

T.R. Paul Academy of Arts and Knowledge

aka Northern Colorado Academy of Arts and Knowledge

September 10, 2013 6:00 pm

4512 McMurry, Fort Collins, CO 80525

Board Meeting Minutes

OPENING SECTION (20 minutes)

1. **Call to Order**

Board President

Time Started: 6:05

Pride through Performance

The mission of TPAAK (NCAAK) is to teach students the joy of learning and the importance of expressing individual talent artistically and academically while enhancing community & culture.

2. **Roll Call**

Board President

Board Members present in attendance:

() Bennett (x) Clark (x) Gorski (x) Kornfeld (x) Wager - Robertson

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.

Recommended Motion: Move to approve Consent Agenda as presented (amended)

Motion made by: Seconded:

Roll Call: () Bennett (aye) Clark (aye) Gorski (aye) Kornfeld (aye) Wager - Robertson

Approval of August 13, 2013 minutes

Approval of June financials and pre audit 2012-13 data.(Incomplete at this time, awaiting final report.)

SCHOOL & STRATEGIC OVERSIGHT (60 minutes)

1. **Mosaica Report** – including enrollment
Enrollment is 289, with the usual “roil” in this month. Busy month, SPED director, curriculum specialist, CSI director and staff here as well as CDE improvement plan meeting. Working on a new Dragon Mail format to come out soon. Report, enrollment and HoS report entered into the minutes.
2. **Preschool** – oversight – update
Director sent her report. We have assembled local area PS offerings and our own program evaluations. Working on better reporting and policy structures.
3. **PTLO** – update on spending + plan for ongoing relationship/oversight
First pass of PTLO policy documents distributed for comment. Will be putting reports into board minutes.
4. **Volunteering/Message/Face of the School** – update
PTLO member is going to coordinate this concept to help promote the school with its students and parents rather than school staff.
5. **Calendar**
Work in progress.
6. **Paving bids**
Bids that were going to be accepted did not proceed, the contractor went into another line of business. Looking at doing simple pavers as an intermediate step.
7. **Marketing**

A mom has a cable channel connection and will do promotions for us, highlighting Paragon and Drama. Another parent helping us set up the social media venues. A printer resource is being evaluated to help with finding good locations. Discussed the “Young Shitaqua” program and how to put it in the community limelight. The new “Spirit Squad” cheer leader group is in the community visibly now. There was MUCH discussion about promoting what the school does best through our arts work and Paragon. Also discussed was how to organize our business partnerships to show our image in their shops.

8. Grants

Artworks grant is in and accepted, the “Spark” program “Bringing Art to Life”, brings together Art, Drama and Music. We do this very well already. Everyone is excited about it! Got an extension until November on the Toshiba grant and looking at grants around the LEGO program as well. We’ll be at the Loveland mini Maker Fair in October.

9. Technology – report on updates to classrooms, other issues/needs?

The one-year state tests are now on-line, we’re setting up the infrastructure for this next week. Working on teacher needs now, current state and creating a long-term update plan.

10. Curricula – status of training/implementation of Lego – report on overall status of curricula
Mosaica curricula recommendations have been requested so that we can budget and schedule upgrade roll-outs and set priorities. #1 is Language Arts K-5. Getting new Common-Core standards training through CSI.

11. Budget overview – ending of 2012/13, updates/changes to send to Mosaica accountant for updated projected 2013/14 budget

We have \$8K in unrestricted funds left over from last year, \$66K in the TABOR reserve. Our audit should be done at the end of September with full accounting for the close of last year.

12. Strategic Planning

Our current Strategic Plan is on track. Need to improve enrollment. Discussed how to handle enrollment refusal procedure revue process.

13. Best of the Best How our students and school perform and excel.

TPAAK had six winners in the Barnes and Noble Dragon Art competitions! We will be posting them as soon as they come back.

14. Audience Comments Board President

At this time the Board listens to the public’s comments. In order to address the Board you must sign in prior to the start of the meeting.

Please note that due to confidentiality and privacy laws, Board members cannot discuss, or allow to be presented in a public meeting, any issue regarding a specific staff member or student. Personnel and specific student issues must be discussed with the CAO of TPAAK prior to Board involvement.

The Board president has a responsibility to maintain an orderly meeting and will call for an end to any presentation that may be deemed as slanderous or libelous and speakers are required to avoid comments that may fall into these categories.

There is a time limit of 3 minutes per person. If there are a number of speakers commenting on the same topic, we ask that remarks be consolidated and new thoughts or concepts shared. Please do not repeat the same message of an earlier speaker.

Board members or administration may respond during this meeting or at a later time. We listen with respect and ask those who address the Board to do the same. In order to respect all persons addressing the Board, we require that the audience not applaud individual speakers. This is a Board meeting and not a public forum.

Thank you for taking the time to share with us.

15. Board Action

16. Executive Session

CLOSING SECTION (10 minutes)

1. Adjournment 7:51

Adjournment motion made by:

Mosaica Report
TPAAK Board meeting
September 10, 2013

To: Members of the TPAAK Board

From: Eric Dinnel, Regional Vice-President Mosaica Education, and Phyllis Nakagawa, TPAAK Head of School

Financial Review: The monthly Financial Committee conference call with Roger Gray will be held on Monday, September 9, 2013 at 8am. We will be discussing the 2012-13 audit update.

Enrollment and Marketing: see enrollment numbers on the report attached

Academic Achievement - see Head of School report

TCAP scores were released and the School Performance Framework (SPF) was distributed. TPAAK has earned another Performance (top) rating on the SPF.

Fall Scantron testing for all grade levels is being conducted.

Professional Development:

Gene Eidelman, President of Mosaica, visited TPAAK on August 19, 2013.

Mosaica Special Education Director, Allison Freeman, and Jaime Scott, National Curriculum Director, visited TPAAK on August 28, 2013.

Several Charter School Institute staff members have visited the campus and provided training at the CSI office in August.

Mosaica Board Retreat: We look forward to our continued work with the TPAAK board. We are exploring options to conduct a fall Colorado school board retreat. Please share your thoughts on holding the retreat in early October.

Executive Session: requested to review personnel updates

Item	
Academic Achievement	TCAP Scores: 3rd-4th scored in the top quarter in all areas. Third grade math score higher than any other school in Fort Collins. Fifth and sixth-average scores in all areas. Middle school-scored in the bottom quarter in all areas.
Enrollment	K-8th gr. , do not have preschool total. Tours are given as needed; HoS has given 5 tours in the past month, Ms. Hahn. gave a tour. All but one child signed up after tours. Competing with the other charter schools in Fort Collins, especially the 2 new charter offerings. Ms. Andrejasich put Art work and many new calling cards at the "Free Hang" at the old Fort Collins Museum and also went to the Chocolate Bleu at The Ranch. She set out 3 large stacks of calling cards and they all disappeared. This was a business networking get together. This month we enrolled 11 new students and lost 5.
SPED issues	SPED teacher has already started a schedule with her IEP and 504 students, working mostly with the students in their classrooms so they can adjust, and she can gather information about that child's learning styles. During preservice, SPED teacher gave the teachers a list of children with existing IEPs and 504s. SPED dept set clinical meetings on Thursday mornings at 8:00 am in room 220. Clinical meeting on August 22nd: met new OT and new speech therapist. Had another clinical meeting to cover other IEP meetings. Edie Panco from PSI came on August 22nd to meet the SPED team. Covered all IEPs of concern and one student that wants to attend one day a week.
Testing Update	Scantron Performance Series testing window is 8/5/13-8/22/13; Computers were not upgraded until last week and Kinder/first teachers were struggling to get young ones logged on-we were given a one week extension. Also found out the last week of testing that K-1 gives Reading Foundations and Math every quarter. 2nd-8th give Math, Reading, Language Arts and Science in the first and fourth testing period. In the 2nd and 3rd testing periods- second through eighth gives only Reading and Math. Mosaica Curriculum Director pointed out that all the required tests are on the testing window flyer. Last week of testing some students were still getting kicked off, stalling out- appears to be the overload of everyone on Scantron. Will follow up with IT and Mosaica Curriculum Director.
Suspensions	Two out of school suspensions have been sent home.
New Hires	Third through 5th grade DaVinci projects were due May 29, 2013 and we got an extension. Shauna Wager-Roberson helped the specials team to get the Middle School DaVinci Grant done and submitted yesterday! HoS still trying to figure out the Title allocation and working with CSI
Other personnel changes	Training has started for someone to assist with the Business Manager responsibilities.
Facilities	Have plugged toilet issues on 2nd floor: Bought \$18 "Toilet Auger" and was able to unplug a wad of ribbon from the toilet. Called Plumber to get rates. This saved us \$62 visit +\$34 for Toilet removal. Replaced another ballast. 1 Kindergarten classroom still needs cubbies.
Teacher Observe. (who, when)	Preliminary observation notes for all teachers on Professionalism. Will begin formal observations in September. Teachers to fill in IPDP near the end of September.
Parent Issues	One concern was brought to HoS regarding school closure.
Budget Issues	Providing for new curriculum that needs to be updated, particularly SCIENCE. Also, computers for classrooms and improving those in the computer lab. Need more students to fulfill budget.
Technology	PTLO provided more memory for the classroom computers, memory was completed last week. Study Island is in the classrooms. Also, Kinder and first need earphones to participate in Study Island and Scantron. Have 3 boxes of 10 earphones that IT person can check out to classrooms on a short term basis. New IT person was hired last week.
After School	CHAMPIONS was able to offer a 50% discount for registration last month. We sent a flyer and letter to parents that had not signed up for CHAMPIONS yet. Still have the problem of children being here and not being signed up for CHAMPIONS!! Have many after school programs. New one is Kelly Moore's Cheerleading class. It is an after school program.
Fundraisers	We are planning our Fall Festival with PTLO. Boxtops will continue. Respect assembly/Jeans day was delayed till Sept 3rd. Selling of extra t-shirts by the board. Planning a Monster Mash Dance on Halloween Night.

Professional Dev./ special meetings	Very Special meeting with Eric Dinnel and Gene Edelman, President of Mosaica. Gene was very supportive of all our efforts, as well as Eric, supporting what we are doing to get enrollment. 2 new charters opened this year with another approved to open in 2014. CSI provided many trainings for HOS: Complete training at their Denver Facility-all day, Kindra Sanchez-Marble came for a visit to go over all the Exceptional Student criteria, paperwork, compliance issues, etc. Ethan Hemming (Exec. Dir. with CSI, came for a visit and I was able to ask any questions about CDE or CSI issues. Doing my best to catch up on Field Testing webinar, UIP webinar, Financial Title Money Webinar. Mosaica is working on a new interactive software program that will be used to deliver internal training.
Grants	Third through 5th grade DaVinci projects were due May 29, 2013 and we got an extension. Shauna Wager-Roberson helped the specials team to get the Middle School DaVinci Grant done and submitted yesterday! HoS listening to a Title funding meeting on Sept 9th to figure out our Title money.
Miscellaneous	A Parent at TPAAK has a cheerleading business and is starting a SPIRIT TPAAK TEAM, with uniforms and performing/creating spirit at our assemblies and at community events. She is very positive and excited and we are looking forward to her addition to our school!
Kudos	Award of Excellence - Connie Logsdon.
Concerns	CPI training-still. Health/bullying issues on the playground. Had special meeting with the teachers to stress the importance for complete coverage of the playground.
Board Issues	Handbook, new hires, budget, small numbers in Middle School.

Anna Hahn covered for me the day I was at the CSI training. Dianne Andrejasich turned in 165 dragon drawings for the Barnes and Noble contest at Centerra. The Dragons are hanging at the store. The kids only had a week to complete it and did a great job. Nancy Burns is really getting the Odyssey of the mind teams going. Paying registration from her own pocket until we gather the money. Teachers did their best to get Scantron testing done, but there was a glitch with Scantron and many students were kicked off the site. Dr. George, brought by Sahauna Wager-Robertson, explained how to handle severely allergic children. We were able to get out of the building in 3:38 for our first Fire Drill, made some adjustments to evacuation locations to avoid street traffic

Best of Best

We had to close the school on Friday, August 30th. It was a dilemma for the HOS, but she tried to make the best decision. One parent not happy, HOS wrote a detailed letter back explaining how the decision was made. No response to the letter. The letter details all of the weeks events leading up to Friday.

Extra Note

PTLO September Report

Here is the approved funding for our "leftover" monies from last year. We are ready to order some of the equipment. Please let us know if there is something on the list you have already allocated funds.

Thank you!

~Lisa

\$18700 - Our balance

\$5000 - start up funds for this year

\$1737 - Computer upgrades

\$1769 - Science tables

\$400 - Projection Screen

\$800 - Headphones

\$1000 - Preschool equipment

\$2000 - playground upgrades

\$3000 - Middle school LEGO program

\$3000 - Elementary Science enhancement