



Flagstaff Academy Work Session Minutes

December 2, 2008, 6:00 PM

Flagstaff Academy
1841 Lefthand Circle
Longmont, CO 80501

5:00 pm Board Training Session with the CDE occurred one hour prior to Work Session Meeting

Work Session 6:00 pm Start Time

I. Call to Order at 6:08pm

Board Members: Rebecca Pepin, Denise Staple, Sandra Weckerly, Kevin Wells, Harrie Netel, and Nate Ginn

Staff: Margaret Cummings, Sheila Strukel, Julian McCrandall, Jere Percy, Bess Kuzma, Abby Rooks and Kari Hvidevold

Guests: John Cutler, Dena Hodges, Jenny Grundl, Ken Rooks, and Denise Mund

II. Pledge of Allegiance

III. Reading of Vision and Mission Statements – Rebecca Pepin

IV. Changes or Additions to the Agenda – None

V. Minute Approval November 19 – Motion by Rebecca to approve as changed; second by Sandra. 1 Abstained Vote; 5 Aye votes – motion passed

VI. Community Participation

1. Discussion took place with parents requesting class-size exemptions be given so that all their children could transfer to Flagstaff.
2. 2007 – 2008 Audit Report, John Cutler, CPA – Copy of audit report was handed out for review. Discussion took place. Final copy will be sent at a later date once the district approves it.

VII. Parent Correspondence

1. Emails received regarding Middle School Math – this is being dealt with by Mrs. Kuzma at the Middle School Level.

VIII. Previous Action Items Accountability

1. Middle School Retention Survey – Denise Staple presented the Outline explaining the goal of doing this survey and how it will be accomplished. A copy of this outline is attached. Survey will be complete by 12/11/08. Middle School Enrollment Night planned for 12/11/08 to inform current Flagstaff community parents of what is new and changing for the upcoming '09 – '10 school year.
2. Middle School Spanish – Bess reported on this topic stating that the overall consensus is that the way Spanish is currently taught should provide a great foundation for students to move into second year Spanish in High School. Bess & Jere will look into this further with the Academic Excellence Committee.
3. Study Skills for Middle School – Bess reported that an interview of a potential candidate is scheduled for 12/3/08 to serve as both a Middle School Aide as well as Study Skills teacher. Study Skills will be reinstated immediately.
4. Academic Excellence – Nate reported that this committee did not have time to meet due to time constraints. He will have a report at the next meeting on 12/16/08.

IX. Reports

1. Finance – (See Attached Budget Report) Margaret Cummings presented the budget report as of October 1, 2008. She also provided a breakdown of Marketing Expenses that is also attached. The October budget changed due to the official District Count. There is a question regarding whether this change was presented and approved at the October board meeting. Denise Staple will review the minutes to see if this was done. We are still waiting on Mill Levy information from the District which will be built into the budget to cover any deficits. Board will approve a revised budget at the 1/20/09 meeting. Margaret is available to answer any questions that may arise.

2. **Academic Excellence Committee** – covered above.
3. **Dress Code Committee** – Nate gave a preliminary report on changes to the current dress code. These proposed changes will be submitted to the community for feedback by posting them up in front of the school by the office. Then, he will bring the proposal to the 12/16/08 meeting for a first reading and vote. The posting will be the same as what is given to the board in their packets on 12/12/08.

X. Discussion Items

1. **Academic Goal Setting** – Sandra reported that this is tied into the Academic Excellence Committee responsibilities and will be part of their report.
2. **Preschool** – Rebecca presented this report stating that in working on the budget issues have arisen with regards to using public school funds for private school expenses and setup costs as the preschool is to be set up as a private school. The suggestion was posed to the board to make the preschool public instead. The committee will contact other charter schools that set up preschools to see where they received the funding. The committee will provide two different budget proposals at the 12/16/08 meeting: 1) different options if we decrease the number of students and teachers with only 4-year old and Pre-K classes, and 2) offer three classes with less students, therefore, fewer teaching expenses. There is a current Flagstaff teacher willing to step in to assist in the interim in getting everything established. The board will have to decide on a stipend for this teacher if we proceed in this direction instead of hiring a Director right away. Jim and Rebecca will work on a business plan/budget.
3. **Marketing Committee Report - Re: Hiring of Marketing Company** (Rebecca & Harrie). They researched the hiring of the marketing company currently doing Flagstaff's marketing to ensure all necessary procedures were followed. Their findings were consistent with what has been discussed at several board meetings. Nothing illegal was found. Harrie will bring a formal RFP Policy Proposal to the meeting on 12/16/08 for first reading and vote. They will also make discussed changes to this current report and bring to the next meeting for approval. Business Manager, Margaret Cummings, raised the question of whether or not she can continue to utilize the current Marketing Company for the assistance with small projects such as Middle School mailings, etc. The board gave her a directive stating this can be done as she has the authority to utilize independent contractors who are at her disposal. Margaret Cummings shall follow the RFP proposal and stay within the marketing budget.
4. **Board Development, Monthly Work Sessions** – Harrie proposed the Flagstaff Community be invited to participate in Monthly Work Sessions to

discuss any questions or issues they feel pertinent to making their Flagstaff experience better. Each session will have a topic, but anything that community members feel needs to be addressed may be discussed. The first Work Session will be held from 5:00 – 6:00 pm on 12/16/08 before the Regular Session Meeting. The topic for this Workshop will be “Communication.” Two or three of our board members will be present at these workshops to listen to the community input and to report back to the board during the regular session meeting. Sandra, Harrie and Rebecca volunteered to attend the first session on 12/16/08.

5. **Enrollment Requests** – Class-size Exemption: Jere spoke with several first and second Grade teachers with regard to this request. They all have concerns about these changes. The big question would become “where to stop” with these exemptions. Jere recommends that we stay true to the policy we have in place. Sandra suggested that if anyone would like to proceed with this exemption, they should bring a formal proposal to the next meeting.

XI. Action Items

1. **Teacher Contract** – Sandra must sign the new contract for the Middle School Math Teacher, but she needs approval from the Board before she can sign this document. Discussion took place clarifying that the Board President should always have board approval prior to signing any documents.
Motion by Nate was made to: Approve Sandra signing the contract for the Middle School Math Teacher. Second by Denise Staple. 6 Ayes – motion passed.

XII. Review of Action Items

Denise Staple will send out list of action items.

- XIII. **Adjourn** – Motion made by Denise Staple to adjourn meeting at 9:02 pm, second by Kevin. 6 Ayes - Motion Passed.

Upcoming Board of Director Meetings:

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

Work Session – Tuesday – January 6, 2009 **6:00 PM**

Attachments:

NONE