

Flagstaff Academy Board Working Meeting Minutes

November 5, 2008, 7:00 p.m.

Flagstaff Academy
1841 Lefthand Circle
Longmont, CO 80501

- I. Call to Order – 7:03 p.m.
Present: Jim Willett, Nathan Ginn, Kevin Wells, Sandra Weckerly, Rebecca Pepin, and Harrie Netel.

Staff: Julian McCrandall, Jennifer Meyer, Stephanie Jarvis, Mandy Wilson, Kari Hvidevold, Ashley Anderson, Abby Rooks, Margaret Cummings, Vilma Montealegre, Bess Kuzma, and Jere Percy.

Attorney: Barry Arrington

Guests: Jolene Nicoll, Todd Kannegieter, Debbie Montante, Marjie Hemstreet, Laura Harrison, Leanne Lukenbeil, Paul Greenspan, Heather Tracy, Deanna Hunt, Tressa Fine, Debbie Greve, Karen Fidelak, Michelle Wright, Pam Turner, T. Keith Aragon, Ken Rooks, Jen Dauzvardis, James Wilson, Robert Janacek, Elizabeth Janacek, Mike Starck, Rick LeBlanc, Ken Ordes, Elizabeth Towlen.
- II. Pledge of Allegiance – 7:04 p.m.
- III. Reading of Vision and Mission Statements – Rebecca Pepin
- IV. Motion to Move into Executive Session pursuant to CRS §24-6-402
 - a. Moved, Rebecca Pepin
 - b. Seconded, Nate Ginn
 - c. Roll Call:
 - i. Nate Ginn – Aye
 - ii. Harrie Netel – Aye
 - iii. Rebecca Pepin – Aye
 - iv. Sandra Weckerly – Aye
 - v. Kevin Wells – Aye
 - vi. Jim Willett – Aye
 - d. Administrator – Jere Percy is asked to join the executive session.
 - e. Moved into Executive Session at 7:08 p.m.
 - f. Exited Executive Session at 7:36 p.m.
- V. Changes or Additions to the Agenda: None
- VI. Minute Approval October 12, 2008
 - a. Newest copy corrected typographical errors.

- b. Question of counsel: should we include people's specific quotes in the minutes. Response generally not.
- c. Rebecca Pepin moves to amend the minutes, page 2, paragraph VI, to read "Community Participation – comments were heard regarding ability grouping."
- d. October 21, 2008 minutes - approved as amended.

VII. Community Participation

- a. Comments were heard regarding when community participation occurs in the meeting.
- b. Comments were heard regarding use of mass e-mail distribution lists.
- c. Comments were heard regarding how the board addresses parent communication and concerns.

VIII. Parent Correspondence

- a. Three (3) parent letters regarding marketing.
 - i. Policy has been board members read the letters to themselves, not in open in board meetings, and letters are then filed in the secretaries log book.
 - ii. Board's questions regarding how to properly respond to these is why Counsel was present.
 - iii. Opinion of Counsel:
 - 1. The board meeting is not a place for back and forth discussions between community participants and board members.
 - 2. Individual board members may not respond specifically to a letter or question unless the matter is a factual request.
 - 3. Community participation is a time for the community to be heard, and for the board to listen. Nothing more.
 - 4. If a board member wants to address the issues raised by a community member, the board member may move the board to appoint a committee to review the issue. Upon receiving the report, the board may receive it as information, or a board member may move to make a policy because of the findings in that report.
 - 5. Counsel suggests that any time a board member is accused of unethical or inappropriate behavior, that is something other than mere venom, a committee be appointed to review the issue, and that committee not include the person being accused.
 - 6. When the board receives an email from a parent, staff, community member, receipt should be promptly acknowledged but no response given unless purely factual.
 - 7. If the email or communication is anonymous, no response should be provided.

8. Suggest as best practices: Make is clear at each board meeting, when the public is addressing the board, this is a time for the board to listen, not a time for the board to respond.

IX. Previous Action Items

- a. Enrollment Drive – this is also under action items - Sandra
- b. New Board Training – Kevin and Nate
 - i. Training occurred.
- c. K3 Spanish – under discussion items - Harrie
- d. PTO – some volunteers are pulling information from other schools, Rebecca needs to review and consider a separate non-profit for this entity.
- e. School Based Savings – haven't received an update yet – Jim.

X. Reports:

- a. President
 - i. Charter renewal: Needs to be done prior to November 20, 2008 because it's due 12/1/08.
 - ii. District Letter – we've been informed that beginning next July the District is requiring that we cover many costs which they previously covered including but not limited to: payroll, accounting, money management, benefits, health insurance, utilities.
- b. Principal's Report
 - i. Jere will be out of town the week of 11/20/08, first performing a CSSI site visit in part of her serving on an accountability committee, and then attending the conference with our teachers who will be speakers at the Core Knowledge Conference.
 - ii. Jere received two resignations from educational assistants.
- c. Assistant Principal's Report – None.
- d. Finance Report – None
- e. SAC Report – No meeting since the last board meeting.
 - i. Looking at the annual strategic plan, there were some assignments which should be reviewed
 - ii. The strategic plan is posted on the website.
 - iii. Nate: reviewing policies, make sure all the board's policies are included in each board member's induction book.
 - iv. Job Description for the Principal and Assistant Principal:
 - v. Fostering a thriving middle school: was reported on at the last board meeting.
 - vi. Academic Excellence no meetings yet
 - vii. PreSchool:
 1. Still need budget and to review the recommendations regarding class size and ages.
 - viii. Campus – nothing new
 - ix. New Board Training – already discussed

- XI. Discussion Items
- a. Enrollment Drive – aside from preschool and dress code, we've covered all the policies needed in place for enrollment. Julian is working on a meet and greet event.
 - b. Spanish 2009-2010: Vilma brought a proposal to the last meeting. Jere brought a schedule of how she believed adding Spanish would affect the classes, as well as teachers' concerns regarding the breaking up of literacy time, to the last meeting.
 - c. Dress Code – proposed dress code change. This proposed change will be available at the front desk for parent review. This is moved to an action item for the next meeting.
 - d. Charter Renewal – discussed above.
 1. Public Participation Policy: Kevin: We want board meetings to be open to the public and to get input from the community. Everyone must also recognize that these meetings are to get business done and comments must be brief and in a controlled manner. There is a policy on making policy on CDE's website with stated best practices.
 - e. Communication between Board and Community – Harrie
 - i. Written code of conduct to be posted when people sign in to the meeting.
 - ii. Idea of having a town hall type meeting to replace a board meeting, or to be an extended portion of a board meeting.
 - iii. Board members make themselves available to hear comments
 - f. Change time/day of meetings
 - i. Move the start of the meeting to 6:00 p.m.
 - ii. Attempt to finish meetings by 9:00 p.m.
 - g. CLCS Conference:
 - i. Three board members will attend each day.
 - h. Proposed CDE training for the whole board. Harrie proposes we invited Denise Munds to come out twice, one hour before our board meetings.

- XII. Action Items:
- a. Allowing post October 1st admissions to Flagstaff, the last day to admit students would coincide with the day of the lottery drawings. This admissions policy is changed to the new written policy. Jere will enact this.
 - b. Rebecca moves to amend the agenda to add an action item, a motion to create a committee to address questions 1-3 in an email recently received by the Board. Motion to amend the agenda passed. (6 aye, 0 nay)
 - c. Rebecca Moves the board create a 2 person committee to address the questions 1-3 from the email recently received from Mr. Rooks, with a report to be provided to the board at the first December board meeting. Motion was seconded and passed. (6 aye, 0 nay)

XIII. Motion to Adjourn – made and seconded, passed. (6 aye, 0 nay.)