

Lake Country Classical Academy

Regular Board Meeting

December 8, 2021, 7 p.m.

LCCA West Campus, 818 W. Wisconsin Ave, Oconomowoc

Minutes

President Kristina Vourax called the meeting to order at 7:01 PM. All Board members were present excepting Brian Hastings and Ali Schweitzer. Tim Peterson participated in the meeting via phone connection.

- Motion made by Tom Gehl to approve the Agenda - Motion was approved.
- Motion made by Tom Gehl to approve Minutes of November Meeting – Motion Approved
- Comments in the Citizen’s Forum were offered by Tonia Froling, Andrea Hayse, Holly Buchwald, and Jacob Peterson.

Creation of Brokerage Account with Edward Jones:

- Motion made by Tom Gehl to approve creation of a brokerage account with Edward Jones. Said account is for the purpose of accepting gifts to LCCA in the form of securities or other non-liquid assets. Motion included the granting of authority to the Board President to sell and liquidate said assets.
- Tim Peterson requested the specific language of the agreement, and Tom Gehl accepted this as a friendly amendment to the motion.
- Motion approved – the entire agreement was presented to Board members, and is included for the record with these minutes.

Leadership Report:

- Interim Principal Margaret Daigneau presented the report, a copy of which will be included with these minutes for the record.

Accounting Policies and Procedures Manual:

- Dan Fuhrman presented a draft of this manual.
- Motion made by Tom Gehl to approve the draft for forwarding to the Department of Public Instruction by December 10, 2021, with the understanding that a finalized draft with modifications would come before the Board at a future meeting for final approval.
- Motion Approved

CESA Five Proposal for Accounting Services:

- A video that was pre-recorded by Brian Hastings was presented by the Board President.

It outlined the provision of Skyward software, accounting services, and payroll, at a cost of \$4,975 per month.

- Motion made by Dan Fuhrman to approve this expense and enter into agreement with CESA 5 for the provision of said services.
- Motion Approved.

Proposal from Excel Engineering:

- A proposal from Excel Engineering for initial conceptual design of a new, greenfield school facility was presented by Dan Fuhrman, at a cost of \$12,000.
- After Board discussion, it was agreed to table this matter until another proposal(s) could be obtained.
- No motion was forthcoming.

Treasurer's Report:

- Kristina presented this report via a pre-recorded message by Brian Hastings. Following were the highlights of that report:
 1. True start costs were identified, totaling approximately \$500,000 for buildings and \$300,000 for curriculum and operational costs.
 2. A run rate for monthly operating costs was identified.
 3. A projected operating deficit of \$242,000 was identified for the 2021-22 year.
 4. The need for \$300,000 in fund-raising was to close a gap in the operational budget for the 2020-21 school year.

Finance and Facilities Committee Report:

- Potential sites and properties for future facility needs are being evaluated.
- The potential of using mobile classrooms (pods) is being evaluated.
- The purchase of a used, 12-passenger van for transportation is being evaluated.
- Firms to conduct auditing of LCCA's financial systems are being evaluated.

Fund Raising and Communications Committee:

- Update on work of Legacy Committee and various paths of fund raising.
- Update on marketing efforts to support enrollment.
- Update on planning for Gala fund raiser in February of 2022.

Board President Report:

- Kristina Vourax took the opportunity to thank staff and school leadership for their prodigious efforts since the beginning of the school year.
- A family and faculty/staff satisfaction survey will be sent to all LCCA families in mid-December. Survey results/highlights will be shared at the January board meeting.

- Date for January meeting was confirmed to be January 5, 2022.

Meeting Adjournment:

- Motion made by Tom Gehl to adjourn.
- Motion passed – meeting adjourned at 8:37 PM.

LAKE COUNTRY CLASSICAL ACADEMY
818 W WISCONSIN AVENUE
OCONOMOWOC, WI 53066-0000

Acct #: 727-17562 Date: 12/02/2021
Account Class Code: 12 - CORPORATION
Financial Advisor No: 860786 BR No: 17274
Destination: NEW ACCOUNTS

Corporate Resolution Certification Form

This form is not an official corporate resolution and is used to provide and certify to Edward Jones the accuracy of certain information about the corporation and its authorized representatives.

All blanks must be completed.

A. Authorized Representative Acknowledgement Regarding Corporate Resolution

The undersigned acknowledges, being a duly elected and qualified officer of the below-described corporation, that the following resolution, or a resolution substantially similar in form and substance, was properly adopted at a meeting of the board of directors of this corporation held on 12/08/2021 (Must be MM/DD/YYYY), according to the bylaws of the corporation and applicable law.

Resolved, that the individuals identified shall have the full power and authority on behalf of the corporation to enter an agreement on behalf of the corporation; open a brokerage account on the behalf of the corporation; do and perform every act to be done in conjunction with the account being opened, including, but not limited to, being able to transfer, endorse, sell, assign, and deliver any and all certificates of stock, bonds, debentures, notes, subscriptions, warrants, stock purchase warrants, evidences of indebtedness, or other securities now and hereafter registered in the name of or owned by the corporation; and make, execute, and deliver any and all written instruments necessary to effectuate the authority hereby granted.

B. Information about Company

- | | |
|---|--|
| 1. Full Legal Name of Corporation:
<u>Lake Country Classical Academy Inc</u> | 4. Principal Place of Business: (Do not enter P.O. Box)
Street Address: <u>818 W Wisconsin Ave.</u> |
| 2. State of Incorporation: <u>Wisconsin</u> | City: <u>Oconomowoc</u> |
| 3. Date of Organization: <u>06/08/2020</u>
(Must be MM/DD/YYYY) | State: <u>WI</u> |
| | Zip/Postal Code: <u>53066</u> |

C. Authorized Representative Acknowledgement and Indemnification

In consideration of Edward Jones accepting this form, the undersigned agrees and certifies that all information provided in this form is true and accurate, and will promptly notify Edward Jones if any of the information provided becomes inaccurate, misleading or incomplete. The undersigned acknowledges that all of the individuals listed in the Business Account Authorization and Acknowledgement Form are authorized representatives of the corporation. Further, the undersigned acknowledges and agrees that the resolution identified in Section A above is still in full force and effect and has not been rescinded, modified or amended. This certification may be relied upon by Edward Jones until such time as Edward Jones is notified in writing of such change in the information or authority reflected in this document.

The undersigned agrees to indemnify and hold harmless Edward Jones, its affiliates, agents, principals and employees for any and all claims, damages, liability, losses (including attorney fees and expenses) arising out of or related to the information provided in this form.

Further, the undersigned acknowledges that, by this form, Edward Jones has advised the undersigned to consult a legal advisor if there are any questions regarding this form and its contents.

D. Required Signature

Kristina Voumax, LCCA Board President / KRISTINA VOUMAX 12/03/2021
Signature and Title Printed Name and Title Date
LCCA BOARD PRESIDENT



LCCA Principal Report to Board of Directors

December 8, 2021

GOVERNANCE DECISIONS, MONITORING, AND ACCOUNTABILITY

Current Significant Issues/Opportunities - elsewhere in agenda

Matters of Approval – elsewhere in agenda

Risk and Charter Compliance Update:

1. School Goals - in progress
 - a. Math Growth Y1: 55% of all students who take the fall and spring NWEA Map Assessment will meet projected growth in math.
 - b. Reading Growth Y1: 55% of all students who take the fall and spring NWEA Map Assessment will meet projected growth in reading.
 - c. Professional Development for Faculty & Staff Y1: All new teaching staff will attend "new school" teacher training at LCCA (Aug. 2021); Principal attends annual school leader training at Hillsdale College (Feb. 2022); all teachers will participate in at least one PD training per year specifically designed for classical education; tracked by attendance logs.
2. Hillsdale Partnership
 - a. Hillsdale certificate, photo
 - b. Hillsdale zoom calls: Literacy Essentials x2, Student Services, monthly check-in
 - c. Confirmed registration for School Leaders Conference and Job Fair (Feb. 6-9, 9-11)
 - d. Hillsdale consultations
3. Finance
 - a. Enrollment – currently 399 students, East 212; West 187
 - a. November 10 Enrollment Information Session, Tours East
 - b. December 2 Enrollment Information Session, tours East & West
 - c. Considering potential seats opening to current waitlists in certain grades
 - b. Contracts
 - a. PowerSchool service contract - Dec. 7 Snapshot complete
 - b. CESA5 agreement
 - c. Snow Removal Service at East
 - d. Johns Disposal Service – East dumpsters
 - c. Dec. 6 receipt of state deposit
4. Academics and Student Life
 - a. Close of Quarter 1 (11/24); Start of Quarter 2 (11/29)
 - b. Calendar change and updates – extended Thanksgiving break, no early release starting in January
 - c. Report Cards sent December 1
 - d. Attendance – PowerSchool, homeroom only
 - e. Student Services, Special Education Compliance
 - i. **Compliance:**

1. 35/37 students in Environmental Code “A” (80% or more in regular education setting) - State of WI Goal = 70% of students in code “A”
2. All timelines are currently compliant.
3. All of our students are receiving the OT, PT, Speech, and Vision services as outlined in their IEP plans.

ii. **Progress Monitoring/Data Collection:**

1. Progress reports were sent home with report cards.
2. EasyCBM to be purchased for RtI (Response to Intervention)
3. Total Students
 - a. 504s - 10 students
 - b. IEPs - 37 students
 - i. 24 students receive Speech/Language Therapy
 - ii. 23 students are seen by Special Education Teachers
 - iii. 8 students receive Occupational Therapy
 - iv. 2 students receive Physical Therapy
 - v. 1 student receives Vision consult
 - c. Initial Evaluation/Referrals: 2
 - d. RtI
 - i. Tier 2: 4 students
 - ii. Tier 3: 0 students
4. Pending: 1 referral, 2 RtI requests, expected parental feedback from report cards

iii. **Highlights:**

1. Speech/Language Impairment, Other Health Impairment, and Specific Learning Disability continue to be our three highest areas of disability.
2. The special education department has restructured at West to better meet the needs of students and utilize our current resources.
3. IEPs will continue to be updated to reflect student needs at LCCA.
4. Staffing Update: Current Occupational Therapist and Assistant are not able to meet our growing needs. Mary Beth, OTR (also from Rehab Resources) will transition into the new role this week. Current staffing meets the needs and IEPs of all of our students; however, there is minimal room for growth without hiring additional personnel.

f. Curriculum Updates

- i. Final order for main materials completed
- ii. Remaining need for classroom libraries/book collections for independent leveled reading in K-6 classrooms

g. Discipline

- i. Current situations – general interactions among 5th - 9th students (topics of conversation, kindness, respect)

h. Culture

- i. Wacky Wednesday - \$800+
- ii. Wednesday, November 10 – “An Evening of Classical Conversation”
- iii. Veterans Day assembly at East and West
- iv. Liberty Leaders club partnership with VFW – Operation Christmas Care – service project
- v. December 7 TLC Meeting with Ms. Daigneau
- vi. December 10 Faculty/Staff Christmas Gathering

INFORMATIONAL

1. Matters of Note:

a. Facilities

- i. Plumbing at East and West - DONE
- ii. HVAC at East – in progress; still significant heating issue
- iii. HVAC at West – recent heating issue discovered with cold temperatures
- iv. Front door fixed at East
- v. Flagpole fixed at East
- vi. Successful Fire Drills (November and December)
- vii. Shuttle - oil change, emissions test

b. Professional Development

- i. November 17 professional reading and discussion (*The Elements of Teaching: Authority*)
- ii. Hillsdale Zoom opportunities
- iii. 1.5 hr Powerschool Training Wednesday, December 1

c. Human Resources

- i. Hires: Mr. Peter Knapp (Facilities Supervisor); Mrs. Nancy Woods (Latin)
- ii. Current Needs: Extended offer to full-time Math
- iii. Likely Needs: 1 Special Education Teacher, 1-2 Special Education Paraprofessional, 1 Speech Therapist
- iv. 401k
 1. Gallagher is short-staffed due to a resignation and is trying to allocate a resource toward correcting our plan documents and compiling the employee communication materials.
 2. T. Rowe cannot move forward with preparing our employee portal until they have received these documents. Expecting an update Mon or Tues by end of week.
 3. Paycom is at the ready to set up the payroll feed from Paycom to T. Rowe, but is waiting on plan documents as well. Employees will be able to enroll via Paycom as they do with all of their benefits but will make investment selections and changes on the T. Rowe employee portal.

d. IT

- i. 100 chromebooks for testing prepared; 3 damaged upon receipt, sent back for warranty repairs, returned fully functional
- ii. NWEA Map setup – January 3rd PD for teachers, testing complete by end of January

e. Upcoming Events

- i. Tuesday, December 14 - 5th-9th Band&Orchestra Christmas Concert @ 6:30p.m., East
- ii. Friday, December 17 – Red&Green Casual Day
- iii. Tuesday, December 21 – K-9 Classical Christmas Concert @ 6:30 p.m., East
- iv. Thursday, December 23 – Sunday, January 2 WINTER BREAK
- v. Monday, January 3 – All Staff Professional Development Day
- vi. Tuesday, January 4 – Students return