



Flagstaff Academy Board Regular Meeting Minutes

November 19, 2008, 6:00 PM

Flagstaff Academy
1841 Lefthand Circle
Longmont, CO 80501

I. Call to Order – 6:05 pm

Present: Nate Ginn, Jim Willett, Sandra Weckerly, Kevin Wells, Harrie Netel, Rebecca Pepin, and Denise Staple

Staff: Bess Kuzma, Sheila Strukel

Guests: Karen Fidelak, Jennifer Orvis, Kurt Vagle, Pam Turner, Rebecca Millett, Eric Grabau, Paul Towlen, Abi Shepherd, Dena Hodges, Jenny Grundt, Tara Stoner, Wendy Stewart, Rick LeBlanc, Leha Moskoff, Gary, Moskoff, Karnie Paris, Jane Beal, Terry Brookins, Mary Huonder, and Debbie Greve

II. Pledge of Allegiance

III. Reading of Vision and Mission Statements – Sandra Weckerly

IV. Changes or Additions to the Agenda - NONE

V. Community Participation

Comments were made concerning Dress Code, the process of communication between the board and Flagstaff community, enrollment questions pertaining to moving mid-year into classes that are already full, and the need for marketing more in Erie.

VI. Parent Correspondence

Discussion took place regarding the numerous e-mails received in regards to the Dress Code policy.

VII. Minute Approval

November 5 minutes approval was tabled to next meeting.

VIII. Previous Action Items Accountability

NONE

IX. Reports

1. **Principal's report** (See Attached)
2. **Assistant Principal's report** (See Attached)
One additional item mentioned was that Cara O'Malley started on Monday, November 17, 2008, as the new Middle School Math Teacher.
3. **Finance** – Jim Willett reported on the following items:
 - a) **403(b) Benefits** - As of 1/1/09 Flagstaff will be independent of SVVSD for these benefits. We will stay with the present provider after 1/1/09 and change next school year. The current year's budget should not be impacted.
 - b) **Mill Levy** – we are still waiting for details from the District.
 - c) **Enrollment** - Another student count will be done on 12/1/08 again. We must have an increase greater than 5% of the 10/1/08 count in order to receive more funds from SVVSD. October enrollment count was 469 so we would have to add more than 12 students by 12/1/08.
 - d) **IT Support Expense** – Currently our IT support is being done without a contract in place and Flagstaff is not receiving proper support. Therefore, no payments have been made for this support for the current school year.
 - e) **Xilinx Lunch** – On 12/9/08 around Noon, Xilinx will be hosting a lunch at Flagstaff regarding the Eco-System Grant. Everyone is invited to attend this lunch.
 - f) **Forecasting** – A question was raised regarding this information for budgeting purposes. Jere will deliver a formal schedule for the '09 – '10 school year for Budget Assessment to give a clearer model for moving forward. The board must also provide clear objectives for budgeting regarding areas such as Spanish and Technology. Nate and Jere are working on the Academic Excellence portion.
4. **Middle School Retention Survey** – Denise will e-mail a current copy of this survey to the board for discussion at the next meeting.
5. **CLCS Conference** – Rebecca reported that this was a great conference and the most important issues she noted were regarding Protocol at meetings, Board Development & Communication.
6. **CDE Training** – Harrie set up for Denise Mund from the CDE to meet with the Board at 5pm on 12/2/08 for a special training session. She will then attend our Working Session Meeting that same evening. Ms. Mund will return January 6, 2009, for a second training session with the board and will include some feedback on the December 2 meeting she will attend.

X. Discussion Items

1. **Preschool Update** – Denise presented a first formal proposal for the new preschool to open in the 2009 – 2010 school year. The board requested that this be revised to consider offering only 4-year old and Pre-K programs as the focus needs to be more on feeding numbers into the Flagstaff Elementary. Jim and Rebecca are working on the budget for the preschool and will have one ready for discussion on 12/2/08. There will have to be a separate enrollment form for the Preschool. The board directed the Preschool Committee to include information that states families enrolled in Flagstaff Academy Preschool will be given priority enrollment in Flagstaff Academy Elementary School. We will begin the process of Wait Listing to get a feel for interest as well as send out a survey via Survey Monkey to current Flagstaff families to gauge interest in the Preschool.

XI. Action Items

1. **Dress Code** – a committee will be formed to address this issue. Motion by Nate, 2nd by Denise to establish committee as follows:
2 Employees, 2 Parents, 1 Board Member, 1 Student Representative
Vote taken: 1 Nay, 6 Ayes – Motion Passed
Nate Ginn was appointed by President Weckerly to be the Board Representative.
2. **Policy Making Policy** (See Attached) – Motion made by Denise to implement this policy as submitted with requested changes. Motion seconded by Jim; discussion took place. Vote taken: 1 Nay, 6 Ayes – Motion Passed
3. **Public Attendance at Board Meetings Policy** – Motion made by Denise to accept this policy as submitted. Motion seconded by Kevin; discussion took place. Vote taken: 7 Nay – Motion was NOT Passed. Kevin will resubmit at next meeting.
4. **Enrollment Requests** – Request for class-size exemption. Board decided more discussion needed to be done with Principal Percy, Staff and the District before a vote could be made. This will be placed on the 12/2/08 agenda.
5. **First Reading of Principal Job Description** – Motion by Nate to accept as amended by removing Principal as a “non-voting board member” as recommended by our Attorney, 2nd by Jim. Discussion took place. Vote: 7 Ayes – motion passed.

XII.

Executive Session for matters related to Personnel CRS 24-6-402 (4) (f)

Motion by Jim at 9:27 pm to move into Executive Session with Bess Kuzma in attendance, 2nd by Nate. Unanimous vote to begin session

1. Matters related to personnel

Motion made by Denise to exit Executive session at 9:33, 2nd by Nate. Vote to exit as follows: Sandra – Aye, Denise – Aye, Nate – Aye, Rebecca – Aye, Jim – Aye, Kevin – Aye, Harrie – Aye. Session Exited

XIII. Adjourn

Motion made by Harrie Netel to Adjourn at 9:34 pm, second by Rebecca Pepin. Passed Unanimously. Meeting adjourned.

Upcoming Board of Director Meetings:

Training & Work Session – Tuesday – December 2, 2008 5:00 PM

Community Workshop - Tuesday, December 16, 2008, 5:00 PM

Regular Session – Tuesday, December 16, 2008 6:00 PM

Attachments:

Policy Making Policy

Principal's report

Assistant Principal's report

ATTACHMENTS

Policy: Policy Making

(a) The board shall be solely responsible for adopting, repealing or amending policies for Flagstaff Academy. Action by the board shall be accomplished as set forth in the bylaws. Any board action may be reversed by a vote of two thirds (2/3) of the membership at a regular or special meeting of the membership called for that purpose as specified in the bylaws **Article ____ Section ____** (Kevin will insert).

(b) Proposals for adopting, repealing or amending policies for Flagstaff Academy may be made in writing by any member of the board or by any parent in accordance with **Policy ____** (Kevin will insert).

(c) Except in cases of emergencies, the board shall follow the following procedure in adopting, repealing or amending policies for Flagstaff Academy:

(i) **First Reading.** The proposed policy shall be submitted for approval on first reading at a regular or special meeting of the board called for that purpose. The proposed policy shall be contained in the board packet distributed prior to the meeting. At first reading the board may receive public comment and comments from the sponsor of the proposed policy.

(ii) **Second Reading.** If the proposed policy is approved on first reading as set forth in the previous sub-sub section, it will be placed on the agenda and considered at the next ensuing regular or special meeting of the board called for that purpose. No amendment shall be adopted at second reading unless the amendment receives a two-thirds vote of the directors present at the meeting. If the proposed policy is adopted upon second reading it shall become a policy of Flagstaff Academy, and the Policy Manual shall be amended accordingly.

(iii) **Emergencies.** Upon a two-thirds (2/3) vote of the directors present at a regular or special meeting called for that purpose, an emergency may be declared. If an emergency is declared, a policy may be adopted on first reading.

(d) Proposed policies should reference the policy provision it will be amending. Ideally, the entire policy will be reprinted with new language in all caps or underlined, and language to be deleted lined out. New policies should include the proposed table of contents policy title and code number and any waivers that apply.

**Principals' Report
Flagstaff Academy
October-November 2008
Kindergarten-8th grades**

Notable Events and Interactions and planning information

- ❖ Signatures in Space program that we participated in last year will have the banner on the space shuttle mission scheduled to launch on Friday, November 14th. We sent out an email blast to families indicating this event was taking place!
- ❖ Dragon Scale assemblies were held to announce Dragon Scale recipients. All dragon scales will be displayed on "Fuego" in the weeks to come. One student was selected from each grade level to have lunch with the principals.
- ❖ Avid4 Adventure was here during the last week of October. Thank goodness the weather was beautiful and the students loved the canoeing, rock wall climbing, environmental education and mountain biking that was presented. We will look to do this every couple of years.
- ❖ Spirit Day held with the Book Characters theme. We had some great book characters including Pippi Longstocking!
- ❖ Fall parties were a big hit that concluded with a parade through the school and with a group picture at the end.
- ❖ 3rd grade parent tea was well attended with positive feedback about the school and programming in 3rd grade.
- ❖ Chess club participated in a recent tournament taking 1st place in the elementary school division. The trophy is proudly displayed in the case near the front of the school.
- ❖ 4th grade parent tea was held with approximately 20 parents in attendance. Once again, the feedback was positive overall with a discussion about the changes parents are seeing in their pre-adolescent children.
- ❖ Colorado League of Charter Schools conference was held with a number of board and administration in attendance.
- ❖ Preschool committee is finalizing the preschool program and will be presenting this to the board.
- ❖ Dragon Drawing Contest was held with over a hundred entrants in the contest. A team of teachers and an administrator narrowed the selection down to five drawings. The students in the school then voted on the top drawing. This drawing will be imprinted on school t-shirts and sweatshirts.

- ❖ Book Fair took place and while it was crammed into a small space, it was well attended! We also sponsored a grandparent's day with lots of special guests in the school to visit!
- ❖ Dragon Community honoring Veterans was on held on November 12. It was so nice to see the multi-purpose room full with parents and kids supporting our veterans!!

Educational Matters

- ❖ Infinite Campus report cards with grades and standards are being implemented this year. Teachers have to work through this program and hopefully the end result will be a more concise report card with definite matching of standards and content areas.
- ❖ School Improvement plan submitted to the school district with the noted changes by SAC included in the document.
- ❖ Teacher Induction meetings are twice a month with approximately 10 teachers participating. These meetings are a state mandate for teachers to move from provisional licenses to professional licenses. Our focus currently is classroom management and the relationships between teachers and students.
- ❖ Mock presidential election was hosted by the middle school for all Flagstaff students. This followed an assembly by the middle school in which the two main presidential candidates were highlighted as well as how the Electoral College works. Obama was the winner in the school-wide election.

Facility

- ❖ Fire drill ended up happening even when it wasn't scheduled thanks to Mr. Wax's science experiment setting off the alarm once again!
- ❖ Emergency Lock Down drill held without incident. This was great as it was our first one of the school year and we had many new staff that performed well!

Personnel Issues

- ❖ Two of our educational assistants have resigned for other jobs.
- ❖ We have hired a new middle school math teacher who will start on Monday. Thanks to Denise Staple who served on the interview team. I think Mrs. O'Malley will bring experience and passion for math and be a huge asset to the middle school team.

Personal Notes of Interest

- ❖ Kari and I are part of a CDE cadre that is developing staff training for charter schools. We are working with Toy Fontana and Peak to Peak's literacy specialist as well as Denise Mund and Jen Dausvardis from CDE.

**Flagstaff Academy Middle School
Assistant Principal's Report, November 12, 2008**

Academic

* **Science Fair** – students are working on projects, adhering to deadlines, and receiving feedback on all work at regular intervals. Increased supervision for students new to Science Fair.

* **Conferences** Thursday, November 13, and Friday, November 14. Core teachers have already met this week in group conferences with IEP student families, facilitated by Karen Jardine. Other conferences to be held individually in teachers' classrooms Thursday and Friday.

* **Junior Achievement** program to begin in our middle school after Thanksgiving when the program volunteers are finalized by J.A. liaison in conjunction with Xilinx funding.

Social/Community

- * **Fall Festival** celebration October 31 very successful
- * **Midnight Bowling**, Friday, November 14

Personnel

* **Interviews and mock teaching** completed for math position. Contract has been offered, but at this writing word has not been received regarding acceptance. New teacher will hopefully be in place on Monday, November 17.

Disciplinary

* **Working with school psychologist** to implement a middle school classroom bullying curriculum in near future.

Bess Kuzma