

**T.R. Paul Academy of Arts and Knowledge
aka Northern Colorado Academy of Arts and Knowledge
4512 McMurry Dr. Fort Collins, CO 80525**

Board Meeting Agenda for Wednesday, January 25, 2017
4512 McMurry Drive, Fort Collins, Colorado, 80525
Room 101A
4:00pm

I. OPENING SECTION

- A. Call to Order
- B. Board Members in attendance: Director Kilbon () Board-Chair Kornfeld ()
Director Manguso () Secretary Nyberg ()
- C. Agenda

II. AUDIENCE COMMENTS

III. OLD BUSINESS

A. Location Change Resolution

Motion to approve location change resolution.

Motion by:

Seconded by:

Kilbon () Kornfeld () Manguso () Nyberg ()

B. Enrollment Policy Update

Motion to approve updated enrollment policy.

Motion by:

Seconded by:

Kilbon () Kornfeld () Manguso () Nyberg ()

IV. NEW BUSINESS

A. Discussion of 2017-18 School Calendar

B. Applicant for Board Appointment

Motion to approve appointment for Rhiannon Walser as board member

Kilbon () Kornfeld () Manguso () Nyberg ()

IV. CLOSING SECTION

- A. Adjourn

RESOLUTION BY THE T.R. PAUL ACADEMY OF ARTS AND KNOWLEDGE TO REQUESTING A LOCATION CHANGE FROM THE COLORADO CHARTER SCHOOL INSTITUTE.

WHEREAS, pursuant to the Institute Charter Schools Act, sections 22-30.5-504(2) and (8), C.R.S., T.R. PAUL ACADEMY OF ARTS AND KNOWLEDGE (TPAAK), is requesting to relocate its school;

WHEREAS, the proposed new location for TPAAK is within the same school district area;

WHEREAS, TPAAK has obtained expert advice on the terms and conditions of the financing or leasing arrangements and determined that occupancy costs and terms are sustainable within the scope of TPAAK's current and future budget;

WHEREAS, TPAAK Board's attorney(s) will review all relevant documentation and determined that no financial, legal or other liabilities exist associated with the proposed new location and with leaving the current location;

WHEREAS, TPAAK Board will receive bids/assessments for all contractor work related to the successful occupancy of the building and such work is financially feasible;

WHEREAS, the charter school board has developed contingency plans for any possible delays in occupying the new facility; and

NOW, THEREFORE, BE IT RESOLVED, by the TPAAK Board, that the charter school has considered all relevant information, taken appropriate action as described herein and as required by the Colorado Charter School Institute "School Location Change Policy" and is formally seeking approval to physically relocate its services.

Adopted this 25th day of January, 2017.

By: _____

Samuel Kornfeld
T.R. Paul Academy of Arts and Knowledge
Board of Director's Chair

I certify that the foregoing Resolution was adopted by the TPAAK Board of Directors at a regular Board meeting upon notice as required by law on January 25, 2017, by a roll-call vote of Aye __, Nay __, and Abstention __.

By: _____

Sherri Nyberg
T.R. Paul Academy of Arts and Knowledge
Board of Director Secretary



T.R. Paul Academy of Arts and Knowledge Enrollment Policy

Purpose and Scope: The TR Paul Academy of Arts and Knowledge (TPAAK) Enrollment Policy is intended to provide guidelines for enrollment into TPAAK. The Policy also provides for a lottery process when the number of student applications exceeds the number of available seats.

Distribution: This policy shall be available for public viewing and acknowledgement of such viewing shall be made part of the enrollment process when submitting an application for enrollment to TPAAK.

Declaration: By applying for enrollment into TPAAK all persons involved in the enrollment process declare that they have read and understand the enrollment policy of TPAAK and will abide by this policy.

How to apply to TPAAK:

- 1.) Applications are initiated by a parent or legal guardian, completing and submitting the TPAAK student enrollment request form. The student enrollment request form may be accessed and submitted online. (www.tpaak.org) or picked up at the school office and turned in there as well. Open enrollment occurs each year from November 1st to February 28th. Open enrollment for kindergarten occurs each year from November 1st to January 31st.
 - a. A child must be five (5) years of age by the Pupil Count Day in the school year being applied for, when being enrolled into Kindergarten. (Unless applying for Early Admittance then follow the Early Admittance guidelines set forth by the Board of Directors of TPAAK.)

- 2.) Current students at TPAAK must submit their intent to re-enroll during this open enrollment time frame as well. If the student enrollment request form is not completed and submitted between November 1st to February 28th, the family will forfeit the student seat.
 - a. If a current student does not re-enroll between November 1st and February 28th then they must reapply and participate in TPAAK's lottery process, if needed, as a new student.

Enrollment Caps per grade level:

TPAAK Governance Board will set grade level enrollment caps each year and will retain the right to adjust those caps as needed. The TPAAK Board has set preferred enrollment numbers per grade level. They are Kindergarten: 40 students; 1st – 3rd grade: 24 students; 4th & 5th grade: 25 students. Each year, given varying enrollment demands, these numbers can be exceeded by two net students per class. To exceed a class size by 3 or more students will require action from the TPAAK Governance Board. All class size limits for the enrollment

**T.R. Paul Academy of Arts and Knowledge
Enrollment Policy**

year being filled through the lottery will be established by the Board at least one month BEFORE the lottery if they are to change from currently approved limits.

Enrollment Lottery:

- 1.) If an enrollment lottery is required the following guidelines and protocols will apply.
 - a. Admissions Lottery Protocol
 - i. All applicants from the same family will be assigned one number.
 - ii. A TPAAK representative will randomly draw one number at a time from a container.
 - iii. With each number drawn, open seats will be filled as called. If a grade level is full, the applicant will be placed on that grade level's waiting list.
 - iv. If a family with multiple siblings is selected, all of the siblings will fill the available spots in their respective grade level(s). If that grade level is already full, that sibling will be placed on that specific grade level's waiting list before another number is called.
 - v. Once selected for a seat, student(s) parent or legal guardian must accept within 10 business days, in writing.
 - vi. Declined seats will be given to students in the waiting list in the order determined by the lottery.
 - vii. There will be a separate waiting list for each grade. All waiting lists will sunset at the end of the first semester each year. Waiting lists for each grade will be maintained by the TPAAK Office.
 - viii. After the lottery is complete, new applicants that apply for enrollment will be placed at the end of the specific grade level waitlist in the order determined by the most recent date of application.

Waiting list:

After the lottery is complete, priority 1 applications will be granted seats as they become available. Priority 1 applications will be placed in order as determined by the earliest date of application. Once those seats are filled, all other applications will be granted seats as they each become available.

Staff of TPAAK

Children of a parent/guardian that is hired by TPAAK will be enrolled in the grade level after Priority 1 applications, but BEFORE all other applications.

Definitions:

Enrollment Priority:

Defines the priority category in which students are selected for available seats based on sibling status. These priority categories are defined below:

1. Siblings of students currently enrolled in TPAAK
2. All other applicants, including Early Admittance: Acceleration into Kindergarten

<p style="text-align: center;">T.R. Paul Academy of Arts and Knowledge Enrollment Policy</p>
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TPAAK Sibling Status (Priority 1 Enrollment):

The status given to a new enrollment applicant if their sibling has attended TPAAK for any portion of the previous school year for which the new applicant is applying for.

Early Admittance:

Applicants that wish to apply for kindergarten but are not five (5) years of age by Pupil Count Day in the school year enrollment is being applied for must apply for Early Admittance prior to the lottery following the Early Admittance Guidelines set forth by the Board of Directors for TPAAK for Acceleration into Kindergarten.

Applicants that wish to apply for first grade but are not six (6) years of age by Pupil Count Day in the school year enrollment is being applied for must apply for Early Admittance prior to the lottery following the Early Admittance Guidelines set forth by the Board of Directors for TPAAK for Acceleration into Kindergarten.

Enrollment Fraud:

All enrollments are subject to verification. If any portion of the verification process reveals fraudulent enrollment activity (i.e. fraudulent priority status and age) the enrollment is deemed fraudulent, and the student(s) enrollment will be treated as void. If the misrepresentation is determined before Pupil Count Day, the student will be treated as no longer enrolled. If the determination is after Pupil Count Day, (1) the administration will seek to transfer the student, at an academically appropriate break, to another program, and (2) provide that no other program can be found the student(s) is banned from re-enrollment for the next school year.

Enrollment verification:

A process in which enrollment eligibility is verified. Such verification may include the review of academic records by a TPAAK school official to verify the academic eligibility of an applicant or enrolled student. This process can take place up to two (2) years after the child's enrollment. After two (2) years, the child's enrollment status is accepted by the TPAAK Board of Directors (BOD) without further verification, unless willful fraudulent activity is brought to the attention of TPAAK BOD members.

Executive Director:

The Executive Director of TPAAK is responsible for overseeing the enrollment and lottery process as described.

Registrar:

The Registrar is responsible for carrying out the enrollment and lottery process as described.

Lottery Official:

**T.R. Paul Academy of Arts and Knowledge
Enrollment Policy**

The person in charge of drawing names of applicants during the lottery process. The lottery official is a community member selected by the school. The individual shall not have a student in the school or an otherwise vested interest in the school.

Lottery Eligibility:

If a child meets the eligibility requirements set forth in the application for enrollment in TPAAK, that child is deemed to be eligible for enrollment in TPAAK and any necessary enrollment lottery with the following exceptions;

-Children that were previously accepted for enrollment and declined enrollment are not eligible for enrollment or to enter the lottery process, regardless of enrollment priority status until the following years' enrollment.

- If an enrollment request is submitted that includes intentional fraudulent documents, statements, or other acts relevant to the determination as to whether the school is the appropriate placement of the student, including fraudulent or false information regarding the student's special needs or special education status, English language learner status, disciplinary history, or information related to whether the student may pose a threat to themselves or others, the student's enrollment application will be rejected.

Previous Student (K-5):

Once a K-5 student leaves TPAAK, such as transferring to another school, for any reason, the child must reapply for enrollment and participate in TPAAK's lottery process.

The exception to the above is if a family temporarily relocates, less than one-year in length, due to a military assignment. In this case, the family relocating must inform TPAAK their intent to return to TPAAK in writing. If the relocation is for longer than one year, a space will not be reserved for the child(ren) and the child(ren) must re-apply for enrollment for the next school year.

Change in status:

At any point during the enrollment process where any portion of an applicant's priority status would change, such as; A sibling's recent enrollment into TPAAK prior to the enrollment lottery taking place (grants sibling/priority 1 enrollment status), notification must be made to the TPAAK Executive Director and/or registrar regarding the change in status so that the enrollment application can be updated.

**T.R. Paul Academy of Arts and Knowledge
Enrollment Policy**

Sibling: An applicant or current student who is a biological Brother, Sister, or Half-Sibling of another student or a Brother, Sister, Step-Brother, Step Sister of another student through marriage or adoption.

Waitlist: The waitlist is used to determine the remaining order of students selected during the lottery. Each applicant will be selected during the lottery. Once seats are filled, remaining students will be added to the waitlist in the order drawn. The waitlist is established after the lottery and is active through Pupil Count Day.

Current School Year Enrollment Post Pupil Count Day:

In the event that the class size in the requested grade level has been met, a student will be enrolled only if a student in the desired grade level leaves TPAAK after Pupil Count Day. Enrollment under this condition is subject to verification



Thank you for your interest in serving as a Board Member for

TR Paul Academy of Arts & Knowledge

K-5 Public Charter School

TPAAK is a unique, nonprofit charter school that features a blended learning model with a teacher-led, highly interactive program emphasizing strong basic skills, an interdisciplinary curriculum, and the integration of the Fine Arts.

If you are appointed to serve on the Board, your responsibility will be to set policy, maintain the school's vision, and ensure the school is in compliance with charter and applicable law.

We have designed this application to be straightforward, while collecting the detailed information needed to appoint effective Board Members.

Short Response Questions

Why do you want to serve on the TPAAK Board?

Click here to enter text.

The reason I want to serve on the board is to be involved in my child's education and help maintain the success of the school.

What skills and experiences can you bring to the TPAAK Board?

Click here to enter text.

Being a new parent to TPAAK and having a new perspective, I believe my experience of searching for the right education for my daughter would be beneficial to me serving on the board.

Personal Information

I hereby request appointment to the Board of Directors of TR Paul Academy of Arts & Knowledge (TPAAK)

1. **Name:** Click here to enter text. *Rhiannon Walser*
2. **Home Address:** Click here to enter text. *621 Sedgwick Dr. Ft. Collins 80525*
3. **Employer:** Click here to enter text. *Cracker Barrel* **Title:** Click here to enter text. *Server*
4. **Employer's Address:** Click here to enter text. *5800 McWhinney Blvd. Loveland 80538*
5. **Cell Number:** Click here to enter text. *970-443-2349* **Work Number:** Click here to enter text. *970-593-9947*
6. **E-mail Address:** Click here to enter text. *rhiwalser@comcast.net*
7. **Are you a United States citizen?** Yes No
8. **Are you a resident of the state declared in the home address above?** Yes No
9. **Do you agree to annually complete a conflict of interest disclosure?** Yes No
10. **Do you agree to complete 6 hours of board orientation and training during the first year of your term, and 3 hours of orientation and training each year thereafter?** Yes No
11. **Do you have children that attend this public school academy?** Yes No
12. **Will you be able to attend regularly scheduled board meetings?** Yes No
13. **Please check your highest education level:**
 High School/GED Associate's Degree Trade or Business School BA or BS Degree
 Master's Degree MD, DO, JD, Ph.D, etc
14. **Please check each area of expertise you would contribute to the Board:**
 Community Service Education Finance
 Fundraising Management Marketing
 Law Personnel Public Relations
 Parent Involvement Other: Click here to enter text.

If you would like any additional information considered, such as governmental, employment or volunteer experience, honors or awards, please attach a resume or include on a separate sheet of paper.

Relationship to the Academy

Instructions: If you answer “yes” to any of the following questions, please provide an explanation on a separate sheet of paper. Please label explanations with the number of the corresponding question.

1. Do or will you or your spouse have any contractual agreements with the Academy? Yes No
2. Do or will you, your spouse, or any member of your immediate family have any ownership interest in any educational service provider or any other company contracting with the Academy? Yes No
3. Do or will you or your spouse lease or sell property to the Academy? Yes No
4. Did or will you or spouse sell any supplies, materials, equipment or other personal property to the Academy? Yes No
5. Have you or your spouse guaranteed any loans for the Academy or loaned it any money? Yes No
6. Are or will you, your spouse or any member of your immediate family employed by the Academy, its educational service provider or other contractors? Yes No
7. Did you or your spouse provide any start-up funds to the Academy? Yes No
8. Did or do you or your spouse, or other member of your immediate family, have ownership interest, directly or indirectly, in any corporation, partnership, association, or other legal entity which would answer “yes” to any of the questions 1-7? Yes No
9. Does any other board, group or corporation believe it has a right to control or have input on votes you will cast as a member of the Academy Board? Yes No
10. Do you currently serve as a member of the Board of any public school district or public school academy other than the Board for which you have been nominated? Yes No
11. Do you currently serve as a public official? Yes No
12. To the best of your knowledge, are there situations not described above which may give the appearance of a conflict of interest between you and the Academy, or which would make it difficult for you to discharge your duties or exercise your judgment independently on behalf of the Academy? Yes No

Ethical Issues

Instructions – If you answer “yes” to any of the following questions, please provide an explanation on a separate sheet.

Citations: Have you ever been cited for a breach of ethics for unprofessional conduct, or been named in a complaint to a court, administrative agency, professional association, disciplinary committee, or other professional group? Yes No

Agency Proceedings/Civil Litigation: Are you presently, or have you ever been involved in administrative agency proceedings or civil litigation during the past five years? Yes No

Has any business involving you, your spouse, close family members or close business associates been part of any administrative agency proceedings or civil litigation relevant to the Board Member position? Yes No

Criminal Background History

Academy Board Members are appointed public officials and as such are required to complete a criminal records check.

Instructions – Complete this section by placing your **initials** in the space beside option 1, 2, and/or 3. If you initial option 1 or 2, please provide, on a separate sheet of paper, what the charges were and which courts were involved.

1. Click here to enter text. I have been convicted, pled guilty or nolo contendere (no contest) to one or more crimes.
2. Click here to enter text. I am currently charged with one or more crimes.
3. Click here ~~to~~ enter text. I have not been convicted, pled guilty or nolo contendere (no contest) to any crimes.

I understand that:

- The Authorizer must request or cause a criminal records check to be performed on me from local, state, or federal law enforcement agencies;
- Until that report is received and reviewed by the Authorizer, my nomination for appointment will not be process;
- If the report received from the local, state, or federal law enforcement agencies is not the same as my representations above or attached hereto respecting either the absence of any convictions or any crimes of which I have been convicted, my nomination for appointment is voided at the sole discretion of the Authorizer or its designee.

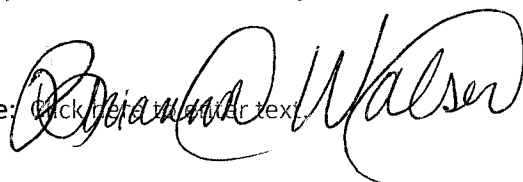
Application Verification

I recognize that all information submitted with this application or gathered by the Authorizer as a result of this application becomes a matter of public record, subject by law to disclosure upon request to members of the general public. I will hold the Authorizer, its trustees, officers, employees or authorized agents harmless from liability for the disclosure of any information it reasonable believes is true based upon my representations or resulting from this application process.

I understand that if I am appointed, I will be required and agree to complete annually a conflict of interest disclosure.

I understand that the Authorizer is under no obligation to appoint me or any nominee to a public charter school academy board. My signature below certifies that all information provided in this application is true and complete.

Signature: [Click here to enter text.](#)



Date: [Click here to enter text.](#)

1/17/17