



T.R. Paul Academy of Arts and Knowledge

aka Northern Colorado Academy of Arts and Knowledge

4512 McMurry, Fort Collins, CO 80525

Vision- *To engage learners in the love of literacy and a vibrant foundation of the arts, sciences and world cultures.*

Mission- *To provide a personalized K-5 learning community that respects all student learning styles and diverse capacity, resulting in each student's foundational and accomplished literacy skills to last a lifetime.*

Board Meeting Minutes for February 10, 2016

I. OPENING SECTION

A. **Call to Order:** By President Kornfeld at 4:44pm

B. **Roll Call**

Board Members in attendance:

President Kornfeld	(Present)	Treasurer Wager–Robertson	(Present)
Director Franko	(Present)	Secretary Nyberg	(Present)
Director Manguso	(Absent)		

C. **Approval of Agenda**

Motion to: Adopt the agenda as presented

Motion by: Treasurer Wager–Robertson **Seconded by:** Secretary Nyberg

Three Votes For, No Votes Against- **Motion Carried**

II. AUDIENCE COMMENTS

None

III. OFFICER REPORTS

A. **Secretary**

Minutes for the January 13, 2016, January 15, 2016, and January 22, 2016 meeting

Motion to: Approve the meeting minutes as presented

Motion by: Director Franko **Seconded by:** Treasurer Wager-Robertson

Three Votes For, No Votes Against- **Motion Carried**

B. **Treasurer**

- January financials have been received very recently and still need reviewed.
- Currently TPAAK has more funds than the FDIC insurance coverage allows one account holder to have at a bank. A suggestion was made to open an account at a different branch to hold these extra funds until they are needed.
- CSI has not yet trued up the PPR amount to this year's October count numbers. When this goes through, the extra money will be needed to pay the difference.
- TPAAK's 501c3 status is still pending. Once this is finalized, a tax return will need filed.

IV. ADMINISTRATIVE REPORTS

A. Executive Director

- The one-year renewal is official, TPAAK has now satisfied all requirements given by CSI.
- All students now have a dashboard that shows their literacy standings/progress. Literacy includes writing, math, and reading. This dashboard has been sent home with each student and will be updated every month.
- Students who have a non-proficient in any literacy subject have been identified and are being given additional support from the literacy team.
- Last year, only 58% of the students who showed a deficiency in reading improved enough to move off the reading improvement plan. This year, already over 80% of these students have moved off of the plan.
- The Board has requested a summary of percentages of students who are non-proficient, approaching proficient, and proficient in each literacy category (reading, writing, speaking, math), by grade.
- August 17th is the proposed date for the first day of school for the 2016/17 school year.
- Strategic planning will be a big focus in upcoming months. The community will be surveyed to help determine, “who are we?” and “why is TPAAK distinctive, why is it a great choice?”. Representatives from the league are looking to come in April to lead focus groups to help determine answers to these questions.

B. Director of Operations

- The enrollment status for the 2016/17 school year was presented.
- Open enrollment ends on February 29th. The Board needs to determine how many seats will be allowed for kindergarten and if extra spots should be filled by a lottery or on a first-come, first-serve basis.
- CSI is currently doing an audit of enrollment policies.
- Updates on food service and security practices were given.
- Keith King, with the CEC Middle School, is working with Grainger in hopes to move the playground and all recreational activities to their fields so that the current playground space can be used to improve parking and driver drop-off/pick-up.

V. OLD BUISNESS

A. Facility Discussion

- Facility improvements will take place over the summer. Security improvements including new doors and cameras and an entry system are first priority. Upgrades to music and art rooms and carpet and paint throughout the first and second floors will likely be done.
- As previously mentioned, the CEC Middle School is working on a lease with Grainger to move all recreational activities to their fields. This could include a basketball court and soccer fields and would be for use by both CEC and TPAAK.

B. Staff Compensation

- The CEC Middle School uses salary sheets to show their staff not only what their salary is, but also the total cost to employer.

C. BOV Invoice

- The broker was unable to come up with an email stating an agreed upon amount.
- An actual invoice showing dates and time spent on the work done is needed before any payment will be made.

VI. EXECUTIVE SECTION

Motion to: Move into executive session authorized by CRS § 24-6-402 (3) (a) (II) –
Advice of Council; TPAAK Executive Director, James Lewicki, and
Director of Operations, Shannon Kiegan, invited to join

Motion by: Director Franko ***Seconded by:*** Secretary Nyberg
Three Votes For, No Votes Against- **Motion Carried**

Executive Session Call to Order by President Kornfeld at 5:39pm

Executive Session Adjournment Motion made by Director Franko at 5:59pm

No Board actions were taken in Executive Session.

Motion to: Move into executive session authorized by C.R.S. § 24-6-402 (3) (b) (I)
Personnel Matters; TPAAK Executive Director, James Lewicki, and
Director of Operations, Shannon Kiegan, invited to join

Motion by: Director Franko ***Seconded by:*** Secretary Nyberg
Three Votes For, No Votes Against- **Motion Carried**

Executive Session Call to Order by President Kornfeld at 6:00pm

Executive Session Adjournment Motion made by Director Franko at 6:19pm

No Board actions were taken in Executive Session.

VII. CLOSING SECTION

A. Adjourn

Adjournment Motion made by Director Franko at 6:25pm

Next regular meeting scheduled for March 9, 2016