



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 October 12, 2016

I. OPENING SECTION

A. **Call to Order:** By Board-Chair Kornfeld at 4:03pm

B. **Board Members in Attendance**

Board-Chair Kornfeld	(Present)	Treasurer Manguso	(Present)
Secretary Nyberg	(Present)	Director Franko	(Present)

C. **Approval of Agenda**

Motion to: Approve the agenda as presented

Motion by: Director Franko **Seconded by:** Secretary Nyberg

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

Update after discussing Treasurer's Report: Amendment of Agenda

Motion to: Amend the agenda to include a motion to accept the 2016 audit

Motion by: Director Franko **Seconded by:** Secretary Nyberg

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

II. AUDIENCE COMMENTS

None

III. OFFICER REPORTS

A. **Secretary's Report**

Motion to: Approve the minutes from the September 14, 2016 meeting

Motion by: Director Franko **Seconded by:** Board-Chair Kornfeld

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

B. **Treasurer's Report**

Motion to: Resolve the 2015-16 school year debt as presented per the administration

Motion by: Director Franko **Seconded by:** Treasurer Manguso

Points of discussion:

- Overall, the fund balance grew last year. At one point, however, fund balance dollars were used for the retirement of debt. Even though these dollars were repaid, CSI wants to make sure the Board approved the use of these funds.

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

Motion to: Approve the amended June and July 2016 financials

Motion by: Director Franko **Seconded by:** Secretary Nyberg

Points of discussion:

- Any adjustments made throughout the audit are now reflected in these financials
Three Votes For, No Votes Against- **Motion Carried**

Motion to: Approve August 2016 financials as presented

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

Motion to: Accept the year ending 2016 fiscal audit

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

C. Executive Director's Report

- **Renewal**

- Last year's academic achievement showed a significant increase and the achievement percentage has recovered from the decline that had been occurring in the three years prior.
- Last year, 83% of the goals documented in the UIP were not met. Conversely, this year, most of the UIP goals have been met.
- Growth metrics were discussed. The current academic growth scores are low in regards to PARCC. A plan on how to present the growth indicators during renewal is being developed and ways to increase the growth percentages among our high performing students are being discussed. Dibels and ScanTron growth scores are both looking good.

D. Director of Operations

- **OCR Case**

- An update was given on the OCR case. Everything is on track to satisfy the resolution timeline.

- **Checks and Balances**

- Currently, the check details are being submitted to the full Board. Now that a new treasurer has been appointed, the check details will be going straight to the treasurer, unless requested by another Board member.

- **Assurances for Financial Accreditation**

- This has been submitted to CSI and is in good standing.

E. TES Corporate Report

- **Executive Director Evaluation**

- After a staff survey is conducted, Tatonka's Vice President Joseph Hattrick will compile an evaluation of TPAAK's Executive Director to be submitted with the renewal packet.
- Starting this year, this evaluation will be performed twice a year, once in the Fall and again in the Spring.

- **Board Self-Evaluation**

- A Board self-evaluation has been completed by all Board members. The summary was compiled and presented. Areas for improvement were discussed. This evaluation will be part of the renewal application.

- **IT Evaluation**

- Tatonka performed an IT evaluation of the school. The results were presented and recommendations were given.
- Updates under consideration include; a new firewall (possibly before certificate renewal occurs in January), an internal server, updated classroom workstations.

- The amount of technology integration into TPAAK is a question the Board and administration need to consider as a part of future strategic planning. Does TPAAK want to be a cutting-edge school that keeps up with the latest tech trends or is it a place where technology is utilized solely to support the arts focus.
- The smart boards in the building are in good shape. Smart board training for teachers will be offered by Cynthia, with Tatonka, either in person or over Skype.

IV. OLD BUSINESS

A. Change in Board Membership

***Motion to:* Approve the appointment of Michael Kilbon to the Board**

***Motion by:* Director Franko *Seconded by:* Secretary Nyberg**

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

B. CSI Renewal

***Motion to:* Approve resolution to submit request for renewal to CSI**

***Motion by:* Director Franko *Seconded by:* Board-Chair Kornfeld**

Points of discussion:

- Renewal Packet to be submitted for Board review October 14, 2016

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

C. Colorado Early Colleges

- The lease for next year has yet to be received from CEC. It is needed to be included in the renewal packet to CSI.
- The anticipated playground area that CEC is looking to put in at the Wheaton location has a rather small footprint. The TPAAK administration would like to discuss the plan for playground and fencing with CEC before it is finalized.
- The second floor of the Wheaton building is currently being leased to another business. The internal stairwell and elevator that lead to the upper level will need to be blocked off or not in use during school hours for security reasons.
- Lease numbers for available properties that are similar to the Wheaton building were reviewed. These comps show that CEC is offering TPAAK a very favorable lease amount.

V. NEW BUSINESS

A. National Safe School Framework

***Motion to:* Approve the National Safe School plan as presented**

***Motion by:* Director Franko *Seconded by:* Secretary Nyberg**

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

B. Enrollment Policy

- Due to this year's dip in enrollment, it might be worth revisiting the enrollment policy to allow student enrollment following the October count date.
- Pros and cons of updating the policy were discussed.
- The policy will be left as it is until further notice. If a family wishes to enroll their child, a special Board meeting will be held to discuss their case and enrollment will occur based on Board approval.

C. Revised Budget

***Motion to:* Approve revised budget for 2016-17**

***Motion by:* Director Franko *Seconded by:* Secretary Nyberg**

Points of discussion:

- Enrollment was much lower than anticipated for this school year. This will result in a lower PPOR amount, causing a need to rebalance the 2016-17 budget. A discussion of the items proposed to be reduced or removed to compensate for the deficit was held. These items include furlough days, staff bonuses, supplies/materials, and the fund balance.

Amend Motion to: Approve revised budget for 2016-17 with the revision of 20 furlough days for the administration line item

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

D. Fund Balance for 2016-17 School Year

Motion to: Approve the resolution for authorization for use of beginning fund balance for the 2016-17 school year as amended, to reflect an 8k reduction in the marketing budget

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

VI. CLOSING SECTION

A. Adjourn

Adjournment Motion made by Board-Chair Kornfeld at 6:21pm

Next regular meeting scheduled for November 9, 2016