

Lake Country Classical Academy
Regular Board Meeting – April 6, 2022

7 PM – 818 West Wisconsin Avenue, Oconomowoc

MEETING MINUTES

- I.) Board President Kristina Vourax called the meeting to Order at 7:02 PM. All Board members were present, with Tim Peterson attending via telephone.
- II.) Motion made by Tom Gehl to approve the Agenda - Motion passed.

Student Spotlight:

- 8th grade student Brielle Alexander presented her award-winning forensics piece. Brielle placed fourth at the state forensics meet and brought home the first trophy for LCCA!

Citizens' Forum:

- There was one request to speak. An LCCA parent Rich Vance encouraged all efforts to register with the WIAA and establish LCCA varsity athletics each season in order to satisfy all probationary requirements of the WIAA.

Consent Agenda:

- Dan Fuhrman moved approval of the Meeting Minutes from the March 2, March 15, and March 23 meetings, with two noted corrections to the March 2 meeting minutes:
 - >Spelling correction made to note Tim Peterson (not Tom) under the Action Item of mobile classrooms.
 - >Under Section Four and the Preliminary Budget Report, wording changed from “compensation” to wages and benefits.
- Motion passed with these changes.

Discussion Items:

- I.) **Leadership Report:** Margaret Daigneau presented her report, a copy of which is attached. A highlight in the report was the 92% retention rate from teachers into next year; a figure well above the Hillsdale Charter school average. A copy of this

report is attached to the minutes.

- II.) **Authorizer Report:** Kristina Vourax presented this report, a copy of which is attached to the meeting minutes.
- III.) **Board Committees:** Tom Gehl presented information on the Board's intention to develop policies to outline roles, responsibilities, and staffing of Board committees. A policy is scheduled to be presented to the Board for approval at the May meeting.

Action Items:

- I.) **Budget for Liberty Gala:**
 - Motion made by Taryn Whipple to approve the budget for the 2022 Liberty Gala.
 - Budget is in the amount of \$42,342.30, with expected net fund raising to be approximately \$200,000. Every dollar raised by the Gala will be matched by the William S. Knight Foundation matching grant.
- II.) **Excel Engineering Agreement:**
 - Dan Fuhrman presented a contract agreement with Excel, for the purposes of doing initial design and concept development of a one-location school building.
 - Motion made by Tim Peterson to approve the contract at a cost not to exceed \$7,500.
 - Motion Passed
- III.) **In.Studio Architects Agreement:**
 - Tim Peterson presented the need to enter into this agreement in order to obtain Building Permits and appropriate requirements for the attaining of municipal, county, and State approval of the use of mobile classrooms at LCCA East for the 2022-23 school year.
 - Tim Peterson moved to approve this agreement at a cost of \$7,000.
 - Motion passed
- IV.) **Invoices for Legal Services:**
 - Dan Fuhrman presented the attendant invoices for approval from the firm of Husch-Blackwell.
 - Tom Gehl moved approval of invoices in the amount of \$15,753.50
 - Motion passed.

It is noted that each of the above items were presented in accordance with Board Policy, which requires approval of any expenditure not contained within the budget that is in excess of \$5,000.

Treasurer's Report:

- Brian Hastings presented
- Information included our cash position as of the end of March, as well as an update on discussions with additional banks for an increased line of credit.
- Additionally, he presented his report of the preliminary budget for 2022-23, outlining issues such as one-time start up costs (getting LCCA East in acceptable condition), categorical aid for Special Education next year, the declining per student cost going into the future, and additional information. This report is contained in the minutes of the March meeting.

Committee Reports:

Facilities and Finance Committee:

- Tim Peterson updated the board with all relevant information and activities associated with the FACFIN committee.

Fundraising and Communications Committee:

- Kristina Vourax updated the board with the various activities associated with the work of the committee, including Liberty Gala planning and TLC fundraisers and events such as restaurant nights, and the Oconomowoc Independence Day Parade in which LCCA will be represented.

Adjournment:

- Tom Gehl made a motion to adjourn
- Motion passed - meeting was adjourned at 8:48 PM.

LCCA Principal Report to Board of Directors

*Modeled after BCSI [Sample] School Leader Report to Board of Directors

April 6, 2022

GOVERNANCE DECISIONS, MONITORING, AND ACCOUNTABILITY

Current Significant Issues/Opportunities - elsewhere in agenda

Matters of Approval – none

Risk and Charter Compliance Update:

1. School Goals – in progress
 - a. Family Engagement Y1: At least 40% of all LCCA families attend each quarterly LCCA family event, as measured by attendance records.
 - b. Forward Y1: 60% of all students tested will score as Proficient or Advanced in ELA and Math as measured by the Wisconsin Forward Exam.
2. Hillsdale Partnership
 - a. Monthly call between Dr. Katy O’Toole and Principal
 - i. Connected with Oscar Ortiz, BCSI Principal
 - b. Hillsdale resources (videos, podcasts, documents) pushed to teachers in weekly memo
 - c. The School Bell and The Chalkboard: monthly newsletters to teachers and school leaders
3. Finance
 - a. Enrollment – currently 396 students, East 215; West 181
 - i. 2022-2023 Enrollment
 1. All available seats have been offered in K-9th grades
 2. 14 openings in 10th grade
 3. 1 offer outstanding
 4. 2 students are in the RP status (Registration in Progress)
 5. 465 students are fully verified
 6. 288 waitlisted
 - b. Contracts
 - i. Purchased MAP Reading Fluency K-2 assessment to meet Reading Readiness requirement by DPI; reimbursed for cost
4. Academics and Student Life
 - a. Parent Teacher Conferences
 - i. K-6 attendance = 95% of students had a parent attend (Oct. = 96%)
 - ii. 7-9 attendance = 79% of 7th-9th grade families (65/82) represented (Oct = 79%)
 - b. Upcoming close of Quarter 3 (4/8), Report Cards sent on 4/14
 - c. Student Services, Special Education Compliance
 - i. Compliance:
 1. Setting: 30/33 in Environmental Code “A” (student is inside the regular classroom with non-disabled peers 80% or more of the time)
 2. Timelines: Eval and IEP timelines are compliant
 3. Compensatory services offered when required
 4. DLM (Dynamic Learning Maps) will be administered in April

- ii. Numbers:
 - 1. Total Students
 - a. IEPs - 33 students
 - b. 504s - 4 students
 - c. LCCA has evaluated 14 new students so far this year
 - i. 5 qualified for special education
 - ii. 6 did not qualify for special education
 - iii. 3 students are currently in the evaluation process
 - d. 9 students were dismissed, or parents revoked consent for special education so far this year
 - e. Projecting an increase from 33 to 44 IEPs next school year
 - iii. RtI
 - 1. Classroom teachers have been providing interventions for over a month. Most students are making sufficient progress, per teacher report. Data will be re-evaluated in April/May.
 - a. Tier 2: 24 students
 - b. Tier 3: 4 students
 - iv. Other:
 - 1. Actively recruiting a Vision/Orientation & Mobility Specialist
 - 2. Attempting to hire a paraprofessional to replace resignation last month
- d. Standardized Testing
- i. Forward Testing March 30 – April 29; 3rd through 8th grades
 - ii. ACT Aspire – April 27; 9th grade
 - iii. MAP Testing – April 25 – May 27; K through 9th grades
 - iv. MAP Reading Fluency to meet Reading Readiness test requirement; K through 2nd grades
- e. Curriculum Updates - none
- f. Discipline
- i. 2 student disciplinary issues a West
 - ii. Spreadsheet tracking virtue reflections and discipline referrals; paper copies in student files
 - 1. Virtue Reflections: 5th – 0; 6th – 4; 7th – 2; 8th – 2; 9th – 0
 - 2. Discipline Referrals: 5th – 0; 6th – 0; 7th – 0; 8th – 0; 9th – 2
- g. Culture
- i. March 15 – flagpole pulley lesson with 1st grade
 - ii. K-4 poem memorization (“Perseverance” by Johann Wolfgang von Goethe) at assembly
 - iii. Kindergarten recitation of Preamble
 - iv. March 16 – Assembly at West
 - v. March 18 - Spirit Wear Day
 - vi. March 18 – 4th grade dodgeball game
 - vii. March 30 – 1st grade Mexican Fiesta
 - viii. March 31 – Literacy Parent Night hosted by TLC
 - ix. April 1 – Mom/Son Game Night

INFORMATIONAL

- 1. Matters of Note:
 - a. Facilities

- i. West - Roof Leak in the Kitchen was repaired on March 8th. Vidmar Roofing completed the work: removed the deteriorated sealant at scupper box, re-glued the roof at the scupper box, and re-caulked the flashings. St Matthews paid for repairs.
 - ii. West - Upstairs staff men's bathroom toilet and women's bathroom off the gym toilet repaired by JM Brennan on Monday April 4th.
 - iii. West - Removed bench and shelving in the upstairs hallway; repaired and painted the wall
 - iv. West - LCCA sign re-installed at street; grommets fixed and trim re-enforced
 - v. East - No A/C in 4th grade room. Butters and Fetting is scheduled to come out next week to give estimate on A/C.
 - vi. East - adding woodchips to the playground at East. Best quote was from Robb Brinkmann-woodchips \$33/yard X 20 yards = \$660.
 - vii. East - Traffic bond for front parking lot/driveway (3 yards for \$165)
 - viii. East - Received 4 lawncare quotes - will review with P. Knapp
 - ix. Both campuses - Completed the annual fire extinguisher and fire alarm testing in March
 - x. Both campuses - Received 3 quotes from cleaning companies, will review with P. Knapp
- b. Safety Concerns - none
 - c. Professional Development
 - i. April 6 Faculty Mtng Discussion; *The Elements of Teaching*, Pleasure chapter
 - ii. April 6 Faculty Mtng Discussion; *Teach Like a Champion*: Circulate; The Joy-Factor
 - iii. Faculty Book Club led by Brandon Muri; (*The Great Tradition: Classic Readings on What It Means to Be an Educated Human Being*)
 - iv. All faculty/staff expected to attend one Hillsdale zoom/office hours per month
 - d. Human Resources
 - i. Personnel Summary Report

Offers of Employment				
Name	Position	Location	Effective	Replacing
Connor Mullins	Upper School History	West	August 15, 2022	new position
Sydney Tone	Upper School Science	West	August 15, 2022	new position
Nicholis Wagner	Asst Principal K-6	East	July 1, 2022	new position
Resignations				
Name	Position	Location	Effective	Reason
Kim Nichols	HR Director	Admin	May 2, 2022	Shift to part-time, contracted
Open Positions				
Position		Location	Effective	
Teacher for the Visually Impaired		West	Immediately	
Sped Paraprofessional		West	Immediately	
Business Manager		Admin	May 1, 2022	

- ii. 22-23 Employment Agreements due April 4; 92% Faculty/Staff retention
- e. Upcoming Events
 - i. April 15: NO SCHOOL
 - ii. April 27: ACT Aspire Testing (9th grade)
 - iii. May 24: 5th-9th Spring Fine Arts Performances (band, orchestra, choir); 6:30 p.m.
 - iv. June 5: Year-End Celebration at Dockhounds game

LCO Ojibwe College/Lake Country Classical Academy
April 6, 2022 Authorizer Update

I.) LCOOC Update:

- a. Karen Breit has been working with Sarah Hackett/WRCCS and Alex Robertson/DPI to learn more about their role as an authorizer and organize their work. She is in the process of creating a structured calendar/timeline so both the LCOOC and LCCA understand when reports are due, when the LCOOC receives authorizer payments, etc. She will share this with us when completed.
- b. Karen will be scheduling a school visit (“check in”), along with a representative from the Wisconsin Resource Center for Charter Schools (Sarah Hackett) sometime in the next couple of months.
- c. We need to be sure to provide the LCOOC with copies of any reports that are filed with the DPI.

II.) LCO Ojibwe teachings/curriculum integration:

- a. Jason Bisonette, LCOOC Board President and Dean of the LCO Ojibwe K-12 school, will be providing a professional development for LCCA faculty on June 13, 2022. This would be a workshop for faculty and staff on how to incorporate true Native American teachings into our existing curriculum.

III.) LCCA Board Visits to Hayward in 2022:

- a. LCCA Board of Directors to Attend LCOOC board meeting on May 20. Members of the LCCA board and LCCA principal, Margaret Daigneau, will drive up on Thursday, May 19, for a tour of the Ojibwe K-12 school and the college, dinner with the LCOOC board that evening, and a lunch meeting at 11:00 on Friday, May 20.
- b. Seven Generations Summit, Sept. 29 & 30, 2022: The entire LCCA Board of Directors and LCCA Principal, Margaret Daigneau, will attend this year’s Seven Generations Summit.

Revenue Projections

	21-22	22-23	22-23 Pods	23-24 Pods
Students	404	478	507	557
Per Pupil Aid	3,655,182	4,231,734	4,488,471	4,931,121
Cares Act	26,342			
Categorical Aid		150,000	150,000	200,000
DPI Startup Grant	300,000	90,000	90,000	72,500
Student Fees	66,000			
Enrollment Fees		49,750	53,375	59,625
Fundraising	240,000	325,000	325,000	325,000
Foundation	550,000	200,000	200,000	100,000
Gross Revenue	4,837,524	5,046,484	5,306,846	5,688,246
Authorizer Fee	-109,655	-126,952	-134,654	-147,934
Net Revenue	4,727,869	4,919,532	5,172,192	5,540,312

- Revenue shown on a GAAP basis, not WUFAR. E.g. long term loans not treated as revenue in GAAP.
- The student / enrollment fees data from early 21-22 is very muddled and not enough transparency there prior to using Heartland. Possible some of the \$66,000 is cross pollinated.
- Categorical aid will be ~30% of 21-22 special ed expenses. The DPI start up grant shown for 21-22 pertains to expenses already incurred.
- Fundraising a combination of the Gala, Ambassador Ball and other donations. For 21-22, we will have \$200k funded from WSK (the first \$50k from the \$250k will be in 21-22 along with the \$500k loan that they forgave in December).
- For 22-23, Gala will be substantially larger (expect 400-500 in attendance). Budget to be reviewed in the next Board meeting.
- We will need to ask families for a voluntary donation and formalize our president club annual pledge which can be used for either operational or capital needs.



Hypothetical proforma with future fundraising removed.

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Cares Act	26,342			
Categorical Aid		150,000	150,000	200,000
DPI Startup Grant	300,000	90,000	90,000	72,500
Student Fees	66,000			
User Fees		49,750	53,375	59,625
Fundraising Foundation	500,000			
Gross Revenue	4,547,524	4,521,484	4,781,846	5,263,246
Authorizer Fee	-109,655	-126,952	-134,654	-147,934
Net Revenue	4,437,869	4,394,532	4,647,192	5,115,312
Staff Total Compensation	2,988,801	3,810,909	3,862,429	4,281,709
Non Compensation Expenses	976,913	580,969	580,969	553,208
Facilities Rent	444,700	484,204	587,204	622,004
Facilities	460,342	50,000	50,000	25,000
Pods			95,000	
Property and Grounds	460,342	50,000	145,000	25,000
All Expenses	4,870,756	4,926,082	5,175,602	5,481,921
Per Student Operating Cost	12,056	10,306	10,208	9,842
Surplus/Deficit	-432,887	-531,550	-528,410	-366,608
	-8.89%	-10.79%	-10.21%	-6.69%
Per Student Excluding Fundraising	-1,072	-1,112	-1,042	-658