



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

“The mission of TR Paul Academy of Arts and Knowledge is to teach students the joy of learning and the importance of expressing individual talent artistically and academically while enhancing community & culture.”

Board Meeting Minutes for November 17, 2014

I. OPENING SECTION

1. **Call to Order:** By President Gorski at 6:00pm

2. **Roll Call**

Board Members in attendance:

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

3. **Consent Agenda**

Approval of October 8, 2014 minutes

Approval of September year-to-date financials

Motion by: President Gorski		Seconded by: Secretary Nyberg	
President Gorski	(Aye)	Treasurer Wager–Robertson	(Absent)
Director Kornfeld	(Aye)	Secretary Nyberg	(Aye)
Director Manguso	(Aye)		

II. SCHOOL & STRATEGIC OVERSIGHT

1. **Mosaica and HoS Report:**

- Lego Playwell and Mad Science will continue as extra-curricular activities after school.
- The recent fire drill proved successful, everyone was out of the building in under 4 minutes. 5th grade has been tasked with helping the kindergarteners during the drill which has helped reduce the time needed to evacuate the building.
- Mr. Smith, the PE teacher, is currently working on a bullying policy.
- There have been 7 tours since the October count.
- To enforce the Tardy/Attendance policy, the HoS has been sending out warning letters and calling families with recurring tardies in the 1st Quarter to mention that TPAAK will be strict on what the handbook states starting in the 2nd Quarter. This has resulted in better performance and fewer tardies.
- The front office had all staff go through a concussion protocol.
- Scantron score results for November have been extended to the 21st due to the high number of student illnesses.
- TPAAK is looking for someone to do RTI tutoring. In the meantime, specials teachers have been covering this.
- Performance Coach is a workbook set that covers PARC in detail and goes over common core. This might be a good thing for homework or something for the students to do over winter break. There is one workbook for math and one for literacy. The cost would be \$11-13

per workbook. A decision needs to be made on the best way to fund it. Perhaps parents could cover one workbook and PTLO could buy the other?

- Three TPAAK students won the Fire Department Bench contest. They will be announced and awarded at an assembly on Thursday afternoon.

2. Preschool:

- The preschool administration is planning to do a summer camp setup this summer which would bring in more tuition during the summer months.
 - The program would be session based with one week sessions for 7-8 weeks
 - The schedule would be structured, but focus would be on summer fun, something the kids would want to go back to the following year
 - There would be three rooms; 3-4 year olds, 5-7, and 8-10
 - Hours would run 8am-4pm
- Next year, the preschool directors would like to align the preschool hours more closely with the K-5 school hours. They are considering 7:45am-3:45pm. After school care possibilities are still being determined.
- Tuition for next year will be on a monthly basis. There would be 5-day, 3-day (Monday, Wednesday, Friday), and 2-day (Tuesday, Thursday) slots with full-day and half-day options available. A registration fee will also be required.

3. Marketing:

- The first “Find Your Treasure” information night is December 9th from 5-6:30pm. Notifications have been placed on online public calendars, fliers have been sent home for families to help hand out, fliers have been distributed on Dominos boxes, notifications will be sent out via Facebook and through the TPAAK mobile app.
- A HOS breakfast will be held the morning of December 9th.

4. Technology:

- Toner and maintenance for the printer fleet has proven to be very expensive over the last few years. A contract with a printer servicing company could prove cost effective and at the same time would keep the printers running smoothly with very little down-time for maintenance. The costs, pros/cons and risks for three options have been analyzed as follows:
 - Continue with current setup:
 - Purchase retail toner and maintenance supplies for current printer fleet as needed
 - Continue with TPAAK’s IT Support Tech performing all maintenance and repairs on printer fleet
 - Continue with BES copier contract
 - Cost estimated to be an average of \$1479.87/month for printing and copying
 - Contract with Lewan
 - Lewan would get all TPAAK printers running at like-new condition and maintain them providing parts, fusers, maintenance kits, toner, and service
 - 3 year contract term
 - Continue with BES copier contract
 - Cost estimated to be an average of \$1247.04/month for printing and copying
 - Contract with All Copy Products
 - All Copy Products would provide brand new printers, some monochrome and some color to be setup in key locations throughout the building
 - All Copy Products would settle the BES contract and bring in 2 brand new copiers one for the 1st floor and one for the 2nd floor
 - One BES copier would remain for use on the 3rd floor until CEC occupies the space next year, if their expansion is approved

- Training will be provided for staff on how to use the new equipment
- 5 year contract term, at the end of the term TPAAK will own all equipment
- Cost estimated to be an average of \$1186.21/month for printing and copying

5. Mosaica:

- A letter to CSI has been drafted as a response to their request regarding the Tatonka Lawsuit filed against Mosaica. The letter;
 - acknowledges that the Board is aware of the receivership
 - confirms that the relationship between Mosaica and TPAAK is strictly management based and no financial implication would affect TPAAK as a result of the lawsuit
 - states that the TPAAK Board has contacted independent legal counsel and will be able to retain such counsel if and when it becomes necessary
 - describes how the TPAAK Board anticipates the relationship with Mosaica to continue as is, however, if Mosaica is unable to fulfill their management responsibilities, a plan has been composed to address the situation

6. Strategic Planning:

- Colorado Early Colleges (CEC) has presented their proposal to the CSI Board for the middle school expansion. Their plan involves making the 3rd floor of TPAAK the permanent location for their middle school.
- A partnership with CEC is looking to be very favorable for TPAAK. They would pay TPAAK a rent fee per student and cover a fair percentage of the utilities. They are hoping to share some teachers, particularly with art and music, and would cover some of their salaries.
- A floor plan needs to be developed that could encompass all of TPAAK, preschool – 5th grade and specials, into the 1st and 2nd floors.
- Another thing to consider, if CEC houses their middle school at TPAAK, is parking.

7. Budget Overview

- Because TPAAK did not meet the TABOR reserve for the 2013-14 school year, the school’s financial accreditation rating was reduced to Priority Improvement.

III. BOARD ACTIONS

- a. Motion to approve All Copy Product’s proposal and proceed with the 5 year contract pending the approval of CEC’s expansion

Motion by: Director Kornfeld	Seconded by: President Gorski
President Gorski (Aye)	Treasurer Wager–Robertson (Absent)
Director Kornfeld (Aye)	Secretary Nyberg (Aye)
Director Manguso (Aye)	

- b. Motion to submit response letter to CSI regarding Tatonka Lawsuit and TPAAK’s relationship with Mosaica

Motion by: President Gorski	Seconded by: Director Kornfeld
President Gorski (Aye)	Treasurer Wager–Robertson (Absent)
Director Kornfeld (Aye)	Secretary Nyberg (Aye)
Director Manguso (Aye)	

- c. Motion to move forward with Colorado Early Colleges as a partner and tenant as an onsite Middle School with details to be negotiated

Motion by: President Gorski	Seconded by: Director Manguso
President Gorski (Aye)	Treasurer Wager–Robertson (Absent)
Director Kornfeld (Aye)	Secretary Nyberg (Aye)
Director Manguso (Aye)	

d. Motion to accept the amended 2014-15 budget

Motion by: President Gorski	Seconded by: Director Kornfeld
President Gorski (Aye)	Treasurer Wager–Robertson (Absent)
Director Kornfeld (Aye)	Secretary Nyberg (Aye)
Director Manguso (Aye)	

e. Motion to accept the 2013-14 financial audit

Motion by: President Gorski	Seconded by: Director Manguso
President Gorski (Aye)	Treasurer Wager–Robertson (Absent)
Director Kornfeld (Aye)	Secretary Nyberg (Aye)
Director Manguso (Aye)	

f. Motion to authorize action to retain legal counsel to begin negotiations with the bond holders and/or with Mosaica to lower debt

Motion by: President Gorski	Seconded by: Director Kornfeld
President Gorski (Aye)	Treasurer Wager–Robertson (Absent)
Director Kornfeld (Aye)	Secretary Nyberg (Aye)
Director Manguso (Aye)	

IV. AUDIENCE COMMENTS

None

V. CLOSING SECTION

Next meeting scheduled for December 10th, 2014

Adjournment Motion made by President Gorski at 8:12pm