

MINUTES OF THE MEETING OF
LEMAN CLASSICAL SCHOOL
A COLORADO NONPROFIT CORPORATION

A meeting of the board of directors of Lemman Classical School was held on Monday, March 19, 2018. Victoria Hostin presided at the meeting and noted that a quorum was present for the purpose of doing business: herself, Jilian Popp, and Dana Knauff. Principal Jason Edwards also participated in the meeting.

Ms. Hostin recognized that we have a lot of documents to cover this board meeting and they were all posted on the web site on Thursday, March 15, 2018. Ms. Hostin invited anyone on the conference line to make public comments by first stating their name and keeping comments to three minutes.

One person made public comments. Mr. Jeremy Hutchings shared that his family is excited that Lemman Academy of Excellence is coming to Colorado. He feels that the school model that combines classical education and Dr. Lemman's philosophies fits a gap in the crowded charter market. He has been connecting with other parents and learning about Classical education. He expressed how much momentum and community support there is for the model Douglas County – and Parker in particular.

Upon motion duly made and seconded, the directors adopted the following resolution:

APPROVED, the meeting minutes from the March 5, 2017 board of directors meeting.

Ms. Hostin introduced the next agenda item asking Dr. Edwards to lead the discussion regarding the budget. The finance committee has all reviewed the budget – special thanks to Wendi Burkhardt whose expertise in start-up companies was invaluable in the process.

The following items were discussed as they relate to the budget:

- 1) The budget that was posted to the Lemman website on March 15 (along with the agenda and other items to be discussed) has changed slightly as of today. This is a result of new information that arrived the morning of March 19th (today's meeting date). Lemman Academy was omitted from a March 8th email from the DCSD Office of School Choice to all charter schools. The email contained the final DCSD purchased services agreement with instructions to make selections by March 22nd. Since we did not have the benefit of this document while we were in the budget process, the options and dollar amounts in some areas have changed.
- 2) The budget provided is based on 550 students; we currently have approximately 420 students with enrolments coming in at a steady pace.
- 3) A draft of this budget has been reviewed by DCSD CFOs office and has the benefit of following an already financially stable model operating in Arizona

- 4) Leman puts in 20% of PERA
- 5) As our campus grows, the payments on the use of the land and building will increase.

Upon motion duly made and seconded, the directors adopted the following resolution:

APPROVED, the 2018-2019 budget and corresponding five-year projections are approved with the recognition that our goal is to collaborate with the DCSD CFO in the process she has to approve budgets by April 1st. Recognizing that any edits to this budget will be made in the spirit of meeting the DCSD requirements, passing the final gate for contract approval, and working (if need be) to accommodate the recently received DCSD Purchased Services Agreement.

Ms. Hostin directed the boards attention to the fourth agenda item and began the policy review with the Financial Policies & Procedures. Review of each policy will start with recommended edits from Ms. Hostin followed by Ms. Popp, Ms. Knauff, and then Dr. Edwards will be consulted.

Discussion regarding the Financial Policy & Procedures

Ms. Hostin recommended changes to the Financial Policy & Procedures:

- In an effort to reflect the current staffing structure in Parker, “Business Manager” should be removed and changed to Principal’s Designee and or Business Office and or Office Manager where appropriate.
- Double signature policy added to have the Principal and the President and/or Treasurer sign on all checks

Ms. Popp, Ms. Knauff and Dr. Edwards agreed with the recommended changes and had no additional edits to recommend.

Upon motion duly made and seconded, the directors adopted the following resolution:

APPROVED, the LCS Financial Policy & Procedures document will reflect the proposed changes.

Discussion regarding the Employee Handbook

Ms. Hostin noted the following suggested edits:

- Unilaterally, edits around the name of entities needs to be addressed. With intent and purpose, our board was named Leman Classical School, but we are doing business as Leman Academy of Excellence. To keep the lines of our relationship clear with Leman Educational Services and the “other Leman Academy of Excellence, Inc.” Ms. Hostin suggest using Leman Classical School Board and dropping the “Inc.”

- Edits to better reflect our staffing structure were suggested. We do not have a CFO, so referencing this position is confusing. Our Human Resources and Business Office is outsourced, so language that reflects that should be included.
- The intellectual property belongs to Leman Educational Services; LCS pays a small fee for access to the curriculum, training and professional development. As the document reads now, it appears that the intellectual property is with LCS, not LES.

Ms. Knauff inquired about the incimate weather policy. Our campus will obviously be more impacted by snow days. Discussion ensued and it was determined that our campus will follow the lead of DCSD on incimate weather. Dr. Edwards noted that snow days are built into the calendar.

Upon motion duly made and seconded, the directors adopted the following resolution:

APPROVED, the LCS Employee Handbook document will reflect the proposed changes.

Discussion regarding the Family Handbook

Ms. Hostin started the discussion with the inclusion of the following edits:

- Including language that kindergartners need to be potty-trained to begin Kindergarten. Ms. Knauff has a lot of experience with pre-school students who are about to enter kindergarten, she brought to light the need to make exceptions for students on IEPs where potty-training is an issue. Board members concurred.
- When FAPE is mentioned in the Family Handbook, the working needs to change to reflect that the DCSD has the final decision / responsibility to determine if Leman Academy can meet the requirements of FAPE in any particular situation.
- There was a contact name in the handbook for families to reach out to regarding special education. That name should be removed and “Dr. Jason Edwards or his designee” to replace it.
- An Arizona Statute (ARS 15-184) was referenced, this should be replaced “Colorado Revised Statute”
- In Colorado “Tiers of intervention” are called “Multi-Tiered Systems of Support (MTSS).” By definition they are the same thing, but difference semantics. This edit is suggested for clarification.
- Information regarding our School Accountability Committee (SAC) needs to be added.
- Specified that the LCS board formed with the vision of bringing classical school and Dr. Leman's work to DCSD
- Given that marijuana is legal in Colorado, our documents need to reference the federal laws governing marijuana.

- For the immediate coming year, removing the specific list of sports will give us more flexibility to work with what we have. The language should be changed to reflect our intent to participate in the leagues available to us and to recognize that the sports program it is dependent upon enrollment and student interest.
- School fees will be on infinite campus / rev track
- Lemman Academy will have sub committees of the board (page 45 needs clarification)
- The time that students can be on campus is 7:30. The document currently ready 7:15

Ms. Hostin recognized that Lemman families were on the line and opened the discussion to get their feedback. Mr. Hutchings inquired more about the sports program. Dr. Edwards committed to sending a survey to Middle School students to assess the interest level and confirm what sports will be offered in 2018/2019. As each athletics season is confirmed, it will be reflected on the website. In the interim, a Sports page will be created so families can see that this will be an after-school option.

Upon motion duly made and seconded, the directors adopted the following resolution:

APPROVED, the LCS Family Handbook document will reflect the proposed changes.

Ms. Hostin concluded with a brief report on enrollment, construction and future meeting schedules. Enrollment is currently at 420, and our goal is 550 students (~520 FTEs). Construction is on schedule and future quarterly meeting will be posted in the near future.