Pagosa Peak Open School Board of Directors

**Regular Board Meeting Minutes**

Monday, October 15th, 2018, 6:00pm

7 Parelli Way, Pagosa Springs, Colorado

1. **Call to Order- 6:07 pm**
   1. **Present:**

Board Present: Ursala Hudson, Board President; Clay Buchner, Board Vice President; Ashley Wilson, Board Secretary; Mark Weiler, Board Treasurer; Bill Hudson

Staff: James Lewicki - School Director, Thomas Davenport – Advisor, Chenni Hammon – Business Manager

Press:Chris Mannera

Public: Lori Souza - Finance Committee

1. **Consent Agenda**
   1. **Approval of meeting agenda** 
      1. Clay moved to approve agenda, Bill 2nd
      2. Motion passed unanimously
   2. **Approval of Minutes** 
      1. Bill moved to approve 9/10/18 & 9/24/18 minutes, Clay 2nd.
      2. Motion passed unanimously
2. **Public Comment**
   1. None
3. **Staff and Committee Reports**
   1. Business Manager Report
      1. Month of Sept - Collections 21.3% of student activities fees 34% of kinder tuition.
      2. Closed CCSP grant with 100% compliance
      3. District missed 2 capital construction payments have retroactively paid us for 2017, have one final capital construction payment from June coming.
      4. Audit still in progress - quick finding using quickbooks which is a business software, we need a governmental software that other schools
         1. $9,000 to our CPA due to them having to reorganize data. Would like to use CCSP funds.
         2. Waiting on quotes with the school district for software so we can align with the district. Infinite Vision is the new software that the school district is using.
      5. Federal Funds to pay salaries - have to use a detailed time sheet to document what is approved
      6. Business Managers meeting required for CCSP
      7. Infinite Campus training Chenni will accompany Linda
      8. Line of credit with First SWB the line of credit has expired, looking at Rio Grande to open another one for cash flow
         1. Will be on Nov Agenda
   2. Treasurer's Report and Rural Philanthropy Days Report
      1. Review of tasks since coming on board
         1. Identified that we had cash flow issues - fixed with line of credit
         2. Interview potential candidates for Business Manager
         3. Unable to use CDE grant - reimbursement grant worked on line of credit so that we could purchase items and then get reimbursed
         4. Review the financial software. Recommends getting a new software
      2. Rural Philanthropy Days
         1. Marketing director paid to help get PPOS ready for the “pitch”
            1. Created tools to use

Capital Campaign strategy

Video - tell the story of PPOS

Strategize for who to pitch - 12 to make presentations to

* + - * 1. Presentations

Consultants with high success rate

1000 foundations that have to give away the funding. Must give away 4%

* + - * 1. DOLA - Block grant

Montrose is the model - Mark reached out and talked with the grant writer

* + - * 1. Suggestion to allocate appropriate funds to support the grant work of PPOS

PPOS need someone to be the face and to interact with donors

Goal could be 25% of funds from grants as in examples of other charter schools

Recommends that we reorganize and allocate funds for a full-time marketing position

* 1. Community Outreach Committee Report
     1. Ninja Warrior Update
     2. Prohibition Fundraiser with Blue Hass
  2. Directors Report
     1. Enrollment - 96 students
     2. CCSP grant - data requesting for last year. Want to get academically better
        1. CMAS scores in 3rd and 4th we are in priority improvement
        2. 78% kinder-3rd met our benchmark for our academic improvement
        3. 20-30% were from home or private school, around 75% came from other elementary school
     3. Field based school
        1. NWEA Science test were at the benchmark at the beginning of the year. We will have a pre and post for academic success.

1. **Board Business**
   1. Academic Improvement Overview
      1. Unified improvement plan (UIP) will be discussed at SAC, there will be public meeting for parents
         1. Intensive, Strategic and Core/Bench are the rankings that dictate what kind of intervention the kids need to succeed. Literacy and Math
         2. Our READ plans will target the kids who are in the intensive and strategic levels
      2. UIP will have timelines and plans - teachers will go to Jeffco but much of the teacher training will be driven by the UIP
      3. Teachers are sharing with family where the child is and growth
      4. DIBELS and NWEA help to clarify by comparing
      5. CMAS focus - writing and math. Reading we were equal with our public school peers.
      6. Science NWEA motivated kids to do their best. Unsure of how many kids understood last year. Working to provide positive culture for testing.
      7. Offer other ways for them to feel good - show what they can do well while simultaneously building up where they are lacking.
   2. Grievance Policy Clarification
      1. Families don’t follow the grievance policy in the order of communication that is outlined
      2. Staff and board members are not following the grievance policy
         1. redirect parents to the appropriate teacher or staff member
      3. Need a form to file a grievance
         1. Clay will create a form for review
   3. Review of Employee Job Descriptions
      1. Descriptions will evolve and become more detailed
      2. Fulfills one the requirements asked for
   4. Safety plan will be updated
      1. Walmart is our prospective evacuation site
   5. Employment Contract
      1. Robin Villarreal - Title 1 teacher, small group literacy and math.
         1. 8-12:30 4 days per week
      2. Bill moved to approve, Ursala 2nd
      3. Motion passed unanimously
   6. Internal Conflict Resolution Process
      1. Bill motions to approve the revised internal conflict resolution process, Ashley 2nd - 3 in favor, 1 against, 1 abstained vote, motion passes
         1. Why are we going to have internal conflict resolution that is not internal
2. **Executive session, per CRS 24-6-402(4)(f)(I) regarding personnel matters amd CRS 24-6-402(4)(a) regarding lease negotiations**
   1. Clay motioned to enter executive session, Mark 2nds - Motion passed unanimously
      1. James is invited to stay for the first part of the meeting
      2. Entered into executive session at 8pm
      3. 2nd - session, Mark Recused himself from lease negotiations 8:45
      4. Executive Session ended 9:03
3. **Schedule Special Meeting**
   1. For electing building corp
   2. 501(c)(3) resolution
   3. discuss appraisal cost and scheduling
   4. 5:30 pm on Monday the 22nd
4. **Next Steps**
   1. Topics for next board meeting (Nov 12th 4:30)
      1. Discuss Assistant Director
      2. Will review safety plan
      3. Will have advisors report
      4. Rio grand line of credit resolution
      5. Discussion about Grant Manager recommendation from finance committee
      6. Grievance Policy rec from SAC
      7. Staffing review from finance
      8. District liaison
      9. UIP update
   2. Meeting Debrief
      1. Ursala addresses Mark about talking respectfully to other board members.
         1. Other board members are not in agreement - Clay remarks that he did not feel the previous comments were disrespectful.
         2. Clay recommends that using internal grievance policy outside of this meeting.
      2. Productive meeting
5. **Adjournment: 9:18**