing item #13 to #14 which is announcements to #15 adjournment. Mr. Johnson-second. No objections. Seeing no objection, now we are amending.

Now, I move to re-approve our re-amended agenda, can I get a second? Mr. Johnson-second. Any objection, no objection. Moving on.

**14. Handbook/Announcements:** Mr. Geitner-we have a draft which is not finalized yet, but I think we make a motion to authorize the administration to finalize the current draft form of the handbook. Any thoughts or discussion needed?

Mrs. Helland-I make a motion to allow the administration to make changes and finalize the draft of handbooks both the employee and family handbooks. Any objection? No objections. Thank you, Mr. Manley, for pushing those through. Next board meeting is August 17<sup>th</sup>. The first official day of school is the 9<sup>th</sup> for new students only and 7<sup>th</sup> graders. The following day all students start officially.

**15.. Adjournment:**

Mr. Geitner adjourns meeting.

Adjournment:

Board meeting adjourned at 8:28 PM by Mr. Geitner.

Mrs. Walsh  
Executive Assistant/HR  
Liberty Tree Academy