

**Lake Country Classical Academy**  
**Board Meeting**  
September 1, 2021  
LCCA West Campus, 818 W. Wisconsin Ave, Oconomowoc

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**Minutes**

**Attendance:**

Present: Kristina Vourax, Tim Peterson, Dan Fuhrman, Tom Gehl

Absent: Royce Hix, Ali Schweitzer, Taryn Whipple

Also in attendance: Bart Williams, Principal.

**1. Call to Order**

- a. The meeting was called to order at 7:02pm by Kristina Vourax, presiding.
- b. Pledge of Allegiance was recited.
- c. Motion to approve the board agenda by Tim Peterson. Seconded by Tom Gehl. Motion carries.

**2. Citizen's Forum**

- a. Several members of the public were present but none chose to speak.

**3. Consent Agenda**

- a. Motion to approve the minutes of the August 18, 2021 regular board meeting by Tim Peterson. Seconded by Tom Gehl. Motion carries.

**4. Action Items**

- a. Admissions and Enrollment Policy  
The Admissions and Enrollment Policy contained in the Board packet for the September 1, 2021 Board meeting, as updated from the previous draft discussed at the August 18, 2021 Board meeting, was introduced by Kristina Vourax.  
A motion to approve was made by Tim Peterson. Seconded by Tom Gehl. The motion carries.
- b. LCCA Discipline Policy  
The LCCA Discipline Policy contained in the Board packet for the September 1, 2021 Board meeting was introduced by Bart Williams.  
A motion to approve was made by Tim Peterson, subject to deleting the following words in the paragraph entitled, Suspension, fifth bullet point: "or under the supervision of the school authority, s. 120.13 (1) (bm), Wis. Stats." Seconded by Dan Fuhrman. A brief discussion was held. The motion carries three votes to one.
- c. LCCA Grading Policy.  
The LCCA Grading Policy contained in the Board packet for the September 1, 2021 Board meeting was introduced by Bart Williams.  
A motion to approve was made by Tim Peterson. Seconded by Tom Gehl. A brief discussion was held. The motion carries.

- d. LCCA Homework Policy.  
The LCCA Homework Policy contained in the Board packet for the September 1, 2021 Board meeting was introduced by Bart Williams.  
A motion to approve was made by Tim Peterson. Seconded by Tom Gehl. A brief discussion was held. The motion carries.
- e. LCCA Attendance Policy.  
The LCCA Attendance Policy contained in the Board packet for the September 1, 2021 Board meeting was introduced by Bart Williams.  
A motion to approve was made by Tom Gehl. Seconded by Kristina Vourax. A brief discussion was held. The motion carries.
- f. Covid-19 Response Policy.  
The LCCA Covid-19 Response Policy was distributed to the Board in paper form and it was introduced by Bart Williams. The handout was modified by verbal discussion to change the wording to “child/employee” throughout the document.  
A motion to approve was made by Tom Gehl. Seconded by Kristina Vourax. A brief discussion was held. The motion carries.

## **5. Principal's Report**

- a. Enrollment update  
Bart Williams reported on the following enrollment status:  
425 students fully registered. Additionally, 78 students are on a K-8 waitlist. 30 students are registered for 9<sup>th</sup> grade where there remain 14 openings.
- b. Staffing update  
Bart Williams reported on the following staff updates:  
A teacher resigned for personal reasons. To accommodate this change, responsibilities and schedules will be shifted for certain subjects such as Latin. Open position for a part-time math teacher for subjects including pre-calculus. Tammy Melcher was introduced to the Board. Tammy holds a school administrator role, reporting to Bart Williams. She has significant experience in school administration with a voucher school start-up. She will perform several job responsibilities including classroom observation.
- c. Facilities update  
Bart Williams discussed ongoing facilities work. Highlights include:  
LCCA East: Open House was held Tuesday, August 31<sup>st</sup>. It was very well attended with approx. 200 children present. Occupancy permit is expected before end-of-week.  
Planning for parking and drop-off/pick-up vehicle flow.  
LCCA West: Open house was held Friday, August 27<sup>th</sup>. Also planning for parking and drop-off/pick-up vehicle flow.
- d. Faculty & Staff Training Update  
Bart Williams reported on the following training update:  
Wrapping up training from Hillsdale. Most notable has been the depth of the training and the fidelity to the curriculum and program guide.
- e. School Opening Task Timeline  
Bart Williams distributed electronically an updated version of the spreadsheet entitled School Opening Task Timeline which he reviewed in detail. This includes tasks,

scheduled completion date, status, and person responsible. Task still underway include: classroom setup, student handbook, email training, assigning student ID numbers, finalizing signage, securing student records, finalizing a substitute teacher list and protocols, and several other items.

## **5. Committee Chair/Liaison Reports**

- a. Facilities and Finance Committee update was presented by Tim Peterson. Topics included: accounting software implementation and creation of a quarterly updated financial forecast.
- b. Communications and Fundraising Committee update was presented by Kristina Vourax. Topics included: Ambassador's Ball scheduled for Saturday, November 6, 2021 at The Legend at Bristlecone. The per person ticket price will include an embedded donation amount. A Sporting Clays event is scheduled for Saturday, October 16, 2021 at Wern Valley. The purpose is primarily social and building awareness of LCCA.

## **6. Adjournment**

- a. Motion to adjourn by Tom Gehl. Seconded by Tim Peterson. Motion carries. Meeting adjourned at 8:12pm.