

Pagosa Peak Open School Board of Directors
Regular Meeting
Meeting Minutes
Thursday, May 17, 2018, 4:00pm
7 Parelli Way, Pagosa Springs, Colorado

I. Call to Order- 4 pm

Board

Ursala Hudson-Board President, Clay Buckner – Board Vice President, Ashley Wilson – Board Secretary, Bill Hudson, John Daffron, Mark Wieler – Board Members

Staff

James Lewicki-School Director

Chenni Hammon-Business Manager

Guests

Dawn Kolpin from Archuleta County School District Board, Ronnie Maze county commissioner

II. Consent Agenda

1) **Approval of meeting agenda**

- i. Mark Motions to approve the agenda, John 2nds. Clay asked them to remove the motion so that we may move the executive session to the beginning of the meeting. All agree.
- ii. Clay moves to move the executive session to the beginning of the meeting and to approve the agenda with that change. John 2nds. All in favor, no opposed.

2) **Approval of meeting minutes: 5/20/18 and 4/24/18**

- i. Bill moves to approve the minutes, Mark 2nds. All in favor, no opposed

III. Audience Comment (Limited to 5 minutes each)

Chenni Hammon comments about wanting to bridge the relationship with the Archuleta Country School board and district, mentions that we are not included on the website of the school district.

Dawn Kolpin- district school board wants PPOS to succeed. Would like to see all documents to support the contract with the board, to clean up what was initially proposed. She made it clear that she was not present to represent the district board during her comments.

IV. Executive Session: C.R.S. 24-6-402(4)(f) Discussion of personnel matters/school director performance

- 1) Ursala moves to convene into executive session CRS – (add in) discussion can only be on this item. Mark 2nd – all in favor.
- 2) Public meeting is closed at 4:12
- 3) Executive Session ends at 4:28 Mark moves, Bill 2nd. All in favor

4:30 reconvening the open session. No decisions were made and no actions will be taken.

V. Board Meeting Calendar Revisions

- 1) Board Meeting Calendar Revisions- changing from Friday to Thursdays. Mark Motions Bill 2nds. All in favor motion carries

VI. Reports

- 1) SAC review – parent engagement was the topic of the last SAC meeting. Subcommittees were formed and will report back next meeting
- 2) Directors Report: James

- i. SAC – have data 25% of our families have done 5-10 hours 25% 10-20 hours 50% almost no hours. 1/3 of families are not contributing time.
- ii. Staff input on issue – Family BBQ to talk families through summer session and what to expect. After the June Break. Mornings will be literacy and math block in afternoons, multi-age groups k-4 in 10-15 kids to emersion activities so they have larger chunks of time – art, hiking, gardening, PBL(Emily), Yoga/music/specials/enrichment
- iii. Needs direction from the board – posted for business manager position – 3 applications none with real school business experience. Does board want to take over the search given that the business manager and head of school are more equal decision maker.
- iv. Professional dev day on restorative justice all day as a staff Dr Ripa and Thomas Davenport both experts in this. Talk about how to do it – was able to do modeling and discussion of specific issues that we are seeing currently.
- v. James gave out Professional Development explanation for 2017-2018 outlining what was completed during this last year, where teachers have gone and what other things have been done.
- vi. Addressing letter from Archuleta School board – and James gave responses to Linda. Update Staff completed PLB 101, PBL 201 has been fulfilled through several ongoing opportunities throughout the year
- vii. Special education services – SPED teacher current teacher is working on Colorado certification. Supplemental update – contract with BOCES in order to bring in specialized services
- viii. Mark - Board of Education does not feel like they have the information that they need based on school board meeting that was attended on Monday. We were told that we have not completed the requirements/answers. Asks for James to copy board on all communications so we are all informed of what has been asked and answered.
- ix. Comment from Dawn about meeting all together as wanting proof/documentation to support the answers
- x. Discuss format of things moving forward: to have dates and more details such as credentials of trainers

3) Finance Committee Report: C Hammon

- i. Money to pay for training through BUCK Institute for PBL – workshop for year two
- ii. Did not receive the financials documents so do not feel we have the information to move on the agenda item – will require a special meeting
- iii. Cashflow looks negative but we were waiting on payment from the district
- iv. Did receive region 9 funds was anticipated May first, but came in next weeks
- v. Of the 10,000 Mocking bird grant spent around 4,000 of that grant, grant has to be spent. We would ask for an extension of funds. Did not have an original answer to hire a music teacher through the grant.
- vi. Mark thinks the books were set up incorrectly: balance sheet and cash flow do not match and this should be re-set up and fixed – Chenni commented that we do not have enough codes in quick books to manage the CCSP grant. Mark recommends to re-set up Quickbooks. Chenni- District is asking for a break out of federal funds vs state funds.
- vii. Normal revenue \$39,000 from the district per month – average monthly expense \$37,000 – salary, PERA, and building
- viii. Fix bookkeeping organization– set meeting with book keeping firm to get it fixed
- ix. Finance committee is recommending to use the districts auditor – got three quotes and districts auditor is the cheapest
- x. We are joining the Pagosa Chamber of Commerce
- xi. Region 9 Loan – we will save 2.9%
 1. Bill motions to set up an automatic payment, John 2nd all in favor no opposed
- xii. We are going to purchase a copier/printer
- xiii. TABOR problem in the budget – 3% in reserve for TABOR – discussion around needing \$16,000 for the 2017-2018 year we will need \$23,000 for 2018-2019
- xiv. Possible upgrade HVAC discussion – have to discuss with the State to get a CO for the school to make sure we are in compliance with requirements for the number of people in the building.

VII. Action Items

1) Approval of New Employment Contracts:

Discussion: on district schedule – we would like to have PPOS’s own schedule. James reports that teachers are given 6 years of experience regardless of length of actual experience. John recommends a stipend schedule.

- Kobe Biederman

2) Approval of Revised Employment Contracts:

- Thomas Davenport
- Karla Parker-Choat
- Kelle Bruno

i. Bill motioned to approve all contracts, new and revised, Mark 2nd all in favor, none opposed

3) Continuing Title work for June and July – even though current employees will be leaving

4) Summer Camp Program Proposal:

i. Liz Alley was not present to present her proposal – written presentation for Board

ii. Bill moves to accept plan as presented, John 2nd all in favor, no opposed.

VIII. Next Steps/Discussion

1) Topics for next board meeting:

- i. Bill is going to follow up with the state about HVAC
- ii. During Next SAC meeting will discuss salary schedule
- iii. Documentation with contract will be together by next Thursday for the Archuleta County School Board.
- iv. Special Meeting @5 to approve Budget on Monday 21st.

2) Debrief

- i. Business Manger search via the board
- ii. Schedule special meeting for the budget
- iii. Update on qualified SPED employee
- iv. Report of the NWEA and Dibbles
- v. Revise our board meeting calendar during special meeting
- vi. Discussion of attending Archuleta School Board meetings

IX. Meeting Adjourned: 6:05 pm

- 1) John motion, Bill 2nd, all approved