



# 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 May 11, 2016

### I. OPENING SECTION

A. **Call to Order:** By Chairman Kornfeld at 4:06pm

B. **Board Members in Attendance**

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

C. **Approval of Agenda**

**Motion to: Approve the agenda as presented**

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

### II. AUDIENCE COMMENTS

None

### III. OFFICER REPORTS

A. **Secretary**

Minutes for the April 13, 2016 and April 28, 2016 meetings

**Motion to: Approve the April minutes as presented**

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

B. **Treasurer**

- The deficit that is showing in the April financials will be trued up, as expected, at the end of the school year.

**Motion to: Approve the April financials as presented**

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

### IV. ADMINISTRATIVE REPORTS

A. **Executive Director**

- **Academic Update**

- Scantron summaries were reviewed and discussed. End of the year data will be added to the report within the next couple of weeks.

- **2016-17 Staffing Update**
  - The four top candidates that were given offers accepted them. Bios have been sent out in Dragon mail.
- **Job Descriptions**
  - New position descriptions for art, music, literacy and assessment coordinator, primary/intermediate classroom teacher, and special education director were given out and briefly reviewed.

## **B. Director of Operations**

- **Enrollment Status**
  - The enrollment cap has been reached in both Kindergarten classrooms and one person is on the waiting list for Kindergarten. The cap for first grade will be met once a few pending applications are complete.
  - The current numbers put enrollment status fifteen FTE students away from meeting the number used in the proposed budget.
- **Marketing Update**
  - There are three items that will be the main focus for summer marketing; the Drake Farmers market, Promenade Kid Days at Centerra, and Radio Ads. Details for each of these were discussed.

## **V. OLD BUSINESS**

### **A. Proposed Preliminary Budget for 2016-17 School Year**

- This proposed budget could be amended to allow the preschool a lower rental rate  
**Motion to:** Motion to approve Proposed Budget E as presented by the administration  
**Motion by:** Director Franko                      **Seconded by:** Treasurer Wager-Robertson  
 Four Votes For, No Votes Against- **Motion Carried**

### **B. Preschool Lease Counter Offer**

- If the counter offer is accepted, the result to the TPAAK budget would be a lower ending fund balance. A higher fund balance would be more favorable in the renewal process.
- It has been difficult to estimate what the preschool is paying in terms of square footage, because of the large amount of shared space with the playground area.

**Motion to:** Accept the counter offer as presented

**Motion by:** Director Franko                      **Seconded by:** Treasurer Wager-Robertson  
 One Vote For, Three Votes Against- **Motion Failed**

- A suggestion has been made to defer the additional funds discussed in the counter offer for a year at which time further negotiations can take place based off the state of the preschool and its budget at that time.

**Motion to:** Accept the counter offer as presented defer 5k with criteria to be determined

**Motion by:** Director Franko                      **Seconded by:** Director Manguso  
 Three Votes For, One Votes Against- **Motion Carried**

### **C. Board Recruitment Efforts**

- The Chief Editor of Entrepreneur magazine has been asked if she is interested or knows of anyone who might be.
- A gentleman in the marketing field from Denver expressed an interest. We will need to follow-up with him.
- A few possible candidates have been found from browsing Linked In profiles.

- Some banks require their employees to have active participation in the community. Posting an ad or distributing a flier to some of the banks in town, might bring in some interested candidates.
- Front Range Community College might be a good place to consider. A dance teacher, music teacher, photography teacher or some other faculty member might have an interest.

## VI. EXECUTIVE SECTION

***Motion to:* Move into executive session authorized by C.R.S. § 24-6-402 (3)(a)(i) Property; TPAAK Executive Director, James Lewicki, and Director of Operations, Shannon Keigan, are invited to join**

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

Executive Session Call to Order by Chairman Kornfeld at 4:51pm

### **Board Members in Attendance**

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

Executive Session Adjournment Motion made by Director Franko at 5:00pm

No Board actions were taken in Executive Session.

## VII. CLOSING SECTION

### **A. Adjourn**

Adjournment Motion made by Director Franko at 5:00pm

Next regular meeting scheduled for June 8, 2016