

# **T.R. Paul Academy of Arts and Knowledge**

aka Northern Colorado Academy of Arts and Knowledge

January 14, 2009 4:00pm  
Board Room, 4512 McMurry, Fort Collins, CO 80525

## Board Meeting Minutes

### **OPENING SECTION (20 minutes)**

#### **1. Call to Order**

Time Started: 4:02 p.m.

Board President

#### **2. Roll Call**

Board Members present in attendance:

( X ) Eastman ( X ) Bauer ( X ) Cyr ( X ) Fries ( X ) Hughes

Board President

#### **3. Pledge of Allegiance**

Board President

#### **4. Approval of Agenda**

Recommended Motion: Move to adopt agenda as presented (or amended)

Motion made by: Fries                      Seconded: Cyr

Discussion: Fries proposes friendly amendment to agenda order, noting that between 5:00 and 5:30 today the company that has bid for our online optimization program may attend and ask to talk to the Board about its proposal and answer questions.

Roll Call: Unanimously approved

#### **5. Audience Comments**

Board President

### **SCHOOL OVERSIGHT (60 minutes)**

#### **1. Board Discussion**

- a) 2007-2008 Financial Audit – Swanhorst & Company  
Wendy Swanhorst attended and discussed our 2007-2008 financial audit.

Board members will receive copies of the report and cover letter. This document has a management discussion and analysis to explain the numbers for the year.

- b) Begin Finance Committee (To be headed by Board Treasurer Matt Fries)  
Barry Eastman proposes official start for Finance Committee. Matt Fries will be heading this committee. One function of this committee will be to analyze financial reports in advance of regular meetings and present information and recommendations.  
The committee would consist of Matt Fries, Barry Eastman, Terry Gogerty (as Mosaica representative), and Laura Szech.

Terry recommends in addition scheduling a training session with Roger Gray for all Board members

Recommend limiting the number of Board members on the committee to 2 so that the financial review would not involve a quorum of Board members or be required

to be an open meeting.

- c) National Charter Conference
  - a. June 21 to 24 in Washington, DC
  - b. Laura Szech and 1 Board member will attend.  
Michael Hughes is available and would be our choice to attend.
- d) Colorado Charter Conference
  - a. 11th Annual Colorado Charter Schools Board Retreat May 8-9, 2009 in Breckenridge.  
Still waiting for information to be posted by Colorado Charter School Institute.
- e) Valentine's Day teacher dinner
  - a. Thursday, February 12 from 5:00 to 7:00 p.m.  
Board members can arrive by 4-430 for setup.  
The evening will offer our teachers appetizers, dinner, and a quiet time.  
Personalized invitations will be sent by Barry Eastman.  
Menu proposed: Appetizer, soup, bread, salad, dessert.

## 2. Mosaica Report

- a) Terry Gogerty – Executive Vice President  
**Placement, promotion, and retention policy**—Terry Gogerty explained need for policy for holding back and helping to move forward students who come to our school at level different from grade level. The policy also provides for evaluation of students' academic progress/level and helping them to progress and succeed.

Board will see proposed policy before next Board meeting. We expect full discussion and approval of the policy at the February meeting.

The policy will be published as part of the handbook for next year.

Testing for placement assessment may be handled through a variety of methods including our standardized tests and Study Island.

- b) Laura Szech – Chief Administrative Officer (CAO)  
**Student Council:** The Student Council's elected president moved, so the council voted to have an internal election to move one of the two current vice presidents to the position of president.

The council is using the money PTLO gave them to organize a spelling bee. We'll be part of a national bee organization. We'll send the winner from our school to participate at the State level in Denver.

The council wants to publish a cook book to raise money. The group has a plan to publicize, publish, bind, and reimburse school for the cost of paper.

**Lunch Program:** Since we started pre-paid lunch, numbers have dropped, which is a concern because our provider might not be happy with reduced profitability.

**Jeans days:** We'd like to have more "jeans for a buck" fund-raising days. They do a good job of raising money. Proposed days are before extended breaks or on monthly Spirit Days.

**Donation slips:** We have a draft of a donation form. To send with the form, we'll draft a letter that lists what your money will provide for the school. All donations to

TPAAK are tax-deductible.

**CSAP:** Test preparation has begun.

**Tutoring:** We can now offer free tutoring. Regan Mason will shift schedule to be available for an hour after school.

**Parent surveys:** Results show an 8.72 satisfaction rating (our goal is 9.0).

### **2.1: Discussion by Larry Carillo about Search Engine Marketing (SEM) and Search Engine Optimization (SEO) proposal from Fossil Creek Media**

Introduction to explain the importance and value of Web marketing, optimization, and social media marketing.

Presented revised marketing proposal with costing within our required budget.

Marketing budget has been revised to include this proposal and reduce or eliminate other, less effective, efforts.

### **3. Consent Agenda**

The Board will act upon all items as a package unless a member wishes to remove and separately act upon an individual item.

- a. Approval of minutes for December 10, 2008
- b. Acceptance of November Financial Reports

Recommended Motion: Move to approve the consent agenda as presented.

Motion made by: Fries

Seconded: Hughes

Roll Call: Unanimously approved

### **4. Board Action**

Recommended Motion: Move to accept the 2007-2008 Financial Audit completed by Swanhorst & Company as presented by Wendy Swanhorst. Board will receive full copies of the report.

Motion made by: Fries

Seconded: Hughes

Roll Call: Unanimously approved

Recommended Motion: Move to approve the modified TPAAK Bylaws as presented in our Board packets and send to CSI for approval.

Motion made by: Fries

Seconded: Hughes

Discussion:

Reviewed major changes to the bylaws as proposed Sept. 10, 2008.

Suggested wording for setting the number of Board members; recommend allowing for adjustment of number of Board seats as needed (e.g., 5 OR 7 members).

Debated difficulties of letting in that "flexible" language.

Matt Fries spoke in favor of simply limiting Board to 5 members as an appropriate and workable number.

Board members agreed.

Roll Call: Unanimously approved

## ***STRATEGIC DIRECTION (30 minutes)***

### **1. STUDENT ACHIEVEMENT**

- a) Student Achievement Goals (Bauer)
- b) January planning meeting action items
  - a. Parent volunteer hours to Board (Szech)

- b. Finalize ongoing test score metrics for Board monitoring (Szech w/ Bauer)

Test reports for DIBELS and NWEA both came in:

- DIBELS for K-2 show highly proficient; these are grades in which most students have been here for their full school career.
- NWEA scores are tracking level in comparisons with other Colorado Schools and with national scores; however, this doesn't completely make sense because we typically score very high on both CSAP and ITBS, so our scores SHOULD be higher than those other measurements.

## **2. SCHOOL EXCELLENCE**

- a) School Excellence Goals
  - a. Website Committee (Cyr)
  - b. Recruiting Committee (Fries)
    - i. Goal of –solid- 500 students by May, 2009
  - c. Public Relations Committee (Eastman w/ Merinda Bennett)
  - d. Fundraising Committee (Hughes)
- b) January planning meeting action items
  - a. List of waiting list students, students who applied, and students who have left (Szech)
  - b. Google email – Gather business owners/influencers, community organizers, non-profit members (Szech)
  - c. Space options outside of school, High School ideas, Long-term School Development, Online School (Fries & Gogerty)
  - d. Determine owner for activities of retaining students (Eastman)
  - e. Mosaica – redo contract with loans (Eastman)

## ***CLOSING SECTION (10 minutes)***

### **1. Executive Session (if needed)**

n/a

### **2. Future Business**

- a) Next Board meeting
- b) Safety Review – February
- c) RTI discussion
- d) Plus / Minus / Delta - Board Meeting Review

### **3. Adjournment**

Adjournment motion made by: Hughes                      Seconded by: Cyr

Roll Call: Unanimously approved

## **-----REFERENCES-----**

### **Vision/Mission/Slogan (from October 2008 Planning Meeting)**

#### *Vision*

To create a regional school where high academic expectations coupled with an emphasis on the arts provides a well-rounded education that fosters respect for self and others while enhancing each individual's contribution to society.

#### *Mission*

The mission of the Northern Colorado Academy of Arts and Knowledge (NCAAK) is to craft and implement an imaginative and rigorous learning environment for teaching and learning. This program will link academics to the arts and link an arts education to community cultural resources. Ultimately, our goal is to teach students the joy of learning and the importance of

expressing individual talent artistically and academically.

*Slogan*

Pride through Performance

## **GOALS**

### *Student Achievement*

- 90% test scores (quantitative)
- Participation levels (qualitative)
  - o Parent volunteer hours
  - o Students in Brain and Brawn each year

### *School Excellence*

- Full school (475 students) w/ waiting list (25%)
- No debt by EOSY 2013
- Community Outreach – 4 events in 2008 to 2009
- 90%
  - o Student Retention
  - o Parent Satisfaction
  - o Teacher (Staff) Retention