

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

Date: December 18<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
X	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
	Assistant Principal Kelsey Bailey
X	Senior Director of Operations Bev Hanawalt
X	Director of Advancement Brett Harkey
X	Director of Finance Michael Hofinger
	Athletic Director Franklin Russell
X	Director of Policy and Compliance Sarah Hunt
X	Communication Specialist Kallie Cooper
	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)

**STUDENT SPOTLIGHT**

- National award winners for the Classic Learning Test

## **ROUTINE BUSINESS**

- Approve Minutes – Regular Meeting – November 20<sup>th</sup>, 2025  
**Motion to approve minutes from regular minutes from November 20, 2025**  
**Motion: Ms. Duncan**  
**Second: Mr. Raile**  
**All in Favor**

## **DEPARTMENT REPORTS**

- History/Economics Department Report

## **ADMINISTRATION REPORT**

- Headmaster Report – Headmaster Schaffer

## **EXECUTIVE SESSION**

- Executive Session per C.R.S. §24-6-402(4)(b) for conference with attorney for the purpose of receiving legal advice on specific legal questions.  
**Motion to enter into Executive Session per C.R.S. §24-6-402(4)(b) for conference with attorney for the purpose of receiving legal advice on specific legal questions.**  
**Motion: Ms. Timpe**  
**Second: Ms. Ebben**  
**All in Favor**  
**Exit executive session at 8:33p.m.**

## **CONSENT AGENDA**

- Second Reading: Third Grade Curriculum Change – Mrs. Timpe
- Board policy manual: Formatting and non-substantiative wording changes – Mr. Albright  
**Motion to accept all items on the consent agenda.**  
**Motion: Ms. Timpe**  
**Second: Dr. Conrad**  
**All in Favor**

## **UNFINISHED BUSINESS**

- None

## **NEW BUSINESS**

- First Review: 2025-2026 Amended Budget – Dr. Conrad
- First Reading: Adoption of 2026-2027 School Calendar – Mr. Albright  
**Motion to adopt option “B” calendar for the 2026-2027 School Year**  
**Motion: Mr. Albright**  
**Second: Ms. Timpe**
- First Reading: Amendments to Policy 3: Administrator Job Descriptions – Mr. Albright  
**Motion to adopt amendments to Policy 3: Administrator Job Descriptions**  
**Motion: Mr. Albright**  
**Second: Dr. Conrad**
- First Reading: Amendments to Policy 5.9: Title IX - Mr. Albright  
**Motion to adopt Amendments to Policy 5.9: Title IX**  
**Motion: Mr. Albright**  
**Second: Mr. Raile**

## **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

## **POLICY REVIEW**

- Review policies 2.7 – 2.23

### TOP THREE ITEMS FOR COMMON SENSE NEWSLETTER

- Mrs. Ebben (Due: 01/13/2025, published: 01/16/2025)
  - ~Screen challenge?
  - ~CLT- Classical Learning TestMot (Highlighting/Mentioning 2 students perhaps?)
  - ~More aggression with enrollment (We need everyone talking about how great Liberty Common is!)
  - Schools Kids Need
  - Ameritowne

### EXECUTIVE SESSION

- Executive Session per C.R.S. §24-6-402(4)(f)(I) concerning personnel matters related to mid-year headmaster performance evaluation.

**Motion to enter Executive Session per C.R.S. §24-6-402(4)(f)(I) concerning personnel matters related to mid-year headmaster performance evaluation.**

**Motion: Dr. Conrad**

**Second: Mr. Raile**

**All in Favor**

**Exit Executive Session: 10:16pm**

### ADJOURN

- Time: 10:16pm