Pagosa Peak Open School Board of Directors

**Regular Board Meeting Minutes**

Monday, December 10th, 2018, 6:00pm

7 Parelli Way, Pagosa Springs, Colorado

1. **Call to Order- 6:05 pm**
	1. **Present:**

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

Staff: James Lewicki, School Director; Chenni Hammon, Business Manager; Linda Bright, Office Manager; Kobe Biederman, Thomas Davenport, Karla Choat, Kelle Bruno; Lead Advisors Gloria Bismyer, Emily Murphy, Jennifer Banks

Public: Polly Coats, Carlos Summers, Leah Ballard

Press:Chris Mannera

1. **Consent Agenda**
	1. **Approval of meeting agenda**
		1. Bill moved to approve agenda, Clay 2nd
		2. Discussion: Error - no district accountability report on the agenda
		3. Motion passed unanimously with amendment
	2. **Approval of Minutes**
		1. Clay moved to approve as amended 11/12/18, Bill 2nd
		2. Motion passed unanimously
2. **Public Comment**
	1. None
3. **Staff and Committee Reports**
	1. Advisors’ Leadership Transition Recommendations
		1. Thomas Davenport
			1. Do we have an idea of what the process is going to look like
			2. Are we looking to the advisors side to inform the process?

Typical - open and post the position and go through an interview process

Possibly subcommittee to create the job description.

Mark -Time Frame - sooner the better so that there is a overlap of James and the new director position.

Staff thought - candidate’s will begin to look starting in Jan.

Can post on League of Charter Schools website

Indeed.com

Local papers and Durango as well as teacher ed programs recommended by James

Committee to consist of a board member, 3 staff members, parents and possibly a student.

Have a special meeting on Thursday to discuss and approve new job description

* + 1. Staff have been meeting amongst themselves - how can staff support the board in the transition.
		2. Why are we here - the moral purpose of the organization and how we want to support students
			1. Support individual students holistically
				1. Create a safe and loving environment
				2. Taking individual students needs fully into account
			2. Staff would like to involved in the job description review and in the process. Will give to staff in order to have notes at the Thursday Special meeting
		3. Sustainability and leadership that will be here for a while
			1. Need consistency for the students moving forward
			2. To be considerate of the sustainability of the person coming both the scope of what it takes to live here and the unique makeup of our student body
		4. Mission and Vision (Emily)
			1. Being able to believe it vs being able to live it
			2. Proven track record of a candidate
		5. See the job description around what the director will have to do in their daily lives - in their classroom (Kelle)
		6. Possibility of co-director (Karla)
			1. Seems like a good idea to have it split
			2. Will look into it and will be further discussed at Thursday’s meeting.
		7. Does staff want to work on this with us or wait until the committee is formed
		8. Clay cautioned about how much is already out and how to speak about this moving forward - be mindful of how those things are interjected.
	1. School Director’s Report
		1. Here for the whole child, but we are also a school
		2. Walton grant - brought on guidance counselors
		3. Whole School snack 5-6 students muli-age prepare snack for the entire school. Saving families money and children really love it.
		4. Academic report - NWEA computer generated adapted test - national
			1. RIT Score, gives student level
			2. We know what the district mean score
				1. is at the district mean in reading
				2. 98% of the mean in math
				3. National Mean

2 of grades are above the national

end of 17/18 18% were above the national, now 30% - UIP goal 40%

30% 17/18 current 32% UIP goal 40%

* + 1. DIBELS Next
			1. 60% of students are at or above
			2. 30% are intensive who need a lot of work - they are assessed much more often. Many have double word count and increased accuracy.
		2. Will update about CMAST
			1. are doing paper and pencil test in March
		3. Recommending
			1. Jan 7th - Jan 31st be re enrollment window
			2. Feb 4th - Feb 22nd open enrollment window
			3. Lottery March 7th if needed
				1. 14th return of confirmation forms
			4. Feb 1st - director has to give a count
				1. could they be concurrent? both re- enrolment and new open enrollment.
	1. Business Manager Report
		1. Cash flowed payroll for a couple days
		2. Received 1st quarter report from CPA on target to meet Tabor this year and last year
		3. Finance committee:
			1. to create a grants manager/communications positions. This is not recommended at this time
		4. Mill Levy monies:
			1. suggest to be used for classroom aids and matching salaries to district for two advisors
			2. increase business manager hour by 8 hour per week
			3. recommend adding hours - $9,000 for custodial budget
			4. $12,000 for school security
			5. Funds for kindergarten tuition for the 2019 school year
		5. Received a draft of our Audit
			1. should receive by the end of the week
	2. Treasurer's Report
		1. Early indications for CPA are all positive
			1. They are doing research on areas we might have been underserved financially as part of the audit and reconciliation of our first year. Will have this by Jan.
1. **Board Business**
	1. UIP Presentation
		1. Highlight some things in the short version - Executive Summary
			1. Four improvement strategies
				1. Increase Writing Efficacy and Capacity
				2. Increase Math Skills and Achievement
				3. Increase Reading Skills and Achievement
				4. Develop Restorative practices to build productive learning culture
		2. SAC had 3 meetings and were instrumental in the root cause analysis and action planning.
		3. Timeline, Board approves UIP and we submit mid January and the state comments back and final version approved in March
			1. is a 2 year road map.
		4. Ursala relayed question from John Daffron
			1. what factors into the low math scores?
				1. need more diagnostics to determine the very specific factors for each child.
				2. James will get more specifics back to answer the question
				3. James looked up, but Math was the same across the board in all areas.
	2. District Accountability Report - removed from agenda
	3. School Director Evaluation Surveys
		1. Possibly could be a way to clarify from what we need moving forward in a new director
		2. Had a few purposes
			1. are we going to renew the contract
			2. is the director meeting our requirements
			3. how performance is perceived
			4. Some of these do not apply now that renewal of contract is not on the table.
		3. Are we open to a different type of tool for staff
			1. staff viewpoint on where the school has an area of need
				1. Mark would like to see but not directly related to the director evaluation
		4. Possibly required by the school by-laws
		5. Bill and Emily will form a subcommittee to discuss evaluation of school/director in a new format. Will bring to SAC committee
			1. If it is required - could do one with a dual purpose for both evaluation of current director as well as strengths desired of new director
		6. Bill moves to not repeat the current evaluation, Clay 2nd
		7. Motion passed unanimously
	4. Creation of Grant / Communications Manager Position
		1. Chenni - created a job description Pera Eligible or possibly a contract position.
			1. see the need for communication and for the funding
			2. BUT we need to be more frugal as the CCSP grant will be gone. need to be fiscally conservative with the potential building purchase.
			3. Walton is paying $75,000 in salary
		2. What about grant manager funding themselves through the grants? Finance committee thought if we could find grants to fund a grant writer
		3. Mark’s input - grants to fund a grant writer does not exist
			1. what percentage came from grant application 25-30%
			2. Fund someone for the rest of the year to write the grants, what does the school look like without this funding?
			3. Would be foolish to not invest in this position
			4. Fund this position from the first of Jan until June.
		4. Bill -alternate perspective. CCSP grant was in place from founders initial grant to open the school, and this year the Walton grant from James’s relationship.
		5. Clay - short term saving for a long term loss.
		6. Chenni - Would help support advisors in writing grants and communication manager would help the advisors.
		7. This is money left over that we can bank or spend on this position.
		8. Sustainability of the position in question, moving forward from here
		9. The money that we receive in April would cover all of the things on the list and we can cash flow this in the meantime.
		10. Short term mistake that will make a financial mistake for the long effect.
		11. Mark motions to adopt the grant manager job description approve the grants manager position, Clay 2nd
			1. Bill disagrees that it is fiscally responsible
			2. Ursala thinks the position for the communications is vital and need.
			3. Need to consider all that goes into the reporting of grant
			4. Chenni - we could fund this position until June and then have a possible co-director starting next year
				1. we could reduce the hours or pay, Currently it would be $18,000 for the remainder of this year.
			5. James, in our particular circumstance we can fund and they will continue to be able to based on a percentage
		12. 3 in favor, 2 opposed - motion carries
			1. grant manager position is created as per the job description.
2. **Next Steps**
	1. Topics for next board meeting
		1. Auditors report
		2. CCSP updates possible
		3. Update from Finance on state funding discrepancy
		4. Board Self Evaluation
		5. Training plan board calendar
			1. March CDE meeting 30 min
		6. Subcommittee will update the board director position
	2. Topics for special meeting for Thursday
		1. Assistant advisors
		2. review of safety plan
		3. restructured grievance policy
		4. director position descriptions
		5. leadership structure
		6. possibly executive session
	3. Meeting Debrief
		1. Clay went very well
		2. Mark - Ursula displayed great leadership by allowing faculty to have open discussion
		3. Clays - shared leadership has a high percentage of failure unless you have very separate job descriptions. Be cautious.
3. **Adjournment: 8:24**