

T.R. Paul Academy of Arts and Knowledge

aka Northern Colorado Academy of Arts and Knowledge

September 11, 2012 6:00 pm

4512 McMurry, Fort Collins, CO 80525

Board Meeting Minutes

OPENING SECTION (20 minutes)

1. Call to Order

Board President

Time Started: 6:07

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:

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

3. Pledge of Allegiance

Board President

4. Approval of Agenda

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

Motion made by: Gorski

Seconded: Wager-Robertson

Roll Call: (x) Bennett (x) Clark (x) Gorski (x) Wager - Robertson

5. 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 (or amended)

Motion made by: Gorski

Seconded: Clark

Roll Call: (x) Bennett (x) Clark (x) Gorski (x) Wager - Robertson

- a. Appointment of Shauna Wager-Robertson as TPAAK Board Treasurer
- b. Approval of August 14, 2012 minutes
- c. Approval of August 24, 2012 minutes
- d. Approval of June 2012 financials
- e. Be it resolved by the Board of TPAAK that the amount \$38,000 was appropriated to Fund 74 Activity Fund for the fiscal year beginning July 1, 2011 and ending June 30, 2012.
- f. Approval of updated Board Application

SCHOOL & STRATEGIC OVERSIGHT (60 minutes)

1. Board membership

- a. Foundation Board : Handles the requirements for the school to have a 501(c)3 donation and grant capability. Has the same members as the school board. Handling Foundation business after board meeting.
- b. Appointment of new Treasurer – Shauna Wager-Robertson. Thank you Merinda for handling the interim business of the treasurer.
- c. Board Elections: Need to clean up obsolete requirements for founding board member participation and other issues that need clarification.

2. Mosaica Report – including enrollment

Many exciting and long desired repairs and additions completed. (Report entered into meeting minutes.) Ms. Griffin presented excellent TCAP and Diebels testing reports and

noted that Scantron results through the year correlated nearly exactly with our TCAP outcomes (Report entered into the minutes.) Discussed any need for special attendance policies for families with children in special outside of school sports activities. Was decided that all are in line with current policy and no changes are needed. Makeup work can be worked out with the teacher that misses the student. City is now turning on our school zone lights to cover our start/stop times. Spanish pilot class in 6th and Wasi in 2nd grade was very well received. Working with Comcast to get our infrastructure update completed. New PE teacher who is also heading up the GT coordinator work. Grant work is proceeding for drama, Paragon videos and others. Getting more exposure for our Drama/Music department work.

3. **Delinquent Families** – Preschool – either in collections or making significant payments. This report will be removed from further agendas. Champions addition and policy holes have been plugged which makes any new additions not likely.
4. **Marketing** – report. Looking into more connections to Chamber of Commerce, universities, and other Arts schools.
5. **PTLO** report
 - a. 9/3 Harvest Fest Parade in Windsor
 - b. Paragon Dinners – 4 in and 3 out – 9/18 in, 10/5 Chuck E. Cheese, 10/24 Austin’s
 - c. 9/22 Playground cleanup 9:30
 - d. 9/29 Fall Festival
 - e. 10/18 Rollerland night
 - f. Oct. TBA Spellcheck fundraiser
 - g. Odyssey of the Mind Coordinator needed.
6. **Paragon changed format** – great announcement in Dragon Mail – need more info out there to parents re expected participation including costumes.
7. **Budget overview**
 - a. 2011-12 final numbers. This has turned out better than we had assumed. We still have money to be carried over (about \$23,000) while still keeping a funded reserve. Awaiting actual budget estimates to see pupil count needed to offset new operating initiatives (re-instating free full day Kindergarten) for the 2012-13 year.
 - b. Update on CSI accounting correction for 2010-11. CSI is saying that we owe CSI money back for 2010 overpayments. Actual numbers are not yet known. Why didn’t auditors in that year catch this sooner? How will we schedule these payments.
8. **Facility/technology upgrades**
 - a. Comcast update, prices have dropped to about \$8,000 right now. Discussed alternate technology uses for the money being saved here.
 - b. Implementation of Spanish – status requested from Mosaica for next month's meeting.
 - c. Auditorium – bids received,
9. **Strategic Planning updates**
 - a. Drama Proposal: Ms. Rich has pursued bids and presented her requests to make our auditorium a first class presentation venue. Has found bids and gotten information on sources of help. (Proposal entered into the minutes.) Many suggestions for projects, grants and kids performance ideas were discussed.
 - b. Would it be a good idea to use Robo-calls for special events? Not for any kind of fund-raising or shilling for new students. Don’t want to annoy parents. Texting is NOT a great idea though for those that don’t have a texting plan.
10. **Audience Comments** Board President
In attendance: Karen Griffin and Eric Dinnell. Three parents and one teacher also in attendance.
11. **Board Action**
None pending this meeting.

CLOSING SECTION (10 minutes)

1. **Executive Session** – Not needed

2. Adjournment 7:58 PM

Adjournment motion made by: General acclaim.

**Mosaica Report
TPAAK Board meeting
September 11, 2012**

To: Members of the TPAAK Board

From: Eric Dinnel, Regional Vice-President Mosaica Education, and Karen Griffin, TPAAK CAO

Financial Review: The monthly Financial Committee conference call with Roger Gray will be held on Monday September 10th at 8am. The year-end report/audit and August actuals will be discussed. Will be the 2nd Monday of every month.

Mr. Gray will give an update on CSI communications.

CSI: Mr. Gray has continued to respond promptly to any CSI financial questions.

We have not received a response from CSI regarding the TCAP scores.

Enrollment: see attached enrollment report

Mrs. Griffin is continuing to conduct tours and enrolled a few more students(4) from the tour on September 13th that are not reflected on the report.

Academic Achievement - Please see Mrs. Griffins report regarding Fall Scantron testing and Dibels testing.

Facilities: I was able to walk the roof with Jon. We are very excited about the work completed on the roof. The work permit and passed inspection report have been forwarded to President Gorski and the Paul Family rep.

The lettering on the southside of the building is completed and expenses will be reimbursed by Mosaica.

Annual Mosaica Board Retreat and Colorado League of Charter Schools conference:

Colorado Mosaica Board Retreat- We are exploring options to hold state specific board retreats this year. Please forward any ideas for improving our retreats to me including sessions, agenda items, and date.

Colorado League of Charter Schools- I forwarded the registration information on the Annual League conference in Broomfield, CO on February 21-22, 2013.

Name of School:	TR Paul Academy of Arts & Knowledge														
Name of RVP:	Eric Dinnel														
Today's Date:	9.12.12														
	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
CURRENT ATTENDANCE	41	64	43	42	40	40	20	17	13	8					328
Leads (2 students supposed to start next week)								1		1					

TPAAK Marketing Report 091112

Marketing Report

This report includes:

- Current activities
- Current assets
- Future activities
- Current Financial position
 - Proposed VS actual spend to date
 - Category spend analysis
 - Cost per lead

Activities June - Present:

- Commissioned **new messaging** along with creation of 2 flyers, a poster, 1 Ad page and a digital banner ad
- Retooled website for consistency and fluidity from page to page along with consistent messaging
- Created 2 landing pages to be used in conjunction with New messaging
- Updated color scheme and some background
- Forged relationship with Fort Collins East Side Mom's group
- Forged relationship with Growing Up Fort Collins Mommy blogs
- Participated in First Thursdays in Fort Collins in August
- Walked in Windsor Parade wearing Logoed T shirts
- Outfitted every family/child with a TPAAK shirt branded on both front and back, a Water Bottle and Drawstring bag
- Distributed 250 posters in the LaPorte, Wellington, Fort Collins, Loveland and Windsor areas
- Ran 1/2 page ad prominently placed on page 4 of Rocky Mountain Parent in the back to school edition
- Flying link and banner ad on Rocky Mountain Parent on line website
- Ran month long front page prominent banner ad in Growing up Fort Follins for Aug and Sept with link back to site and link to Facebook page
- Facebook page has been kept up to date with fresh content - by Karen (Head of School)/staff
- Did a 12000+ piece mailing to select demographics in Fort Collins and Loveland areas
- Karen had an interview and story was run in Coloradoan (local newspaper)
- Researched Grants and have forwarded a handful of grants to grant committee for review and engagement from Grant resource
- Joined the Fort Collins Chamber of Commerce - attended one event - plan to schedule events

Assets to go along with the above activities

- 280 posters
- 1000 flyers
- 12000+ mailers
- New images on website

- New page Explore
- New page Homeschool
- All art files in vector for future use

Future Activities Include:

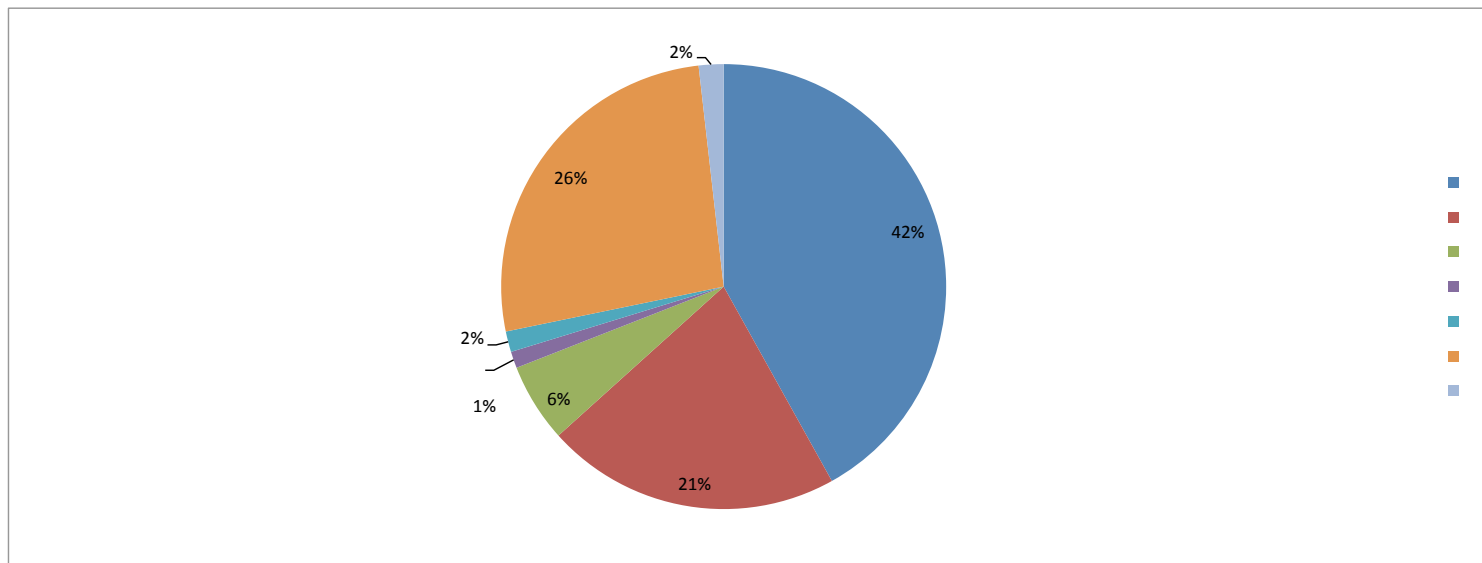
- Development of a strategic funding/foundation program to include:
 - Development of a Donor/sponsor packet
 - Friends of TPAAK
 - Development of a partner Packet
- Development of an Internship program with Schools/universities/Arts depts or focused centers
- Development of Relocation packet materials
- Subscribe to the Chamber of Commerce relocation program and use the relocation packet materials
- Engagement or relationship building with Home school associations
- More online engagement within social communities
- Preschool marketing activities (tbd)
- More partnerships with parent/mom's groups
- Faculty/Student special projects funding etc

Marketing Report for TPAAK

Vendor	Projected dollar spend	Actual Spend To Date	Variance	Remaining spend	% spend on Tactics	Category
Tool Box	#REF!	\$ 6,975.00	#REF!		42%	Brand and Lead generation
On Time Mailing	#REF!	\$ 3,561.96	#REF!	\$ 400.00	21%	Lead Generation
Rocky Mountain Publishing	#REF!	\$ 954.00	#REF!		6%	Brand and Lead Generation
Scoop Blog Network	#REF!	\$ 200.00	#REF!	\$ 200.00	1%	Brand and Lead generation
Nancy York	#REF!	\$ 250.00	#REF!		2%	Brand
Crider and Company	#REF!	\$ 4,399.07	#REF!		26%	Brand
Chamber of Commerce	#REF!	\$ 300.00	#REF!		2%	Brand
Totals	#REF!	\$ 16,640.03	#REF!			

Budget Dollars available \$ 19,000.00

Spend to date	Number total leads**	Cost Per Lead
\$ 16,640.03	167	\$ 99.64



**Marchex Inbound Calls

> TPAAK Postcard Number 970-818-8152	26
> TPAAK Main Number 877-513-6250	141
Total leads	167

Item	
Academic Achievement	Waiting on pre-service survey for Staff feedback. eLearning days planned and going out to parents. Info mtg on 9/12.
Enrollment	K-8th gr. 297 and 34 Pre-K= 331total. Continue to Host weekly Open Houses. Holding contest for Ipod for students who enroll students in Sep. Handed flyers to 5-8 gr to pass out Labor Day weekend. PTLO passed out 400 flyers at WIndsor parade. 99 new students enrolled. Dragon contest update.
Suspensions	NA
SPED issues	Nicole -SPL and Fran -OT working well.
Testing Update	2nd-8th Scantron Math and Reading completed. Share data. K-1 scantron pilot delayed until 23rd. Still waiting on TCAP report.
New Hires	Steering committee interviewed 2 PE candidates and we decided to offer the position to Laura Radman who was subbing for 2 weeks prior.
Other personnel changes	Opened 3rd section of Kinder (63 students), ALL but one are fulltime.
Facilities	Roof inspection completed- passed. Looking at solar lighting for sign.
Teacher Observe. (who, when)	Completed walk throughs of model classroom checklist and meeting with staff regarding their IPDPs.
Parent Issues	1 parent taking student out early every afternoon for outside sports. Looking in to powerschool option of AM and PM attendance.
Budget Issues	Getting bids for CAT5 line with left over comcast funds. Considering paying Teachers a portion of a day if they don't use sub days.
Technology	Waiting on Comcast and should have Spanish specifics from Mosaica for elearning days.
After School	CHAMPIONS info letter out, and info mtg on 9/12. Met with CHAMPIONS twice already this year.
Fundraisers	Made \$120 for fine arts from Jean Day. Sweatshirt sales start soon for PE.
Professional Dev./ special meetings	Working with Staff to ID their PD needs via IPDPs and dovetail into PD Days Some Staff attending CSI training and Karen doing CIS and BIS webinars and staff started work in committees.
Grants	Sent a 1/2 dozen links to Committee and Melissa and will follow up monthly for Bd report beginning in Oct.
Miscellaneous	Met with Teachers, Students and parent mtg on 9/12 re India Exchange plans for Spring Break. Drum Teacher performed at Aug. Assembly.
Kudos	Jon, Eric, and Rikki in cafeteria for lunch room improvements.
Concerns	None.
Board Issues	Wear TPAAK T-shirt any day or every Friday? Early Release Day schedule approval.

Dear Board,

Thank you for looking over the bids I have collected for the cafeteria soundproofing work. It has come to my attention over the years that the quality of our sound equipment has improved and yet the room still mutes any voices from the stage, especially that of a student's. The room itself is a 40' x 80' tin box that holds no acoustical generosity whatsoever. Three years ago I started meeting with Roger Smith of the Poudre Valley Fire Authority to begin conversations about what we, as a school, might be able to do inexpensively and I found that there is not much. I have personally had two meetings with acoustical engineers and Karen Griffin spoke with another company in order to provide a monetary value to the work the room requires.

- 1) The first bid is for acoustical foam paneling as well as dampening fabric. I have an e-mail in to the gentleman who quoted me the price for material about whether this fabric was to hang from the ceiling and I have not heard back. With the panels and a quote for the fabric I found through JoAnne's the total cost would be \$5000 - \$5500 and we would have to hire a contractor with school liability insurance to install it.
- 2) The second option is to install a drop down ceiling just like a classroom would have. This is also what Midtown Arts Center has in their small theatre and it works. The options and prices vary on color and size of the panels and would require the current sprinkler system would need to be lowered as well. The company will not do this however so we would have to find another company to drop the sprinklers. Jon Bennett spoke with the Loveland project manager and she told him it would be approximately \$2-\$3,000 for that alone. The total price for installation of the ceiling would be \$5263.00 bringing the total cost for this ceiling to approximately \$7,263.
- 3) The third and most costly option, yet the most aesthetically pleasing (as an Arts school should be ☺) would be to hire Audio Envy who could do the entire ceiling in burgundy, sand, black, and grey curved panels with installation for \$9,697.00.

The funding for this project is more than my budget has been able to cover over the last five years. I found a grant that may be possible to get and am in the process of getting the information to the grant writer for Mosaica. There are also some options such as spray foam insulation that I am looking into. Any help with this large scale project would be greatly appreciated!!

Thank you,

Alison Rich