



Flagstaff Academy Board Work Session Meeting Minutes

August 4, 2009 6:00 PM

Flagstaff Academy
2040 Miller Drive
Longmont, CO 80501

- I. Call to Order – 6:01 PM

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

Absent: Cody Thompson

Staff: Bess Kuzma, Andrew Moore, Margaret Cummings, Patricia Persons, Kevin Pugh

Guests: Bill Hyatt
- II. Pledge of Allegiance
- III. Approval of Agenda – added PTO Bylaws to General Agenda. Nate Ginn motioned to approve the agenda as amended. Seconded by Jim Willett. Passed unanimously.
- IV. Public Comment – introductions of Patty Persons (new Preschool Director) and Kevin Pugh (new Dean of School Culture).
- V. General Agenda
 - a. Action Item Update – Open action items were reviewed and status was updated.
 - b. SFA Update – Discussed CharterCHOICE Food Service Collaborative and the Flagstaff School Food Authority. Initially 14 schools will be part of the SFA and each will pay \$500 / year. Contracts are now being negotiated. Should be ready to start serving Revolution Food lunches by the first day of school.
 - c. Board Elections – one person has expressed interest in position on the board. Two positions open in October.
 - d. Strategic Plan Update – Discussed draft strategic plan. All Board Members to send feedback to Kevin before the next Board Meeting.
 - e. Technology Purchase Update – All purchased equipment is here, now working on getting it all installed. All needed software licenses were purchased. Elementary grades will move to Google Docs. Middle school will use Google Docs as well as Microsoft Office applications.

- f. Budget/Expenses – Discussed expense request for paying administration for working in July. Bess, Margaret, Julian and Sheila all worked through July. All present Board Members in favor of this request. Margaret will bring a specific proposal to the next Board Meeting for approval.
- g. 2009-10 Board Calendar – Board Meetings are scheduled for the first and third Tuesday of each month. First Tuesday in April will be the Annual Membership meeting. Harrie Netel motioned to approve the 2009/10 Board of Directors Meeting Calendar as submitted. Seconded by Jim Willett. Roll call vote: Nate – aye, Harrie – aye, Rebecca – aye, Sandra – aye, Kevin – aye, Jim – aye. Motion passed unanimously.
- h. 1841 Lefthand Circle Update – Exited old facility. Landlord wanted \$120K, we negotiated to a settlement of \$41K, plus our \$9K deposit, for a total of \$50K. Additionally, we paid to re-landscape the courtyard (\$9K), and miscellaneous repairs of \$10K. We had the contract reviewed by our attorney and we were unable to lessen the costs further.
- i. PTO Bylaws Review – Draft Bylaws were reviewed. All Board Members to review in detail and send comment to Rebecca Pepin.

VI. First Reading – none.

VII. Second Reading – none.

VIII. Reports

- a. Principal – see attached.
- b. Assistant Principal – see attached.
- c. Business Manager Report – see attached.

IX. Miscellaneous Board Items

- a. Approval of Minutes – Harrie Netel motioned to approve the June 16 meeting minutes as submitted. Seconded by Kevin Wells. Roll call vote: Nate – aye, Harrie – aye, Rebecca – aye, Sandra – aye, Kevin – aye, Jim – abstained. Motion passed.
- b. Action Item Update – Harrie will e-mail out updated action item list.

X. Adjournment – motioned by Jim Willett, seconded by Kevin Wells, unanimously passed at 8:18 PM.

Principal's Report 8.4.09

- **Staffing**
 - 19 hired, 1 to go (Preschool Aide)
 - 2 are replacements, 17 are new positions
 - Dean of School Culture- Kevin Pugh
 - Preschool Director - Patty Persons
- **Middle School's Sneak Preview Party** - enrollment focused event
 - Monday, August 3, 6:00-8:00pm
 - See Enrollment Report for details
- **Back-To-School Nights** - Board Members, we'd like two of you to please sign up for each presentation time. Andrew will introduce you.
 - **To sign up, email Bess.**

August 17, Elementary Open House Monday, 5:00-8:00 pm

5pm _____

6pm _____

7pm _____

August 18, Middle School Open House Tuesday, 5:00-7:00 pm

5pm _____

6pm _____

- **Google** - We have switched our domain to google. Our email and web addresses will not change. However, we will be sharing and viewing documents and calendars via google. This is the tool we hope to use to schedule all Board and Committee meetings this year.

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Upcoming Dates (training and assessment)	
August 4th - 7th	New Staff Report
August 7th	SMART board training
August 10th - 12th	All Staff Report
August 13th - 14th	Student Assessment Days
August 17th	Mentor, Teacher Leader, and Content Team Training
September 25th	Core Knowledge Ed Tech Symposium (all day training at FSA)

- **CSAP Data - Strictly embargoed until August 7th - do not share**
 - Executive Summary Report (attached as a PDF)
 - Principal's written report will be in hand August 4th at Board Meeting
- **First Day of School - August 18th**
 - Middle school assembly - 8am
 - lockers, schedules, expectations
 - Flag raising ceremony - 9am

- inviting Longmont PD Color Guard
- **Middle School Programming**
 - **HSA (Helping Students Achieve)**
 - formerly AIMS
 - Administered by the Dean and classroom teachers
 - See attached document
 - **Service Learning**
 - Managed by the Dean and classroom teachers
 - T/TH 4th Period
 - 7 Components - Based on student surveys administered 5/09
 - Student Council
 - Restorative Justice
 - Go Green
 - Web Gurus
 - Lab Assistants
 - Project Earth Force
 - Interactive Theater (potentially)
 - **Access Period**
 - Each student has been assigned a daily access period
 - Individualized support in math and literacy
- **Classroom communication**
 - We have put in place **accountability systems** to monitor
 - Classroom web pages (which will replace newsletters)
 - Infinite Campus weekly (real-time) grade entry
- **Discipline Policy**
 - Please read the attached documents thoroughly.
 - We have changed language enough to warrant a policy vote.
- **School Safety**
 - Longmont Police Department SWAT team - Trained at FSA on Friday, July 24
 - School Safety Manual and Staff Protocols being modified. Copy will be included in next Board Packet

Assistant Principal's Board Report, August, 2009

As a high priority of ours to improve standards of instruction at Flagstaff, Andrew and I have completely revised the Teacher Supervision and Evaluation process. I've included an overview of the process with this report. Details are included in that document.

- Bess will conduct individual goal-setting conferences in August and September with all teachers.
- Andrew and Bess will each observe each teacher during the fall in unscheduled visits referred to as Formative Observations.
- Bess will conduct at least one additional unscheduled Formative Observation of each new teacher during the fall.
- Bess will schedule, observe, and hold a post-observation conference with each teacher in January or February, 2010. These observations are referred to as Summative Observations.
- Bess and Andrew will conference together regarding each teacher's satisfactory progress in February or March, 2010.
- Bess will complete formal Summative Evaluations for each teacher with Andrew's input in March, 2010.
- All teachers will participate in individual conferences with Bess and/or Andrew regarding their satisfactory performance and renewal of contracts for 2010-2011. We expect this to be completed before Spring Break, 2011.

Business Manager Report July 29, 2009

Technology

- The technology move has gone great. The IT team has done a phenomenal job.
- IT is working on rebuilding and installing classroom computer, teacher laptops and printers. We anticipate this will all be up and running by the opening day of school.
- LCD projectors and document cameras have been purchased for each classroom. LCD projectors will be installed in the coming weeks.
- Our wireless network is being installed.
- The phone system is up and running. We still have a few bugs but are working them out.
- Copy machines and printers are being networked and are functional.
- With the Districts implementation of Infinite Campus we are working with them to get all staff up on the new system.
- Breakdown of technology purchase to date:

MS Office Licenses for Admin and Middle School	\$7,296.00
Teacher Lap tops	\$27,700.00
LCD Projector	\$53,925.00
Document Cameras for class rooms	\$28,410.00
5 SMART boards	\$15,585.00
Wireless	\$3,035.00 Proj
Front Desk Area	\$2,822.00 Proj
Total:	\$138,773.00

Marketing

- The focus for marketing in July has been our preschool and middle school. For preschool we have run ads in the Longmont Times Call, the Yellow Scene and have sent Eblasts to our current families. For middle school we have placed an ad in the Longmont Times Call and Left Hand Courier; our hosting a middle school Sneak Preview Party on August 3rd; and will be distributing postcards to all district 6th and 7th graders this Friday. We have also had 2 articles in the Longmont Times Call. One about our new school and one about technology.

Facilities

- 1841 Lefthand Circle

We will turn over the building on July 31. Getting out of the building was a bigger project than anyone anticipated. The repairs needed to restore the building were extensive. The estimated expenses are:

Wall replacement/repair and carpet replacement*	\$50,000 settlement to Circle Capital
Landscaping	\$10,000
Laundry list of other items repaired in building, tile floors stripped /waxed and general cleaning	\$10,000
Security deposit	-\$9,000
Total estimated expense	\$61,000

*With the help of Sandra Weckerly and Jim Willett we were able to agree to a \$50,000 settlement with Circle Capital to replace/ repair the walls and carpet. This settlement was substantially lower than Circle Capital originally proposed.

SFA

- We have been approved as an SFA for the 2009-10 school year.
- Our first RFP was circulated on July 10, 2009 and will close on Friday July 31. At that time we will select a food vendor for the 2009/10 school year.
- 14 charter schools including Flagstaff are represented on the RFP.
- I have worked closely with Lisa Nolan from CLCS on this process. CLCS will be hiring a full time employee to coordinate this collaboration as we move forward.
- I will be attending training as the SFA on August 5th and August 7th.
- Once the new vendor has been approved Flagstaff will hire 2 part time lunch people to run our lunch program. We will be using the \$500 we will be receive per charter school participating in the RFP to offset the cost of the second part time person. Any additional lunchroom help will be provided by volunteers.

Financial

- The PPR for 2009-10 school year is \$6,947.31
- We will be receiving Capital Construction Money, which is not currently a revenue item in our original budget. I believe it will be approximately \$40,000 but will have an exact amount at our next meeting.

- Budget to Actual reports will be submitted to the Board the second board meeting of the month for review. Changes like the Capital Construction funding; PPR and actual expenses will be reflected in this report.
- The preschool budget is being revised. We hired a full time director and have added an additional afternoon class. I will have the revised budget at the next board meeting.
- District has moved payroll over to the IFAC accounting system. This has been a cumbersome process and has taken longer than anyone anticipated. As they complete this stage of the financial migration the district is one step closer to giving charters more autonomy. At this rate I anticipate Flagstaff could be processing our own payables and payroll beginning January 2010.
- I am currently scheduling our annual audit.

After school programing

- Last spring we decided to change our after school providers from the YMCA to Springboard. I must admit it has been a rocky start with Springboard but I am confident we made the right choice in changing providers. Springboard will provide a basic after school program for our kids and they will also be running other after school activities like chess club, science classes, technology lab, music, and health and fitness.