

**LIBERTY COMMON SCHOOL  
BOARD OF DIRECTORS MEETING  
REGULAR MEETING**

Date: Thursday, October 30<sup>th</sup>, 2025

Time: 6:00PM

**Location:**

Liberty Common School – Aristotle Campus  
2130 West Horsetooth Drive, Fort Collins, CO

**Minutes**

**Board members in attendance:**

X	Patrick Albright
Absent	Raven Banning
X	Pete Conrad
X	Michelle Duncan
X	Hannah Ebben
X	Matt Raile
X	Elizabeth Timpe

**Administration in attendance:**

X	Headmaster Bob Schaffer
X	Principal Robert Robinson
X	Principal Casey Churchill
X	Principal Sandy Stoltzfus
X	Principal Kathleen Kearney
X	Assistant Principal Jenna Allen
X	Assistant Principal Chris Reynolds
X	Assistant Principal Nancy Hoyer
X	Assistant Principal Kelsey Bailey
X	Senior Director of Operations Bev Hanawalt
X	Director of Advancement Brett Harkey
X	Director of Finance Noelle Currell
X	Athletic Director Franklin Russell
	Director of Policy and Compliance Sarah Hunt
X	Communication Specialist Kallie Cooper
X	Director of Information Technology Sean Lewis
X	Headmaster Support Specialist Marjorie Fallon
X	Director of Security Jim Ramirez

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER**

- Approve Agenda 6:00PM

**STAFF AND COMMUNITY COMMENT** – (two-minute limit per person)

**NEW BUSINESS**

- Swear in new board member Matt Raile – Mr. Albright

**ROUTINE BUSINESS**

- Motion to Approve Minutes – Regular Meeting – September 25<sup>th</sup>, 2025 and the Special Meeting October 16th, 2025

**Motion: Ms. Timpe**  
**Second: Ms. Ebben**  
**All in favor**

**DEPARTMENT REPORTS**

- English Department Report
- Library/Literary Review Report

**ADMINISTRATION REPORT**

- Headmaster Report – Headmaster Schaffer

**CONSENT AGENDA**

Motion to adopt all the items on the consent agenda.

Motion: Ms. Timpe  
 Second: Ms. Duncan

**All in favor adopted**

- Resolution: Adopt 2024-2025 Assurances of Financial Accreditation
- Resolution: Forgiving an interfund loan between General Fund and Student Activities Fund
- Resolution: Adopt 2024-2025 Audit
- Charter Advocacy Coalition membership renewal for 2025-2026

**UNFINISHED BUSINESS**

- None

**NEW BUSINESS (cont'd)**

- First Reading: Resolution to Increase Check Signing Limits – Dr. Conrad

Motion is to adopt the resolution to Increase Check Signing Limits edits to school policy 9.3 as referenced in the document.

Motion: Mr. Conrad  
 Second: Ms. Timpe

Vote postponed until second reading next meeting.

- Board Policy 1.1: Add Junior High Campus – Mr. Albright

Motion to approve the edits of Board Policy 1.1 to add a stand alone Junior High School.

Motion: Mr. Albright  
 Second: Ms. Timpe

Y	Patrick Albright
Absent	Raven Banning
Y	Pete Conrad
Y	Michelle Duncan
Y	Hannah Ebben
Y	Matt Raile
Y	Elizabeth Timpe

Pass 6-0

- First Reading: Physical Education Policy – Mrs. Timpe

Motion to adopt the Physical Education Policy as recommended by the AAC.

Motion: Ms. Timpe  
 Second: Ms. Ebben

Vote Postponed to next meeting.

- Form committee to review policy 10: Facilities – Mr. Albright
  - o The committee will include Patrick Albright, Matt Raile and Administration.

### **SUBCOMMITTEE REPORTS**

- Academic Advisory Committee – Mrs. Timpe
- Advancement Committee – Mrs. Banning
- Building Corporation and Expansion Committee – Mr. Albright
- Financial Accountability Committee – Mr. Conrad
- Governance Committee – Mr. Albright
- Parent Education Committee – Mrs. Timpe
- Policy Committee – Mrs. Duncan
- Security Committee – Mrs. Banning

### **TOP THREE ITEMS FOR COMMON SENSE NEWSLETTER**

- No board article this month.

### **WORK SESSION**

- Proclaim Liberty Task Force

### **ADJOURN**

- Time: 9:05pm