



Flagstaff Academy Board Regular Session Meeting Minutes

March 17, 2009 6:00 PM

Flagstaff Academy
1841 Lefthand Circle
Longmont, CO 80501

I. Call to Order – 6:04 PM

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

Absent: none

Staff: Bess Kuzma, Jere Percy, Margaret Cummings, Terri Reh, Tommy Reddicks, Stephanie Jarvis, Lisa Wilkins, Kyle Sunnicht

Guests: Leha Moskoff, Karen Fidelak, Elizabeth Towlen, Kimberly Bloemen, Jen Dausvardis

II. Pledge of Allegiance

III. Approval of Agenda – added Teacher Discounts to General Agenda. Jim Willett motioned to approve the agenda. Seconded by Nate Ginn. Passed unanimously.

IV. Public Comment – comments were heard on the greenhouse fundraising, CDE rescission and in support of Jere Percy.

V. General Agenda

- a. Action Item Update – Open action items were reviewed and status was updated.
- b. AEC Committee – Discussed technology hardware that will be needed for each classroom next year. Planning to have Board vote on this by April or May.
- c. Salary Schedule proposal
 - i. Salary schedule proposal was presented and discussed.
 - ii. Harrie Netel motioned to task the business manager to calculate the dollar impact of pushing out the implementation of the salary schedule by one year and using a cost of living increase for next year. Seconded by Kevin Wells. Roll call vote: Nate nay, Harrie aye, Rebecca nay, Sandra nay, Kevin nay, Jim nay. Motion not passed.

- iii. Jim Willett motioned to adopt the proposed salary schedule as presented. Seconded by Nate Ginn. Role call vote: Nate - aye, Harrie - nay, Rebecca - aye, Sandra - aye, Kevin - aye, Jim - aye. Motion passed.
- iv. Rebecca Pepin motioned to amend the previous motion to adopt the proposed salary schedule as presented with the directive to Jim Willett and staff to present the proposal to the faculty prior to April 7, 2009. Seconded by Harrie Netel. Role call vote: Nate - aye, Harrie - aye, Rebecca - aye, Sandra - aye, Kevin - aye, Jim - aye. Motion passed unanimously.
- d. Budget 2009-10 – The 2009-10 budget was presented and discussed. Jim Willett motioned to adopt the 2009-10 budget as presented. Seconded by Nate Ginn. Role call vote: Nate - aye, Harrie - aye, Rebecca - aye, Sandra - aye, Kevin - aye, Jim - aye. Motion passed unanimously.
- e. Enrollment update – Sheila presented an enrollment update.
- f. Admissions Policy – Sandra presented an overview of three different documents we have in place today and will bring a consolidated enrollment policy to the next meeting.
- g. Teacher discounts – Discussed offering tuition assistance for pre-school and full-day kindergarten for teachers. Rebecca Pepin motioned to be tasked to work with the business manager to determine the actual costs of kindergarten. Seconded by Nate Ginn. Role call vote: Nate - aye, Harrie - aye, Rebecca - aye, Sandra - aye, Kevin - aye, Jim - aye. Motion passed unanimously.

VI. First Reading

- a. Dress Code Modification – Reviewed and discussed the updated policy proposal that includes the modesty concerns that were raised at the previous board meeting. Nate Ginn motioned to adopt the newly revised dress code policy as submitted. Seconded by Harrie Netel. Role call vote: Nate - aye, Harrie - aye, Rebecca - aye, Sandra - aye, Kevin - aye, Jim - aye. Motion passed unanimously.
- b. RFP Policy – Discussed changes made to RFP Policy. Harrie Netel motioned to approve the RFP policy as submitted. Seconded by Rebecca Pepin. Role call vote: Nate - aye, Harrie - aye, Rebecca - aye, Sandra - aye, Kevin - aye, Jim - aye. Motion passed unanimously.

VII. Second Reading – none.

VIII. Reports

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

IX. Miscellaneous Items

- a. Approval of minutes – Nate Ginn motioned to approve the Mar 3 meeting minutes as amended. Seconded by Harrie Netel. Role call vote: Nate - aye, Harrie - aye, Rebecca - aye, Sandra - aye, Kevin - aye, Jim - aye. Motion passed unanimously.
- b. Action Item Update – Newly added action items were reviewed.

- X. Executive Session I – Rebecca Pepin motioned to enter executive session with attorney client discussions for matters of Personnel Issues with the school’s attorney present C.R.S. 24-6-402 (4)(f). Seconded by Nate Ginn. Role call vote: Nate - aye, Harrie - aye, Rebecca - aye, Sandra - aye, Kevin - aye, Jim - aye. Motion passed unanimously.
- a. Moved into Executive Session at 8:42 PM
 - b. Exited Executive Session at 9:10 PM
- XI. Nate Ginn motioned to ratify the agreement that Kevin Wells and Jim Willett made with Tommy Reddicks. Seconded by Rebecca Pepin. Role call vote: Nate - aye, Harrie - aye, Rebecca - aye, Sandra - aye, Kevin - aye, Jim - aye. Motion passed unanimously.
- XII. Executive Session II – Nate Ginn motioned to enter executive session with attorney client discussions for matters of Personnel Issues with the school’s attorney present C.R.S. 24-6-402 (4)(f). Seconded by Harrie Netel. Role call vote: Nate - aye, Harrie - aye, Rebecca - aye, Sandra - aye, Kevin - aye, Jim - aye. Motion passed unanimously.
- c. Moved into Executive Session at 9:12 PM
 - d. Exited Executive Session at 10:51 PM
- XIII. Adjournment – Jim Willett motioned to adjourn. Seconded by Nate Ginn. Passed unanimously at 10:52 PM.

I certify that the executive sessions held by the board of directors of Flagstaff Academy at its March 17, 2009 board meeting constituted privileged attorney-client communications.



Barry K. Arrington

**Principal's Report
Flagstaff Academy
March 2009
Kindergarten-8th grades**

Notable Events and Interactions and planning information

- ❖ We had a booth at an Educational Expo at Broomfield Events Center this week. Schools and camps from the surrounding areas presented information to families attending a 14er's basketball game. Attendance was very poor at this event with less than 100 families at the game.
- ❖ Sandra and I met with Mark Pillmore, district charter liaison, and discussed contract renewal.
- ❖ We are kicking off a Parenting Partners program with the help of Kate LeBlanc and Eddy Bury. This program pairs a current family with an incoming new family in giving the new family another way to get connected with the school community and have a "go to" person if they need basic questions answered. We will be having some basic training for our current families as what they should and shouldn't discuss with the new families and when they need to contact administration. Those training meetings are scheduled for March 16 (2:30-3:15 p.m.) and March 23rd (5:30-6:15 p.m.).
- ❖ Sandra hosted an Open House at the new school site with many of our families in attendance. We gave tours of the facility and answered questions about what was going where. It was great to see how much progress has been made over the last couple of weeks.
- ❖ Staff survey has been distributed to staff and they had about a week and a half to respond. It was completed through Survey Monkey and the responses were anonymous. I submitted the questions to Kevin for approval before distribution to the staff.
- ❖ We held a new parent tea for all the families that have entered the school since October 1st. We had about 6-7 parents in attendance and we did a basic orientation and answering of questions.

Facility Matters

- ❖ Completed a monthly fire drill. This last one took a little longer to evacuate the building due to the fact it was passing period for the middle schoolers.

Educational Matters

- ❖ CSAP testing is underway for the next three weeks. We are testing on Tuesdays, Wednesdays, Thursdays and Fridays only. We are using almost the entire staff in one way or another in accommodating all the different student needs that we have in the building as well as every nook and cranny
- ❖ 2nd trimester parent/teacher conferences went well with approximately 85% of our parents in attendance. General feedback from the teachers was very positive and we are looking forward to a great last trimester of school!

- ❖ Destination Imagination competition was held this past weekend with two of our teams coming in 3rd place! Congratulations to the Rocket Kids (3rd grade team) and the Green Dragons (3rd-7th grade team) who competed and placed!!
- ❖ 13 of our middle school students participated in the regional science fair. Two of them, Steven Heinen and Wyatt Eason were recognized by the U.S. Navy and Marines for their outstanding science projects!!
- ❖ 5th graders went to Calwood last week and had a fantastic time! Even Ms. Slinker and Mrs. Long enjoyed the great outdoors with the kids. The digital pictures and videos are terrific and all in all it was a great experience for everyone!!

Personnel Issues

- ❖ Becky Laputz is joining us as the 2nd grade teachers' assistant.

Flagstaff Academy Middle School Assistant Principal's Report, March 9, 2009

What I do at Flagstaff Academy

1. Teach nine fourth graders fifth grade math daily. Includes lesson planning, checking assignments, grades in IC, parent communication and conferences
2. Plan agenda and meet with MS teachers weekly
3. Attend all-school faculty meetings monthly
4. Attend SAC meetings monthly
5. Attend two board meetings monthly
6. Attend salary/merit pay committee meetings as scheduled
7. Attend website newsletter meeting with Dana Willett monthly
8. Preside or assist at two enrollment clinics weekly
9. Meet with Business Manager weekly regarding MS issues related to finances/business office
10. Attend all grade level parent coffees
11. Attend meetings as scheduled with staff regarding MS fundraising and trips
12. Attend scheduled Parent Partner meetings
13. Write article for MS bulletin weekly
14. Write article for website newsletter monthly
15. Write report for second board meeting monthly
16. Attend district-mandated trainings (i.e school safety, CSAP)
17. Proofread MS bulletin weekly
18. Proofread Friday all-school bulletin weekly
19. Proofread website newsletter monthly
20. Proofread assorted documents – letters, newsletters, memos, flyers, Gala Auction booklet, as needed
21. Substitute as needed in office, drive line, classrooms
22. Supervise lunchroom as needed/requested by lunch staff, walk through once or twice a week
23. Manage Student Council, including holiday toy drive with hundreds of toys collected, and candy cane sale earning approx. \$800.00. Student Council has purchased two American flags as a gift for the new building, and is sponsoring Gala item to raise the new flag on the first day of school
24. Resolve disciplinary and dress code issues with MS
25. Resolve disciplinary and dress code issues for lower grades as requested by Jere and/or faculty and staff
26. Establish and nurture relationship between MS staff and students and fifth graders to encourage students to stay for Flagstaff MS
27. Assist with MS afterschool study hall when no one else can take it
28. Communicate with/between MS students when interpersonal conflicts arise, and involve parents/teachers as necessary
29. Communicate with lower grade students when requested by Jere and/or faculty and staff to resolve interpersonal conflicts
30. Be visible supervising students in MS hallways during class changing as often as possible

31. Walk into MS classrooms two or three times a week, general brief checking
32. Monitor MS restroom quality (light bulbs, cleanliness) especially paper towel dispensers, which students regularly have problems with and come to me for assistance (I have asked for more heavy-duty ones for next year)
33. Communicate through e-mail, phone, and in person with parents, students, and staff, regarding questions or issues with other parents, students, and staff to resolve problems – probably ten to twenty or more a week
34. Answer questions from anyone regarding educational issues (i.e. how can I teach reducing fractions in a different way?; what would you suggest I do with a particular student with a particular problem?; would you read my letter to this parent before I send it to be sure the “tone” is acceptable?; how can I get my child to work harder?)
35. Sit in on conferences with MS as asked throughout the year
36. Sit in on Special Ed. conferences as asked throughout the year
37. Sit in on parent-teacher conferences with any staff member who wants administrative support with families
38. Chaperone MS dances
39. Proctor entire battery of CSAP tests for one student who needs special accommodations (increased time, scribe, give oral directions)
40. Collect and organize lesson plans turned in by all staff weekly
41. Evaluate half of teaching staff members through entire classroom observation and evaluation process
42. Mentor MS staff members to improve performance quality as needed
43. Post all job openings on various websites, including Flagstaff website, St. Vrain, CU Boulder, CLCS, National Charter School job board, and Teaching Jobs website
44. Manage application materials from all candidates who apply for Flagstaff teaching positions, including downloading resumes and other forms, writing thanks to each candidate who applied, troubleshooting technical problems with soft copy retrieval (mainly working with candidate to re-send in different format), forwarding applications to two interview teams, making a hard copy of each application for general candidate file – 114 applicants for open positions as of Friday morning, March 6
45. Collaborate with Andrew Moore and volunteers on MS Service Learning project
46. Collaborate and keep in touch with MS Social Activities committee
47. Organize Junior Achievement program scheduling here with Karen Fidelak and Xylinx
48. Facilitate, plan, and schedule Think 360 Arts Program artist for this Spring through communication and meetings
49. Teach MS elective three days a week (Classic Fairy Tales and Contemporary Challenges)
50. Always be a friendly, supportive, and positive presence to every student, parent, and staff member I see or have any connection with, remembering that you never know the degree to which you change others’ lives through your words and actions.

Facility Report 3-17-09
Building Corp. Update – Sandra Weckerly
2040 Miller Drive

Looking fantastic. Anyone who hasn't seen it lately should make arrangements to see it. K-3 pod has many finishes complete – the sense of color and flow is becoming evident.

Our new school will be a show piece and is coming together as well, and even better than, most schools we looked at – it is comparable and beyond what a typical new-build would be. Everyone working on this is excited and proud of what is happening.

Held first public/open tour- there was a lot of enthusiasm from everyone about it. We had some issues with kids running around and we decided to put a hold on tours. Any adult can tour the site if they make arrangements ahead of time with Sandra Weckerly. We will have a smaller-scale adult-only tour again the end of March or first of April.

Have been working with middle school staff to make sure the middle school kids' needs are understood – the staff seems to be excited about the middle school areas and they are working together on rooms/play areas, etc.

Changes made since last report:

- None

Issues/Concerns:

- Kitchen needs should be discussed by board.
- We found some used/good quality playground equip and are pursuing it.
- “The move” is our main issue. Leonard and Sandra have a staff meeting scheduled for April 8th to discuss details of move.
- Hopefully, teacher classroom selection is going smoothly – seems to be.
- Need to look closely at drive line in the coming weeks and get a handle on that.