

**T.R. Paul Academy of Arts and Knowledge
aka Northern Colorado Academy of Arts and Knowledge
4800 Wheaton Drive, Fort Collins, CO 80525**

Board Meeting Agenda for Monday, November 27, 2017 at 4:30pm
4800 Wheaton Drive, Fort Collins, CO 80525
Room 100B
Conference Line: 712-432-6100 pin 558-47941

I. OPENING SECTION

- A. Call to Order
- B. Board Members in attendance: Kilbon () Kornfeld () Manguso () Shapland ()
Walser ()
- C. Approval of Agenda
Motion by: _____ Seconded by:
Kilbon () Kornfeld () Manguso () Shapland () Walser ()

II. AUDIENCE COMMENTS

III. REPORTS

- A. Secretary's Report
Motion to approve minutes from October 16th meeting.
Motion by: _____ Seconded by:
Kilbon () Kornfeld () Manguso () Shapland () Walser ()
- B. Treasurer's Report
Motion to approve Q1 financials.
Motion by: _____ Seconded by:
Kilbon () Kornfeld () Manguso () Shapland () Walser ()

C. Tatonka Corporate Quarterly Report (Hattrick)

C. Executive Summary (Keigan & Montoya)

IV. NEW BUSINESS

- A. Request for Proposals Discussion
 - a. Draft of RFP for service providers
 - b. Auditors

B. CARS Report

III. OLD BUSINESS

A. Board Self-Evaluation (Hattrick)

B. Revised Budget Approval

Motion to approve revised 17-18 budget.

Motion by:

Seconded by:

Kilbon () Kornfeld () Manguso () Shapland () Walser ()

IV. BOARD MEETING

A. Agenda Items

- a. Enrollment Policy Review/Update
- b. 18-19 Calendar Review
- c. UIP
- d. RFP for auditor
- e. RFP for service provider

V. CLOSING SECTION

A. Motion to Adjourn

Motion by:

Seconded by:

Kilbon () Kornfeld () Manguso () Shapland () Walser ()

T.R. Paul Academy of Arts and Knowledge

Controller's Report Quarter Ending September 30, 2017

The school has Unrestricted Prior Year Fund Equity of \$ 200,199.59, Current Year Fund Equity of \$ 52,138 and Restricted Fund Equity (TABOR) of \$ 47,700.

Revenue – Highlights

- Full-Day Kindergarten Fee Revenue is \$ 25,103, which is \$ 5,963 higher than last year. Collections are also running ahead of budget by \$ 7,103, as the school is expected to have collect 25% of the budget which is \$ 18,000.
- Before/After care and fundraising are currently at zero.
- PPOR is at \$ 369,005. This is the first time in the three years for which the school is on budget with student count. With the budget revisions in progress, we're planning to add a small number of students, instead of cutting revenue and expenses due to missing student enrollment numbers.

Expenditure – Highlights

- Assessment ran over budget, due to the changes in the assessment program. The school changed from Scantron to NWEA. It is at \$ 5,804 and budget was \$ 3,750.
- Classroom software is over budget by \$ 1,058. Of this, \$ 805 is due to changing Learning A-Z from Raz-Kids to Raz-Plus.
- Several expense items in the budget reflect a spend of more than 50% even though we are only 25% into the school year. These items include insurance, audit, technology, curriculum, and software. These are items that are normal exhaust at the beginning of the school year.

Balance Sheet – Highlights

- TPAAK continues to maintain cash on hand in the mid \$300,000.

- Accounts Payable is below \$ 30,000, which is reasonable given the schools size and bills are paid as agreed.

Discussions –

- YTD Net Income Data Graph A and B. There are two different versions of the Net Income Graphs. Which does the Board prefer?

Executive Summary

11.27.17 Board of Directors Meeting

Teacher Evaluations

The first round of formal observations for the updated teacher evaluation system took place throughout the month of November. Teacher's sent in documentation for their pre-observation, Jami spent approximately an hour in teacher's classroom observing a math or literacy lesson, and then a post-observation meeting was held a day or two following the observation to discuss strengths, weaknesses, and general constructive feedback. Now in the following weeks, Jami will correlate her notes from the observations to the teacher quality standards within the evaluation tool to give teachers their overall rating. Additionally, the observations provided information on areas of professional development and resources to seek out for teachers and the teaching staff as a whole.

Unified Improvement Plan

The School Accountability Committee is reviewing the first draft of the UIP at this week's SAC meeting. If any board members would like to attend this meeting, it is Wednesday at 5:30pm. The draft will then be submitted to CSI for review and feedback, and the Board will be provided with the draft at the December 18 meeting.

Assessment

Mary Lane, Anna, and Jami attended an additional MAP training in October to learn more about the Skills progress monitoring system. Teachers are in the process of giving initial Skills Locators on this tool to pinpoint areas of need for each student. Teachers are also having bi-weekly data meetings with their teams to continue learning how to utilize the Skills tool and data.

Middle of year interim testing will take place December 4 – 21 on both DIBELSNext and MAPS. Jami will report on the data at the January board meeting.

Teaching and Learning Goals

Besides gathering information from the formal observations regarding areas of individual and school-wide professional development, there are no updates to the academic goals at this time.

Student Academic Growth

75% of TPAAK students will reach NWEA-MAP projected growth measures for math and reading by the end of the 2017-2018 school year.

TPAAK students will have a median growth percentile of at least 50 on the 2018 ELA CMAS assessment and a median growth percentile of 38 on the Math CMAS assessment.

Strategies/Activities	Responsible Parties	Resources	Completion Date	BOD Report Date
Review BOY MAP data	Montoya	CSI – Aislinn Walsh	October 2017	✓ October 2017

Identify areas of strength and improvement in reading and math	Montoya, teaching staff	CSI – Aislinn Walsh Andy Franko	October 2017	√	October 2017
Identify achievement and growth goals	Montoya, teaching staff	School Accountability Committee	October 2017	√	October 2017
Correlate MAP results to CMAS assessment projections	Montoya	CSI – Aislinn Walsh Andy Franko	January 2018		January 2018
Review EOY MAP data and goals	Montoya	CSI – Aislinn Walsh	May 2018		June 2018
Review CMAS results and goals	Montoya	CSI – Aislinn Walsh Andy Franko	August 2018		September 2018
Updates of progress to BOD	Montoya	CSI	ongoing		October 2017, January 2018, May 2018, September 2018

Teacher Professional Development

All TPAAK teachers will attend at least one off-site professional development training a targeted area of academic instruction, and will receive credit for in-house professional development for ongoing education and license renewal purposes.

Strategies/Activities	Responsible Parties	Resources	Completion Date	BOD Report Date	
Develop whole-staff professional development for year	Montoya, Keigan, teaching staff	League of Charter Schools, CSI, Tatonka, Andy Franko	October 2017	October/November 2017	
Staff goal setting	Monday, teaching staff	Andy Franko	September 2017	√	
Instructional reviews to guide areas of individual professional development	Montoya, teaching staff	League of Charter Schools, CSI, Tatonka, Andy Franko	October 2017, January, March, May 2018	√	n/a
Evaluations to guide areas of individual professional development	Montoya	Andy Franko	Fall 2017 and Spring 2018		n/a
Individual teacher PD scheduling and tracking	Montoya, Keigan, teaching staff	League, CSI	May 2018		ongoing
Teacher summary/presentation of professional development	Teaching staff	League	May 2018		ongoing

Develop whole-staff professional development for upcoming year	Montoya, Keigan, teaching staff	League of Charter Schools, CSI, Tatonka, Andy Franko	June 2018		June 2018
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Family Engagement

We have shifted the focus of our next parent engagement night (Canvas and Cupcakes) to a Math night hosted by Mathnasium. This will allow us to kick off our Math Challenge as well as tie in the school’s focus on increasing growth, particular in math. It will be a 2 hour event featuring engaging games developed by Mathnasium to involve families and increase interest in STEM subjects through an enjoyable and shared math experience. All TPAAK will need to provide is a couple of additional staff and the clean up at the end of the event.

The last PTO meetings went well and there was a focus on Teacher Appreciation. They continue to work on revising the bylaws so they are not available for approval for the board at this time. There was some question regarding funds to run some of their events. Shannon is currently looking into finding some initial funding to get them started.

Enrollment

Our final submission to the CDE was 208.6 FTE, 5.9 FTE over our budgeted projections.

We continue to enroll students after October Count in the grade levels that have room.

Open enrollment has begun for the 18-19 school year. Open enrollment runs from November 1-February 28. There will be a lottery overseen by the board the first week of March. Priority is given to students who have siblings currently enrolled in TPAAK.

Applications in as on 11/13:

Half Day	6
Full Day	14
1 st	3
2 nd	2
3 rd	2
4 th	1 *HS
5	2
Total	30

Re-enrollment for current students will occur from Feb 1- Feb 14th.

Hutchinson, Bonanno and Keigan are working on revising our process for early admittance to make sure it is an appropriate measure of students eligible for early admittance. Changes to the policy will be submitted to the board for approval.

Business and Operations Goal

Safe Schools Plan

Review and revise TPAAK's school safety plan that is compliant with current legislation, that informs planning, training and execution of all items related to the safety and wellbeing of our students.

Quarterly reports to the board: October, January, April, July

Strategies/Activities	Responsible Parties	Resources	Completion Date	BOD Report Date
Formation of a School Safety Team	Keigan, Montoya	CSSRC	August 2017	√ September 2017
Review and update of current EOP	Keigan	CSSRC	August 2017	√ September 2017
Full staff training and targeted training for crisis team for emergency procedures	Keigan, CSSRC	CSSRC	August 2017, ongoing	√ September 2017
Hold regular table top exercises and training with team, staff and students	Safety/Crisis Team, teaching staff	CSSRC, I Love You Guys Foundation	ongoing	
Comprehensive Review of Safe School Plan	Safety/Crisis Team	League, CSI, CSSRC, CSSRC School Safety Planning Checklist	November 2017	December 2017
Create timeline to fill gaps identified for completion prior to 18-19 preservice	Safety/Crisis Team	League, CSI, CSSRC	November 2017	December 2017
Revise or create missing items for the TPAAK Safe Schools Plan	Safety/Crisis Team	League, CSI, CSSRC	July 2018	March 2018, May 2018, June 2018

Retention and Recruitment

Continue to increase retention rates and recruitment for the 2018-19 school year. Retention rates greater than 80% and recruitment higher than 100 students.

Strategies/Activities	Responsible Parties	Resources	Completion Date	BOD Report Date
Schedule regular community events to engage the community	Keigan, Montoya		August 2017, January 2018	√ September 2017, February 2018
Increase communication with all stakeholders	Administration and teaching staff	Facebook, Bloomz, website, Swift K12, events	Ongoing	√ quarterly

Complete School Climate survey with parents and staff	Keigan, teaching staff	SoGo Survey, 16-17 survey	April 2018		June 2018
Actively market in the community	Keigan, MadWire	MadWire	ongoing		quarterly
Incentivize word of mouth referrals from current families	Keigan, Board	Budget	November 2017		November 2017
Increase parent engagement at the school	SAC, administration		Ongoing		quarterly