



**Flagstaff Academy Board Regular Session Meeting Minutes**

**February 17, 2009 6:00 PM**

Flagstaff Academy  
1841 Lefthand Circle  
Longmont, CO 80501

I. Call to Order – 6:02 PM

**Present:** Nate Ginn, Harrie Netel, Rebecca Pepin, Sandra Weckerly & Jim Willett

**Absent:** Kevin Wells

**Staff:** Sheila Strukel, Bess Kuzma, Jere Percy, Andrew Moore & Margaret Cummings

**Guests:** none

II. Pledge of Allegiance

III. Approval of Agenda – Rebecca Pepin motioned to approve the agenda. Seconded by Jim Willett. Passed unanimously.

IV. General Agenda

- a. AEC Committee – the survey of the teachers has been completed and the committee is working on preparing a recommendation to give to the board. Discussed another grant opportunity with Xilinx for which a proposal has to be submitted by the end of February.
- b. Preschool update – the Woodrow Wilson preschool was visited. Discussion around staff discounts for the preschool and full-day Kindergarten programs. Rebecca will draft a policy proposal for this. Rebecca Pepin motioned to accept the new preschool fees of \$250 for the Mon-Wed-Fri program and \$175 for Tue-Thu program. Seconded by Nate Ginn. Roll call vote: Nate - yes, Harrie - yes, Rebecca - yes, Sandra - yes, Jim - yes. Motion passed.
- c. Proposed 2009/10 calendar – proposed calendar was discussed. Jim Willett motioned to approve the calendar with the change of January 4<sup>th</sup> as a teacher work day. Seconded by Harrie Netel. Roll call vote: Nate - yes, Harrie - yes, Rebecca - yes, Sandra - yes, Jim - yes. Motion passed.
- d. Enrollment update – updated enrollment numbers were discussed. All classes are full except for 6<sup>th</sup> and 7<sup>th</sup> grade. Discussion on student retentions and how this

causes spots to be held open in two classes. The board tasked Jere to set a deadline for student retention decisions.

- e. FF&E funding request – budget was reviewed. Rebecca Pepin motioned that the board will allocate \$150K in the 2009/10 budget for FF&E for the Flagstaff Building Corp. Seconded by Jim Willett. Roll call vote: Nate - yes, Harrie - yes, Rebecca - yes, Sandra - abstained, Jim - yes. Motion passed.
- f. Staffing projections / schedule – discussed two schedule scenarios and directed Jere to develop a third one that reflects our current programming.
- g. Financial / budget update – verbal update.
- h. Dictation contract – discussed two staffing options. Harrie Netel motioned to approve the contract for Kelly Basinger to take dictation for the board. Seconded by Jim Willett. Roll call vote: Nate - yes, Harrie - yes, Rebecca - yes, Sandra - yes, Jim - yes. Motion passed.

V. First Reading

- a. Dress code – discussion about the proposal to update the currently implemented policy by eliminating the words “inherent in the fabric”. No motion was made to approve this updated policy. Nate will come to the next board meeting with another proposal that includes the modesty concerns that were raised.

VI. Second Reading – none.

VII. Reports

- a. Principal – see attached.
- b. Assistant Principal – see attached.
- c. Facility – see attached.

VIII. Miscellaneous Items

- a. Approval of minutes – Harrie Netel motioned to approve the Jan 17 and Feb 3 meeting minutes as ammended. Seconded by Rebecca Pepin. Roll call vote: Nate - yes, Harrie - yes, Rebecca - yes, Sandra - yes, Jim - yes. Motion passed.
- b. Approval of board calendar – Jim Willett motioned to approve the board calendar. Seconded by Nate Ginn. Roll call vote: Nate - yes, Harrie - yes, Rebecca - yes, Sandra - yes, Jim - yes. Motion passed.
- c. Contract approval – Jim Willett motioned to approve the IA contracts. Seconded by Nate Ginn. Roll call vote: Nate – yes, Harrie - yes, Sandra - yes, Jim – yes. Motion passed.

IX. Executive Session I – Jim Willett motioned to enter executive session for matters of Personnel Issues C.R.S. 24-6-402 (4)(f). Seconded by Harrie Netel. Roll call vote: Nate - yes, Harrie - yes, Rebecca - yes, Sandra - yes, Jim - yes.

- a. Moved into Executive Session at 9:12 PM
- b. Exited Executive Session at 9:35 PM

X. Executive Session II – Rebecca Pepin motioned to enter executive session for matters of Personnel Issues C.R.S. 24-6-402 (4)(f). Seconded by Harrie Netel. Roll call vote: Nate - yes, Harrie - yes, Rebecca - yes, Sandra - yes, Jim - yes.

- c. Moved into Executive Session at 9:36 PM
- d. Exited Executive Session at 9:37 PM

- XI. Sheila Strukel compensation – Harrie Netel motioned to compensate Sheila Strukel for recording the meeting notes during the past 3 meetings at the agreed upon rate. Seconded by Jim Willett. Roll call vote: Nate - yes, Harrie - yes, Rebecca - yes, Sandra - yes, Jim - yes. Motion passed.
- XII. Adjournment – motioned by Rebecca Pepin, seconded by Jim Willett, unanimously passed at 9:40 PM.

**Principal's Report  
Flagstaff Academy  
February 2009  
Kindergarten-8<sup>th</sup> grades**

**Notable Events and Interactions and planning information**

- ❖ The first and hopefully annual Flagstaff Sock Hop was a huge success and it will be even better when we have a full sized gym to host the event. A special thanks to the Dragon Community for sponsoring this fun-filled event!
- ❖ Faculty and staff toured the new facility last Friday. All were impressed and anxious to determine which room belongs to whom!
- ❖ 5<sup>th</sup>-8<sup>th</sup> graders also got to tour the new school. Many indicated that they couldn't wait to be in their new school.
- ❖ Lottery pull happened with initially very positive numbers. Sheila will have an update for the meeting. The actual lottery pull took two evenings and a special thank you to Rebecca Pepin for all your help.
- ❖ Enrollment clinics will continue although we may cut down to only one per week rather than two.
- ❖ Met with our nurse consultant from Children's' hospital to review med delegation for staff members
- ❖ Attended district training on emergency response protocols and procedures. The district received a federal grant to implement school emergency procedures.
- ❖ Dragon Scale Assemblies were held for all students. Lunch with students will be next week.
- ❖ Met with Christy Rollman and Rebecca Pepin and discussed formation of PTO.
- ❖ Met with Lisa Nelson and discussed Gala plans. It looks to be a great evening and everyone is looking forward to this fun event!!
- ❖ Visited Woodrow Wilson preschool and met with their preschool director/teacher and discussed programming issues and implementation.

**Facility Matters**

- ❖ Completed a tornado drill with students and faculty.

**Educational Matters**

- ❖ 13 of our middle schoolers were selected to participate in the regional science fair!! We were the only St. Vrain school to have any students selected to participate!
- ❖ Attended district mandated training for CSAP administration. We, in turn, will train the staff designated to test students. 3<sup>rd</sup> grade CSAP is scheduled for Wednesday, February 18 and Thursday, February 19<sup>th</sup> with make-ups the following week.

- ❖ Technology content team is established with the following staff members: Gudmundson, Lamb, Meyer, C. Depoyster, Ingersoll, Midler, and I. This team has already met and established monthly meeting dates.
- ❖ 5<sup>th</sup> graders “shadowed” in the middle school. Generally speaking, the 5<sup>th</sup> graders seemed to enjoy the experience.
- ❖ Elementary science fair has been revamped due to parent concerns. Information was sent home in last Friday’s folder. Hopefully this new Science Expo will alleviate the parents doing so much of the projects and more appropriate for students. The new date for Science Fair Expo is May 1<sup>st</sup>.
- ❖ Faculty and staff completed another Love and Logic Classroom management module this past week.
- ❖ Teacher induction candidates continue to meet and we have just completed discussions on classroom management. We will cover curriculum strategies in the next few weeks.
- ❖ Met with a principal and district trainer for Response to Intervention training and collaboration. Response to Intervention is the new federal mandate taking affect in August dealing with indentifying students for special education and also different interventions that need to occur for struggling students.

**Personnel Issues**

- ❖ Virginia Chandler is a recent hire for lunchroom/recess aide. We are so happy to have her as part of the staff!
- ❖ Kim Westby, full time kindergarten assistant, is moving to Texas. Her last day is Friday, February 13<sup>th</sup>.
- ❖ Gillian Bozanic is joining the staff as the full time kindergarten assistant.

2008-09 Flagstaff Academy Strategic Plan  
Middle School Long Term Objectives 3A - 3E  
Quarterly Report, February 9, 2009  
Bess Kuzma, Assistant Principal in charge of Middle School

### 3A Curriculum Refinement

Closely monitoring students below 70% in any class, implementing teacher intervention, after-school Homework Club, parental communication, and student accountability

Assistant Principal becomes involved if situations are not quickly improved

Two plans being created for 2009-10 to further guarantee success for all MS students (see two attached flow chart drafts, Math and Monitoring System)

### 3B Increased Enrollment and Retention

Working with students, especially fifth graders, to feel connected with the assumption that they will stay at Flagstaff, including participating in MS Renaissance Day, having fifth and fourth grade Student Council representatives, touring the new facility with MS, and all fifth graders shadowing for a day in MS

Fifth grade statistics: from 23 fifth graders last Spring, 16 did not return, about 66%. There are 49 fifth graders now, and 8 have said that they are not returning, about 16%. Of course this will not be completely known until next fall, but still improvement of 50% from 66% to 16% is a positive indicator of our efforts to retain students.

Middle School enrollment statistics 2/10/09 include 27 new students sixth through eighth for next fall, with 4 on wait list for sixth grade

### 3C Social/Culture Development

MS parent social committee holds a social event about once a month, including activities like an outdoor movie night, game night, midnight bowling

Plans for MS orientation before school starts next fall, possibly dessert, facility tour with emphasis on the MS wing, meet MS staff, student activity in the new gym, and parent presentation with question/answer period

### 3D Staff Cohesiveness/Team Development

New MS faculty work with mentors, as well as Andrew Moore and me  
Weekly MS team meetings review scheduled events, academic and  
disciplinary expectations, and general MS topics  
MS team meets weekly with Karen Jardine, discussing students  
with particular challenges i.e. academic, disciplinary,  
emotional  
Ongoing discussion of how to more effectively work with students  
and parents for optimal student achievement

### 3E High School Visits and Relationships

Carbon Valley Secondary Charter Principal Paul Trautwein visits  
Flagstaff eighth graders Tuesday, February 10, 12:30 pm  
Counselors/Administrators from other schools encouraged to  
recruit at Flagstaff or have Flagstaff students visit their  
schools

**Facility Report 2-17-09**  
**Building Corp. Update – Sandra Weckerly**

Progress is going well. Everything is on schedule.

Toured staff and 5-8<sup>th</sup> graders – both tours were very successful and well received.

FF&E inventory and needs have been finalized – the Building Corp. needs a resolution that the board will allocate \$150,000 as was originally committed. I recommend the allocation be in the 09/10 budget and not be taken from the reserve account. See attached budget and FF&E schedules.

Will begin general open house tours the last Friday of each month beginning Feb. 27<sup>th</sup> 3-4:30pm. Have been advertised, need to continue to mention in Friday bulletins.

Changes made to this point

- None since Jan. report

Issues/Concerns:

- Kitchen needs should be discussed by board.
- No \$\$ for playground equip.
- The board needs to be aware of future classroom/computer needs