Pagosa Peak Open School Board of Directors

**Regular Board Meeting Minutes**

Monday, November 12th, 2018, 6:00pm

7 Parelli Way, Pagosa Springs, Colorado

1. **Call to Order- 6:13 pm**
   1. **Present:**

Board: Ursala Hudson, Board President; Clay Buchner, Board Vice President; Ashley Wilson, Board Secretary; Mark Weiler, Board Treasurer; Bill Hudson and John Daffron, Directors

Staff: Chenni Hammon, Business Manager; Linda Bright, Office Manager

Press:Chris Mannera

1. **Consent Agenda**
   1. **Approval of meeting agenda** 
      1. John moved to approve agenda, Clay 2nd
      2. Motion passed unanimously
   2. **Approval of Minutes** 
      1. Clay moved to approve 10/11/18 & 10/22/18 minutes, Bill 2nd.
      2. Clay moved to approve as amended, Bill 2nd
      3. Motion passed unanimously
2. **Public Comment**
   1. None
3. **Staff and Committee Reports**
   1. Advisors Report
      1. Strike from the agenda - An advisor not present for the meeting
   2. Business Manager Report
      1. Profit and Loss review - looks like a loss but due to grants received in previous months not a loss. Funds were received and expended in different months.
      2. Received an increase in PPR - 96 students on count day $6229 per month in increase PPR.
      3. Currently Approved Emily Bev just for a 6 week period
      4. Waiting on final total from 5A to find out what we will get, if it will come as one lump payment or additional monthly PPR
      5. Review of employee contracts
         1. Finance committee have approved all requested contracts
      6. 7700 roll over in Walton grant funds
      7. Research on School districts billables
      8. Received Rotary grant for classroom items - teachers wrote application
   3. Treasurer's Report
      1. Meeting with Mike at School district
         1. went over communication from our CPA in regard to items that he thinks the school should go over with us
            1. teacher sick pay should not be charged
            2. allocations of grants for students who were at PSE before coming may be due to PPOS (46 students that transferred from PSE)
            3. will have a call with school district and CDE with our CPA
            4. will have closure by the end of the month
      2. Fiancee committee will work on
         1. Board needs more financial knowledge in regard to school financials and how to read and what to look for
         2. Objective for grant recipients: 20-25% of budget should come from grants
            1. opinion that committee will create an outline of how to pay for a person to pursue grants
   4. Community Outreach Committee Report
      1. Blues prohibition night - raised at least $10,000 cash donations plus $10,000 in kind and cash donations
         1. Thank you’s being worked on
4. **Board Business**
   1. Review of Assistant Director Job Description Discussion
      1. John - likes the description and responsibilities, might add a few details, *would serve as site administrator when Director is out of the building.*
      2. Plan from last meeting was to make this an official position
      3. This is an additional responsibility to an existing position
      4. Review potential salary addition or build and bring to December meeting
   2. Approval of Rio Grande Savings and Loan Business Line of Credit
      1. We had a business line of credit with FSWB, ended in September. Need to open a new one in order to ensure cash flow
      2. While we are not currently in need this is a back up
      3. FSWB and Region 9 are paid off - Region 9 is waiting for review
      4. Bill moves to pursue line of credit not to exceed $50 thousand, Clay 2nd
         1. Motion passed unanimously
   3. Approval to Open Credit Card Account
      1. Part of the report from the district to purchase things on net 30 or a credit card. So we are strongly encouraged to have a credit card
      2. Researching different cards for cash back, interest fee and
      3. Clay motions to approve business manager to pursue a credit card, Bill 2nd
         1. Motion passed unanimously
   4. Employment Contract Approvals:
      1. - Sarah Tibbets
      2. - Emily Fev
      3. - Lisa Chase (can only work for k-3)
      4. - Barbara Fischer
         1. Contacts have been approved/recommended by finance committee based on current budget
         2. John moves to approve all contracts, Bill 2nd
            1. Motion passed unanimously
   5. Review of Revised Safety Plan
      1. Board requested James add information to include an electrical outage event.
      2. Bill - language that need to be fixed
         1. “mentions senior Carlos in lock down drill”
      3. Clay recommends this be tabled. Needs to be reformatted to be consistent, need to look more professional and have no staff names, only refer to position
      4. Clay moves to table the to make amendments and formatting issues. We have a standing safety plan Bill 2nd
         1. Motion passed unanimously to table
         2. Clay will fix by Dec meeting
   6. Sales of Wind Sculptures
      1. Can sell sculptures for $1700
      2. Clay motions to not sell at this time, John 2nd
         1. Motion carried 5 -1
   7. Potential of Creating Grant Manager Position
      1. Finance committee will be working on an overview for December meeting.
      2. Item is tabled for further review
   8. District Liaison Assignment
      1. John Daffron cannot be at the district meetings (2nd Tuesday of the month)
      2. James should be in attendance, he is supposed to communicate if he cannot attend.
      3. Mark will attend tomorrow’s meeting
      4. Will have a revolving board member
      5. District board is willing to meet with 2 of their board members and 2 of our board members.
      6. John moved to approve a rotating lainson based availability, Bill 2nd
         1. Motion passed unanimously
5. **Executive Session pursuant to 6-402(4)(f)(I) regarding personnel matters and CRS 24-6-402(4)(a) regarding lease negotiations 7:07**
   1. Bill moved to enter executive session pursuant to 6-402(4)(f)(I) regarding personnel matters and CRS 24-6-402(4)(a) regarding lease negotiations, Clay 2nds - Motion passed unanimously.
      1. Chenni is invited to stay
   2. 7:08 enter into executive session
   3. 7:24 Mark recuses himself from the room
   4. 7:36 executive session ended

**7:38 meeting reconvened**

1. **Approval of Community Block Grant Partnership Proposal** 
   1. PPOS board resolution Community Block Grant partnership
   2. Resolution 218-011
   3. Clay motions to approve with amendment to strike reference to just town council to refer to government entity who can be a fiduciary agent. Bill 2nd
      1. Discussion: Bill notes that the building corporation will be authorized to negotiate with government agencies, not just town
      2. Motion passed unanimously
2. **Next Steps**
   1. Schedule of Special Meeting
      1. For James to present final UIP in order to turn into the district
      2. Discussion to move this to regular December meeting and not to schedule a special meeting
      3. Special meeting to also discuss Director evaluation
         1. Board determined that a special meeting was not required
      4. December 3rd board will wait to see if James needs the meeting to review the UIP
   2. Topics for next board meeting (Nov 12th 4:30)
      1. UIP presentation by James (unless presented at special meeting)
      2. Updated Safety Plan
      3. Discuss assistant director position
      4. Business manager
      5. Infinite Visions possible approval
   3. Meeting Debrief
      1. Went well/really civil
      2. Stayed on track
      3. need to sign conflict of interest forms
3. **Adjournment: 7:52**