

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

Date: March 26<sup>th</sup>, 2026

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
X	Assistant Principal Kelsey Bailey
X	Senior Director of Operations Bev Hanawalt
X	Director of Advancement Brett Harkey
X	Director of Finance Michael Hofinger
X	Athletic Director Franklin Russell
	Director of Policy and Compliance Sarah Hunt
X	Communication Specialist Kallie Cooper
X	Director of Information Technology Sean Lewis
	Headmaster Support Specialist Marjorie Fallon
X	Director of Security Jim Ramirez
X	Office Manager/Registrar Tiffany Burgess
X	Lead Registrar Elise Harkey

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER**

- Approve Agenda 6:00PM

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

**STUDENT SPOTLIGHT**

- Students making a presentation to the board.

### **ROUTINE BUSINESS**

- Approve Minutes – Regular Meeting – February 26<sup>th</sup>, 2026  
Motion to approve regular meeting minutes from February 26, 2026  
Motion: Ms. Banning  
Second: Ms. Duncan  
**All in Favor**

### **DEPARTMENT REPORTS**

- Art Department Report

### **ADMINISTRATION REPORT**

- Headmaster Report – Headmaster Schaffer

### **CONSENT AGENDA**

- None.

### **UNFINISHED BUSINESS**

- None.

### **NEW BUSINESS**

- Review Policy 8.1: Enrollment – Mr. Albright
- First Review: 2026-2027 Proposed Budget – Dr. Conrad
- Board Election Update – Mr. Raile

Motion:

WHEREAS two seats for the Liberty Common School Board of Directors were up for election in 2026; and

WHEREAS two candidate applications were received from Elizabeth Timpe and Raven Banning; and

WHEREAS board policy 2.6 states that *“The election of the candidates will be automatic if all BOD positions up for election are uncontested;”* now

THEREFORE, BE IT RESOLVED that the Liberty Common School Board of Directors declares that Elizabeth Timpe and Raven Banning are elected to the Liberty Common School Board of Directors for the term 2026-2029.

Motion: Mr. Raile

Second: Ms. Ebben

**All in Favor**

### **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**

- Revisit Policy 3
- Policy 5.1

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

- Mr. Raile (Due: 04/07/2026 published: 04/10/2026)  
~Election  
~Marketing Outreach (Declining Enrollment)  
~JAVA, Musicals, Concerts

### EXECUTIVE SESSION

- Executive Session per C.R.S. §24-6-402(4)(f)(I) concerning personnel matters related to school personnel.  
Motion to move in Executive Session per C.R.S. §24-6-402(4)(f)(I) concerning personnel matters related to school personnel.  
Motion: Ms. Duncan  
Second: Ms. Banning  
**All in Favor**  
Time entered: 7:57pm  
Time exited: 8:19pm
- Executive Session per C.R.S. §24-6-402(4)(f)(I) concerning personnel matters related to annual headmaster performance evaluation.  
Motion to move into Executive Session per C.R.S. §24-6-402(4)(f)(I) concerning personnel matters related to annual headmaster performance evaluation.  
Motion: Ms. Banning  
Second: Ms. Timpe  
**All in Favor**  
Time entered: 8:21pm  
Time exited: 9:03pm

### ADJOURN

- Time: 9:03pm