



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 March 9, 2016

I. OPENING SECTION

A. **Call to Order:** By President Kornfeld at 4:07pm

B. **Board Members in Attendance**

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

C. **Approval of Agenda**

Motion to: Adopt the agenda as presented

Motion by: Treasurer Wager–Robertson **Seconded by:** Director Manguso
Four Votes For, No Votes Against- **Motion Carried**

II. AUDIENCE COMMENTS

- The Academy of Arts and Knowledge Preschool has requested a reduction in their lease amount starting next school year. The TPAAK Board's finance committee and the AAK Preschool's finance committee will meet to discuss details and work out a proposal to bring to the TPAAK Board.

III. OFFICER REPORTS

A. **Secretary**

Minutes for the February 10, 2016 and March 02, 2016 meeting

Motion to: Approve the minutes for the past two meetings as presented

Motion by: Treasurer Wager-Robertson **Seconded by:** Director Manguso
Four Votes For, No Votes Against- **Motion Carried**

B. **Treasurer**

- January's financials have been reconciled. Nothing out of the ordinary was presented.
- The final figure for this year's PPR has still not been received from CSI.

Motion to: Accept January's financials as presented

Motion by: Treasurer Wager-Robertson **Seconded by:** Director Manguso
Four Votes For, No Votes Against- **Motion Carried**

IV. ADMINISTRATIVE REPORTS

A. **Executive Director**

- The TPAAK staff is looking to hire two teachers for 5th grade next year and one for third grade. This will be a rigorous interview process that will include some actual teaching in a TPAAK classroom for the final candidates.
- Mr. Lewicki would like to have a staff plan for the 2016-17 school year available to send out to parents before the summer.
- An overview was given of the methods that are now being utilized to monitor student progress.
- A dashboard that will be used to track important steps and information for next year's renewal was presented and reviewed.
- The TPAAK administration has received the report done by Dr. Korach detailing the academic audit performed last month. The report was very thorough and gave some thoughtful recommendations. It will be a helpful part of the foundation for upcoming strategic planning.

B. Director of Operations

- A document outlining the Colorado Open Meetings and Open Records law was given out for review.
- The enrollment status for the 2016-17 school year was presented.
 - Two people are currently on a waiting list for 1/2 day kindergarten.
 - A lot of potential families have not completed their enrollment packets and are categorized as "pending". These people are being contacted for follow-up. By the next board meeting, this category should be reduced to give a better idea of where enrollment for next year actually stands.

V. OLD BUSINESS

A. BOV Invoice Status

- After a request sent by TPAAK for additional information, the broker responded that he will send his invoice to his legal department.

B. Marketing

- The Board is seeking to add two new members, specifically candidates who have a background in finance or fine arts.
- A summer marketing plan needs to be developed and a team of volunteers needs assembled.
- A suggestion has been made to meet with the Daniels fund to see if TPAAK could meet the requirements necessary to apply for the grant.

VI. NEW BUSINESS

A. 501(C)(3) status and IRS 990 tax filing

- TPAAK now has its 501(c)(3) status, which is back-dated to November 2010.
- It has been recommended by Tatonka that TPAAK file a 990 for this year and the past 3 years. Tatonka can oversee this, but no one on their staff is qualified to complete this.
- The Board will contact the IRS for clarity and investigate options to do a back-filing.

B. Vote on 2016-17 Calendar Approval

- TPAAK Staff has proposed to adjust the start and end times for the 2016-17 school year to more closely align with CEC's schedule.
- Making the end of the day time earlier will alleviate problems occurring with middle school students waiting around for younger siblings to be released.

- Moving up the start time will give parents who need to get to work earlier in the morning the opportunity to do so. This will also shorten the amount of time teachers are required to look after the kids before the school day begins.

***Motion to:* Accept the preliminary calendar proposal with a school start date of August 17th, with new staff PD being August 8th and 9th, and all staff PD being August 10th-12th and 15th-16th; and the new school start time being 8:10am, and new school release time being 3:20pm**

***Motion by:* Treasurer Wager-Robertson *Seconded by:* Director Manguso**
Four Votes For, No Votes Against- **Motion Carried**

C. Vote on TES Staff Health Coverage Approval under 2.1(A)(iv) for 2015-16 year

***Motion to:* Approve the TES Staff Health Coverage under 2.1(A)(iv) for the 2015-16 school year as presented**

***Motion by:* Treasurer Wager-Robertson *Seconded by:* Director Manguso**
Four Votes For, No Votes Against- **Motion Carried**

D. Vote on Preliminary Budget for next 2016-17 school year

- Two preliminary budgets were presented by Tatonka's accountant, Tina Wallace. The first budget was based on projections similar to the 2015-16 school year, particularly in regard to keeping social security for the TPAAK staff. The second budget incorporated the addition of PERA. Assumptions used in each budget were reviewed and discussed.
- The vote on a preliminary budget was tabled until further adjustments are accounted for and additional scenarios are presented.

E. Discussion on Submission Request to PERA

- A discussion was held around the costs, steps, and timelines in the transition to PERA.

***Motion to:* Allow the Board to make direct contact with PERA before the end of the month**

***Motion by:* Director Franko *Seconded by:* Director Manguso**
Four Votes For, No Votes Against- **Motion Carried**

VII. CLOSING SECTION

A. Adjourn

Adjournment Motion made by President Kornfeld at 6:55pm

Next regular meeting scheduled for April 13, 2016