

# Lake Country Classical Academy

Board Meeting Minutes (at LCCA West Campus, 818 W. Wisconsin Ave, Oconomowoc)

**June 2, 2021**

## **ATTENDEES**

### **Board Members in Attendance:**

- Kristina Vourax
- Taryn Whipple
- Royce Hix
- Ali Schweitzer
- Dan Fuhrman
- Tim Peterson

### **Also in Attendance:**

- LCCA Principal, Bart Williams
- LCCA HR Director, Kim Nichols

## **AGENDA**

### **Board Meeting Called to Order**

1. 7:13 p.m.
2. Pledge of Allegiance.
3. Agenda approved.
4. Floor opened for public comment, none given.
5. Board meeting minutes from May 5, 2021 approved.

### **New Business**

#### 6. Principals Report

##### a. Key Upcoming Dates:

- i. Sat. June 5th: Open house at LCCA east (our K through 4 at Holy Trinity) 10:00 a.m. to noon.
- ii. Sun. June 13th: LCCA family picnic at St. Matthew's 1:00-4:00 p.m. (bring your own food).
- iii. Fri. June 18th, July 16th, & Aug. 20th: Game nights at LCCA West for 7th – 9th grade students from 5:30 to 8:30 p.m.
- iv. Thur. July 8th: Faculty/staff breakfast & get-together at LCCA (specific details being finalized). Alternate faculty/staff breakfast & get-together at LCCA on Tue. July 13th for those who could not make it on July 8th.
- v. Sat. July 31st: LCCA Liberty Gala fundraiser.
- vi. Mon. August 23: Faculty and staff convene at LCCA. Open house at both locations 4:30-6:30 p.m.
- vii. Tues. August 24: Hillsdale instructional staff at LCCA to train faculty and administrators the rest of the week.
- viii. Fri. August 27: Grand-opening/ribbon-cutting ceremony at LCCA West for all of LCCA (mid-day).

- ix. Mon. August 30: Hillsdale instructional staff back at LCCA for four more days of training us.
- x. Tues. August 23 & 31: Open houses 4:30-6:30 p.m. at both LCCA locations.
- xi. Tues. Sept. 7: First day of school!
- b. Current Enrollment Numbers: To date, 462 students enrolled K-9. In addition, we have 104 students on the waitlist. Two seats are open in 6th and 2 seats in 9th. Families need to fully register and pay their \$65 school supply fee by July 1 or their offers will be withdrawn and these seats will be given to other students on the waitlist.
- c. Human Resources Update (Kim Nichols) – see attached.
- d. Orientation and Training
  - i. There are 16 teachers heading to Hillsdale College on their own time in June.
  - ii. Hillsdale will provide on campus training at LCCA for two weeks in August.
- e. Gantt Chart Update: Turning it over to Royce and Tim

#### 7. Treasurer's Report:

We received deposits for \$100k for loans to be repaid. We have a variety of funding sources the board continues to work with which, conservatively, should provide a minimum additional \$700k. This is a large step towards closing the gap to our original pre-opening budget goal of \$1.26M. The Operating Costs category had a slight uptick in unfavorable variance. This is due to an acceleration of expenses for promotional & fundraising materials. Prepaid expenses related to the Liberty Gala are \$6,757, which are more than offset by paid registrations to-date. We remain net positive on cash flow for this event. The bottom line Statement of Position as it appears today is that we are ahead of pro-rated expectations by \$62,696.

#### 8. Facilities and Finance Committee Update (Tim, Dan & Royce)

- a. Continued discussion about the current financial condition of the school and budgets.
- b. Discussion about advancement of the current facilities plan,
- c. Officially take possession at both locations July 1, but have early access for meetings, furniture storage, renovations, etc.
- d. Getting quote on Holy Trinity renovations to build out that one big classroom, make bathrooms ADA compliant, and fixing up those for classrooms,
- e. Getting three painting quotes for LCCA West,
- f. Will have financing to pay for LCCA East renovations,
- g. We agreed to let Okauchee Little League baseball play at LCCA East (Holy Trinity) this summer – pre-existing agreement,
- h. Discussed signage plan at both school locations.
- i. Issue of St. Matthews & Holy Trinity Inventory (hand-off) – solidified.
- j. Set timeline for decision on Accounting Software & assigned subcommittee to decide.

#### 9. Fundraising & Stakeholder Communications Committee (Kristina and Ali)

- a. LCCA Liberty Gala is set for July 31, 2021: Almost sold out. Still seeking event sponsors.
- b. Ella's Fundraiser: 73 people attended, waiting on the final dollar amount raised.
- c. Outstanding grant applications/status:
  - i. We should know by early June if LCCA is awarded the Wisconsin DPI federal charter school implementation grant.
  - ii. We have submitted an application to the Bradley Foundation.

d. Donor Package Development: Will begin identifying giving levels and related recognition/naming opportunities.

e. Tribal Funding Fix: We will be working with local legislators to address the inequality of charter school funding for Native American college authorizers.

### **Old Business**

10. Board Manual underway, pushed the date to the start of school.

### **Adjournment**

11. Meeting adjourned at 8:18 p.m.



## Human Resources Update June 2, 2021

### Recruiting

- 40 employees hired to date:
  - 34 faculty (includes 4 part-time; sole Spanish teacher, sole German teacher, 3<sup>rd</sup> music teacher for band/orchestra, 3<sup>rd</sup> art teacher for upper school)
  - 6 other (Bart, Kim, Business Manager, 2 Admin Assistants, Nurse)
  - Administrative Assistants start date: 6/14
  - Facilities Supervisor anticipated start date: 6/21
  - Business Manager start date: 6/28
  - Faculty start date 7/1
  - Nurses anticipated start dates: 8/16
- Remaining open positions:
  - Facilities supervisor (offer extended)
  - Last second grade teacher (offer extended)
  - 2<sup>nd</sup> Nurse (offer extended)
- Pre-employment background checks and drug screens:
  - Vendor is GoodHire. Online portal/process.
  - Will conduct background checks on non-licensed faculty and staff.
  - Will conduct drug screens on everyone.
  - Offers were made contingent on successful completion of screens.
  - Will initiate by 6/30.

### Benefits (Health & Welfare / Retirement)

- Broker is Arthur J. Gallagher – previously worked with and had good experience.
- Intend to offer core package of medical, dental, vision, life, short-term disability, and retirement (401k) effective 8/1 to all full-time employees. Will offer dental, vision, life, and retirement to part-time employees. Evaluating FSA option.

### *Health Insurance*

- Polled employees about their likely benefit enrollment choices earlier in May.
- Received quotes from four carriers with 14 different plan designs on 5/28.
- Whittled down carrier options to United or WPS and three plan designs.

- In process of collecting data for employees' dependents to get to an estimate of total premium cost for each carrier/plan design combination.
- Bart and I will review premium numbers and funding options with Gallagher on 6/11 (i.e. employer/employee premium cost split).
- Final carrier and plan designs selected.
- Will do the same for dental, vision, life, and short-term disability (much more simple than health plans!)
- Goal date: Education campaign and enrollment in selected plans to start no later than 7/1.

### ***Retirement***

- No employer match to start. Options for future being discussed.
- Gallagher selected as plan advisor and administrator. Will implement, manage, and monitor.
- Next step is selection of plan recordkeeper and investment platform (call with Gallagher on Friday 6/4).
  - *Initial recommendations from Gallagher: T. Rowe Price, American Funds, Vanguard/Acensus and Empower.*
- Once a recordkeeper/investment platform is selected, next steps are plan design and creation of investment line-up.
- Final step employee education and enrollment – goal date no later than 7/15.

### **Technology and Systems**

#### ***Paycom***

- Payroll and HR information system
- Payroll processing has been smooth
- Allows for employee self-onboarding when hired and ongoing self-service
- Other HR features (request/track paid time off, complete timesheets for hourly employees, issue and electronically sign LCCA employee forms, document library, etc.)

#### ***PowerSchool***

- Main school information system (SIS)
- Integration with ***SchoolMint*** completed (enrollment application)
- Implementation calls ongoing with Bart and PowerSchool
- Next major step is creating and loading classes and schedules and assigning students
- Administrative assistants will be trained to use

#### ***SchoolBucks***

- System used to collect fees and payments, eventually used for family accounts for hot lunch, student activities, web store, etc.
- Creating connection (plug-in) to PowerSchool is underway to allow families to begin using on 7/1.

### **Operations**

- Employee Guide (handbook) goal completion date 6/18. Distribution prior to 7/8 kick-off breakfast.
- Beginning to work with Bart on faculty and school guide (school policy, procedure).