

Pagosa Peak Open School Board of Directors
Regular Board Meeting Minutes
Monday, August 13th, 2018, 5:00pm
7 Parelli Way, Pagosa Springs, Colorado

I. Call to Order- 5:08 pm

1) Present:

Board Present: Ursala Hudson, Board President; Clay Buchner, Board Vice President; Ashley Wilson, Board Secretary; Bill Hudson, Mark Weiler, and John Daffron (left at 6:05) board members

Staff: Chenni Hammon - Business Manager, James Lewicki - School Director, Gabrielle Dorr - Marketing Manager, Thomas Davenport joined late and left at 7:54

Press: Chris Manera

II. Consent Agenda

1) Approval of meeting agenda

- i. Mark moved to approve the agenda with an amendment to add a discussion and vote for student/ family surveys as well as discussion and vote for statement for Archuleta School District regarding the mill levy override, John 2nd. Motion passed unanimously

2) Approval of meeting minutes:

- i. Mark moved to approve the meeting minutes, Ursala 2nd. Motion passed unanimously

III. Public Comment (Limited to 5 minutes each)

- 1) Board Comment - Wind/ art sculptures have been requested to purchase back from the school/ Parelli

IV. Reports/Committee Updates

1) Business Manager Report

- i. July start of new fiscal year
- ii. 8169 per student - adjusted for kindergarten and 5% admin fee
 1. \$54,000 per month
- iii. Did have to cash flow payroll for 2 days
- iv. Paying off lines of credit this month
- v. Add to next months agenda to open account with CO Trust for our grant funding - savings account
- vi. Mike is working on their 5% admin fee breakdown.
- vii. Audit scheduled
- viii. Questions
 1. Start process for securing another line of credit with a lower interest rate?
 - a. Our interest is below market so may be as good as we can get

2) Marketing Director Report

- i. 2 press releases - Town council story to the sun SUN and partnership story with Center for the arts in the Pagosa Daily Post - Community presentation release went out today for this week
 - ii. Our First Year - pamphlet is ready for review - need to get it ready for print. Board Discussion around wording and formatting
 - iii. Draft video - a little over 6 min - possible trailer
 - iv. Capital campaign strategy document goals in terms of numbers and messaging
 - v. Website - now that we have real stories we can create a splash front page about what the kids have been doing
 - vi. Discussed with James about the community presentations - will help develop a powerpoint presentation for those
 - vii. Grants
 - 1. applied for LPEA special projects grant \$25,000
 - 2. Mountainview home makers - \$1000 for art supplies
 - 3. Met with Keith Bruno for Audubon of the Rockies - for combined grants
 - 4. Hershey Foundation grant - will support salary for grant writers
 - viii. Pitch position for Sept through Dec in order to keep working on grant proposals
 - 1. Will have finance committee review and see if is possible
- 3) Directors Report
- i. Enrolment update 92 students. Waiting list of 4 in 1st grade and 1 in 4th grade
 - ii. Will be getting contacts out -
 - 1. funds from Walton grant for guidance counselors 2 part time people to be hired
 - 2. Title 1 specialist - 2 new hires 1 part time and 1 full time assistance advisor as well as a halftime garden/science specialist
 - iii. discussions with Pagosa Dance company to partner with us as part of the weekly schedule. goal would be that every student has 6-7 weeks of dance.
 - iv. Walton mini- grant projects will roll out after school starts. Around food security and youth lead initiatives
 - v. Questions
 - 1. Mrs Bruno - mentioned needing space for a library - Mark suggests setting up something in the atrium. One of the moms is coordinating efforts for book donations

V. Board Business

- 1) Food Program Report - Jadi submitted
 - i. Need the board to reconsider participating in the school food program. Would like to add that to the agenda
 - ii. 55% are free and reduced - James would like to see us expedite this

- iii. Jadi and James will meet with Linda and Todd to bring more information
 - iv. Ashley motions to have James and Jadi have further discussions and bring back. Clay 2nds. Motion passed unanimously
- 2) Food & Snack Policy
- i. Offer healthy backup options for students who bring in things. They will be asked to keep the sugary foods for after school
 - 1. This will be added to the policy
 - ii. Will bring this us in the parent meetings
 - iii. Bill moves to approve the policy as presented with 2 amendments
 - 1) if students cannot afford the community snack PPOS will help provide. 2) Students will be asked to keep sugary snacks until after school and we will provide alternatives. Mark 2nds. Motion passed unanimously
- 3) Board of Directors Bylaws
- i. Comments:
 - 1. Vision and mission need to be updated to new versions
 - 2. Section 5.12 - directors may be removed from office with or without cause - do we need both? Potentially yes because of historical data, legal issues
 - ii. Note: can have conference calls
 - iii. Add page numbers
 - iv. Notice of meetings needs to be updated with the new policy
 - v. Section 7.11 IP subsection A: Student Accountability Committee - board shall designate the membership. Change this to state that SAC will designate membership and board will ensure that the committee is meeting the state law.
 - 1. SAC will review and bring recommendations
 - vi. Approve amended bylaws at next meeting
- 4) Grievance Policy Review
- i. Suggestion - should read more like a step by step process - Clay will rewrite that
 - ii. Will review at a special meeting of the board before school starts in order to have it in place for the student handbook
- 5) Enrollment Policy Review
- i. Comment: when we went to lottery last March, parents were notified for 5 days - should be 24 hour notification. Might want to add the lottery.
 - ii. "Public lottery will be held on the first Wednesday of March"
 - iii. Timeline for enrollment activities.
 - iv. Clay moves to amend policy as above and approve, Bill 2nds. Motion passed unanimously
- 6) Activity Fee & Tuition Policy Review
- i. Finance committee did review and discuss and recommends the board approve as written
 - ii. Will add to parent letter that if kindergarten tuition is not paid student will be moved to part time
 - iii. Mark moves to approve with amendment, Bill 2nds Motion passed unanimously

- 7) Safety Plan
 - i. 2 updates per James:
 1. electrical outage - if it is greater than an hour then parents will be directed to be picked up
 2. if we had an incident of having to move entire school would have to work with Walmart - our closest large building
 - ii. Board asked for a schedule of drills in the plan
 - iii. Will review updates in the next meeting
- 8) Operational Plan
 - i. Will create a google doc with tasks for board
- 9) Induction of Board Treasurer
 - i. Bill motions to appoint Mark as Board Treasurer Clay 2nds - Mark abstains Board majority 4 of 6 voting. Motion passed unanimously
- 10) Survey Discussion: parent wrap up survey
 - i. Bill created a survey for parents - CDE suggested survey
 1. John suggested that 13 and 22 might be combined - some think that it should be separate
 2. Break #9 into two parts
 3. Take out #19
 - ii. Final version will be brought to the special meetings
- 11) District Board meeting for Mill Levy Override ballot
 - i. To make a statement on our boards position on the ballot language for the mill levy override, language was sent today
 - ii. Statement to the school district
 1. Discussion
 2. Mark moves to fully support the ballot initiative of the school board, Clay 2nd. Motion passes- 3 in favor 2 opposed
 - a. Discussion on the motion
- 12) Treasure report
 - i. approval for school sign to be installed
 - ii. installed sinks and refrigerators
 - iii. Met with Rhonda Webb at hospital

VI. Executive Session

- 1) Ursala motions convene into executive session per C.R.S. §24-6-402(4)(e), C.R.S., developing strategy for negotiations, instructing negotiators, and determining positions relative to matters that may be subject to negotiations regarding possible purchase of property. Bill, Clay, Ursala and Ashley, inviting Chenni, Gabrielle and James. Mark recuses himself.
- 2) Entered Into Executive Session at 7:54 (recorder #2)
- 3) Executive Session adjourned at 8:49 pm -
- 4) Ursala motions to resume scheduled meeting, clay 2nd. all in favor Formal meeting resumed at 8:50
- 5) Clay makes a motion that the building committee, director and business director to pursue the acquisition of a property for the school for the future of the school, Ashley 2nds. Motion passed unanimously

VII. Topics for Next Board Meeting/Next Steps

- 1) Topics for next regular board meeting and special meeting:

- i. Resolution for CO Trust account - regular
- ii. Survey approval at special meeting
- iii. Staff contracts at special meeting
- iv. SAC recommendations for bylaws for regular meeting
- v. Gabrielle contract
- vi. Sale of wind sculptures
- vii. Food authority
- viii. Enrollment and communication guidelines
- ix. Safety Plan review
- x. Treasurer Report
- xi. Adding another member for the board
- xii. Co-chair/president discussion - timeline of re-election/transition.

VIII. Special Meeting: 6pm on August 24th

IX. Adjournment: 9:01