



Flagstaff Academy Board Regular Session Meeting Minutes

September 15, 2009, 6:00 PM

Flagstaff Academy
2040 Miller Drive
Longmont, CO 80501

I. Call to Order – 6:04 PM

Present: Nate Ginn, Harrie Netel, Cody Thompson, Sandra Weckerly, Kevin Wells & Jim Willett

Absent: Rebecca Pepin

Staff: Bess Kuzma, Margaret Cummings, Sheila Strukel

Guests: Bill Hyatt, Linda Arnold, Jane Jepson-Deal

II. Pledge of Allegiance

III. Approval of Agenda – Kevin Wells motioned to approve the agenda as submitted. Seconded by Harrie Netel. Passed unanimously.

IV. Public Comment – none.

V. General Agenda

- a. Action Item Update – Open action items were reviewed and status was updated.
- b. Enrollment Update – Discussed current enrollment status. KG-6th and 8th grade are all full, still 6 open spots in 7th grade.
- c. Budget/Expenses – Reviewed and discussed the 2009-10 budget. Jim Willett motioned to adopt the budget dated Sept 1 for the 2009-10 school year as submitted. Seconded by Harrie Netel. Roll call vote: Nate – aye, Harrie – aye, Cody – aye, Sandra – aye, Kevin – aye, Jim – aye. Motion passed unanimously.
- d. 08-09 Faculty Bonus – Discussed proposal for a merit bonus to be paid in two installments on Oct 30, 2009 and Jan 30, 2010. Jim Willett motioned to approve the merit bonus proposal for the 2008-09 school year as documented in the attached Memorandum. Seconded by Nate Ginn. Roll call vote: Nate – aye, Harrie – aye, Cody – aye, Sandra – aye, Kevin – aye, Jim – aye. Motion passed unanimously.

- e. Committee roles – Discussed the need for better definition of all Board Committees. Kevin and Harrie will make an inventory of all the standing and adhoc committees and will bring a recommendation to the next board meeting.

- VI. First Reading – none.

- VII. Second Reading
 - a. PTO by-laws – Discussed revised PTO by-laws. Jim Willett motioned to approve the PTO by-laws as submitted. Seconded by Nate Ginn. Roll call vote: Nate – aye, Harrie – aye, Cody – aye, Sandra – aye, Kevin – abstained, Jim – aye. Motion passed.

- VIII. Reports
 - a. Principal – see attached.

- IX. Miscellaneous Board Items
 - a. Approval of Minutes – Harrie Netel motioned to approve the September 1 meeting minutes as submitted. Seconded by Cody Thompson. Roll call vote: Nate – aye, Harrie – aye, Cody – aye, Sandra – aye, Kevin – aye, Jim – aye. Motion passed unanimously.
 - b. Action Item Update – Harrie will e-mail out updated action item list.

- X. Adjournment – motioned by Jim Willett, seconded by Harrie Netel, unanimously passed at 8:05 PM.

Memorandum

DATE: 09/15/09
TO Flagstaff Academy Board of Directors
FROM: Jim Willett, Board Treasurer
RE: 08/09 Faculty and Staff Merit Bonus

Per our discussions during the 2009 salary planning and the 2009 Strategic Planning Session I am recommending that we allocate the necessary resources in the coming year to provide a merit bonus to all full time faculty and staff that were employed during the school calendar year 2008/09 and remain employed with Flagstaff Academy at time of distribution.

- Total bonus opportunity = \$1000.00 per eligible full time employee
- Total bonus opportunity = \$500.00 per eligible part time employee
- Bonus to be paid in two installments
 - \$500/\$250 – October 30, 2009
 - \$500/\$250 – January 30, 2010
- Bonus payment contingent upon maintaining 98% enrollment level or greater
- Bonus subject to standard taxes
- One time event with any renewal of bonus payments based upon the final development and approval of the ongoing merit pay program

Financial Assumptions:

Total Number of Eligible Employees: 41
(34 full time and 7 part time)

| | |
|-------------------------------------|------------------------|
| Allocated Amount: | \$37,500 |
| Flagstaff Tax Liability | <u>\$ 7,900</u> |
| Total Impact to 09/10 Budget | \$45,400 |
| Requested Allocation: | <u>\$45,500</u> |

Principal's Report 9.15.09

Sports

We are successfully negotiating our way through our first sports season at Flagstaff. We had 25 girls sign up for Volleyball. Thus, we have two travelling teams, Dragon Gold and Dragon Green. The coaches, Ms. Anderson, Kenny Wildenstein and Coach Jon are all very excited to be a part of Flagstaff's inaugural sports season. Our first game is on September 9th in Lyons. The girls are extremely excited to be learning and playing the game of volleyball. The only hiccup is that for our 2 travel games of the season the girls must miss the last period of class.

Content Teams

We will host our first round of content team meetings the week of September 27th. Andrew will present the Colorado Growth Model data, and teams will be disaggregating the data to develop SMART goals, which will then be integrated into the annual State / SAC report.

Programming

MS Access is well under way, however, our District reading intervention program has been delayed. Our tech-based Math program is up and running. We are fine tuning systems in this program to make it all it can be.

MS Spanish now has an advanced option for ability grouping. To do this, we brought Vilma in for an extra period three times per week.

MS Scheduling is completely ability grouped by math and language arts.

MS Music has scheduled a first performance on November 6th. We currently have choir, band and orchestra offered afterschool. We are also offering beginning band during the week in electives.

MS Service Learning is now, for the first time ever, a part of students' weekly schedule.

MS Hut Trips began with our 6th grade trip to Pingree Park. The trip was wonderful. Please visit our middle school website for photos and video clips. The next trip is not until December (brrrrr).

MS Midnight bowling will take place Friday, November 6th.

Preschool has not enrolled any new students in preschool. We have one interested student. The quality of the program is very high. We will be mounting an ad campaign before looking at other options.

Staff meeting agendas and formats have changed. With the advent of Team Leads, we are able to manage business items with greater efficiency. Consequently, we have been able to modify the format of our monthly meetings. Our new format includes a small weekly meeting with various subgroups of teachers. This change has allowed us to cover more instructional components in greater depth.

Tech lab and Science lab are running as specials this year. This is working well for Peggy, but we are still trying to get Stevie 'over the hump'. The time and energy put into starting up new hardware throughout the building, including drive line software, has been significant. To help Stevie, we have crafted a 'final push' list, and he is working to meet weekly deadlines as we go. The final push will take us up to the Ed Tech Symposium. We have modified his schedule

temporarily. The modification has taken away the third grade's second weekly tech lab visit each week. This move has given Stevie 3 extra hours a week.

Ed Tech Symposium

We have leveraged Zoe's great gifts of organization in planning this event. We have 6 facilitators coming, a keynote speaker, and a panel discussion planned for the event. We are inviting area CK school tech liaisons to 'look and see' with the idea that next year we may turn this into a larger event. Parents will be invited to the key note address. We have sent out a flyer to folks.

Supervision

New Teacher Induction has begun. We have 12 new teachers who are eligible for this process. This process enables teachers to turn an initial license into a professional license. Bess is running this process.

Observations have also begun. We have observed 15 of our teachers thus far. On a daily basis we are visiting classrooms, recess areas and the commons. Bess has met with almost every teacher to go over their annual goals.

Springboard

Afterschool programming is underway. We have had up to 30 kids per day. The most we had last year was 15, which marks 100% increase in participation. Our morning group was recently cancelled. After School Clubs, which are about an hour long and ala carte, will begin October 5.

Communication

Marketing: Andrew has taken on the marketing animal. Working closely with Dana, Karen F, and Julian, the website is being rebranded this month.

We have moved to an E-Newsletter Format. The point is that we need to direct all traffic to our website. We are pushing teachers to update their websites weekly. We are working hard to maintain accountability on this front.

Infinite Campus will not open the parent portal until October 1st. This is a district issue. We have also been struggling to update our own administrative portal because of lost or missing data on the IC side. However, teachers are currently using the attendance feature, the scheduling feature, and the grading feature. So, when district is ready so too will we.

Drive Line

23 minutes is our average! We have added "NO ACCESS FOR FLAGSTAFF" signs to our neighbors' parking lots. We are meeting with the City planner again next week to discuss pedestrian traffic.