

# MINUTES

Prospect Ridge Academy

2555, Preble Creek Parkway, Broomfield, CO 80023

8.10.17 | 5:30 pm

---

## In Attendance

---

**Board Members:** Adam DiGiacomo, Bret Fund, Kevin Jenkins, Lena Lucas, Cameron Mascoll, Todd Stockard  
Steve Perruzza, April Wilkin

**Board Members Not Present:** Julia Guynn

**Quorum Present?** Yes.

**Others Present:** Naomi Boyer

---

## Call to Order

---

Call to Order at 5:35 pm

---

## Approval of Agenda

---

**MOTION** to approve Agenda as written.

- Approved unanimously.

---

## Public Comment

---

Naomi Boyer – Suggests board members attend Back to School Night.

---

## Consent Agenda

---

1. Minutes from 6/1, 6/22 and 7/31.

**MOTION** to approve Consent Agenda.

- Approved unanimously.

---

## Policy/Bylaw Report

---

Policy/Bylaw Report. (Steve Perruzza)

3.10.E New Board Member Binder - from BOD Policy manual

Bret Fund, Vice President to check and make sure that the information is up to date. We have moved to an electronic format. Is this in compliance with our policy? If not, we should comply. Next time we update the language of the Policy Manual, we should update this wording. Bret to create an electronic folder and share with the BOD.

---

## Principal's Report (Wilkin/DiGiacomo)

---

### Kudos:

- Hiring Team - still working to finish up all hires. We have all instructional positions and classrooms set if final positions are confirmed tonight.
- Staff who worked over the summer to make sure the building was ready. Tony, Cameron, Sue, Lynn, others. Especially Tony who has worked tirelessly.

### New Business:

- New Staff Orientation last week - fitting in seamlessly. (Wilkin)
- New Math Curriculum training for Math in Focus. (Wilkin)
- Back to School Night - ES on Tuesday, all teachers will present twice so parents with multiple children at same levels can attend.
- Kagan training was done for all instructional staff K-12. Kagan is a cooperative learning program to have increased and engaged participation from all students.
- Elementary assessments next week.
- Eclipse Day Celebration - Monday, August 21st. Bought glasses for all students K-12. Will go out to watch at 93%. Teachers to include lessons in elementary. Safety and permission slips will go out. In Secondary, all science teachers will teach on it the Friday before. This will shorten morning periods. All secondary students will go to watch eclipse.
- Miner Merge - Wednesday, August 16th. 6th graders, 9th graders and all new students.
- Back to School Night - August 30th and September 6th.
- Fall Sports Night - HS tonight.
- Mental Health first aid for all secondary staff. Full day training on Monday.
- Senior breakfast for first day of school.

---

## Business Manager Update (Mascoll)

---

Included with the Finance Committee Report later in meeting.

---

## (Sub)Committee Reports

---

### Athletic Subcommittee (Perruzza):

- Haven't met yet but will meet with Athletic Director soon to establish priorities for upcoming school year.

### Community Outreach Subcommittee (Lucas):

- Meeting schedules for the year submitted through activities request process for approval. Outreach will meet 5 x during upcoming school year.
- Will man booth at check-in fair to recruit new members.

### Curriculum Subcommittee (DiGiacomo):

- Review of Text Proposals for Senior English, First Semester.  
MOTION to approve the curriculum as outlined for 12th Grade, 1st Semester.
  - Approved Unanimously.

#### Facilities Subcommittee (Jenkins):

- Met yesterday with Owners Rep, DCS. Civil side - design for Track and Turf field. Updated plans and have gone through first round of submissions to the City of Broomfield. Approximately two weeks from design being ready for contractors to bid. Track and Turf Field – 1st project. Gym and K8 Renovation - 2nd project. Will have bleachers, seating with sod, enclosure for port a potties. Restrooms, storage, extra bathrooms.
- Timeline - Bidding Process will include the timeline. 120 day project for the Track and Turf Field. Will depend on weather. Waiting on more extensive soils report. Expected November start. We should be able to use track and field for HS track and girls soccer in the spring. Gym construction will occur at the same time. Working on access issues. Waiting on permitting and approvals with the City.
- Project update to be sent out in the Miner Mail after timelines is tightened.

MOTION to approve the Agreement for Professional Services for the Prospect Ridge Academy Replat to the High School & K-8 between Prospect Ridge Academy, PRA Building Corporation and Collins Engineers, Inc. dated July 26, 2017.

- Approved Unanimously.

- MOTION to approve the Agreement for Professional Services for the Prospect Ridge Academy Athletic Field between Prospect Ridge Academy, PRA Building Corporation and Collins Engineers, Inc. dated July 26, 2017.

- Approved Unanimously.

#### Finance Committee (Stockard):

- Audit update.
- Cameron Mascoll reviewed updated budget numbers with explanation.

#### Fundraising Subcommittee (January and Perruzza):

- Miner Gold Rush coming up on September 23<sup>rd</sup>.
- Susan January reached out to last year's committee 12 are yes and still waiting for others to respond. Meetings will be in the mornings 4 x / year.
- Steve and Susan met to see how to best use the members for specific events.
- By next meeting there will be a new policy proposed to raise money - donations versus sponsorships. Fundraising team to evaluate funds.
- Golf fundraiser - considering offering it to the Booster Club to have them run it.
- At our Strategic Plan meeting, consider updating the focus to larger vision with focus on corporate and community partnerships.

#### Governance Committee (Guynn):

- No update.

#### Hiring Subcommittee (Wilkin):

- Share in executive session candidates.
- Still hiring some of our non-instructional staff.

#### School Accountability Committee (Fund):

- No update. Haven't yet met.

1. Review of updated 2016-17 budget. Flagging some areas to talk about in next Finance meeting to discuss on how better to budget going forward. Waiting for final numbers from District. Our numbers have to match the district, then will submit to auditors. (Mascoll)

## New Business

1. Woodriver Energy, LLC - to talk to the Finance Committee to consider if we should buy energy in bulk to save money, approximately 5%. (Mascoll)
2. Subcommittee Approval - Board. Move to September meeting.
3. Financial Review - Mascoll - Discussed in Old Business.
4. Dress Code – Wilkin/DiGiacomo. No proposed changes.
5. Enrollment Policy Review – Wilkin. Already revised in June meeting.
6. Athletic Committee Policy Manual Approval - Perruzza. Move to September meeting.

## EXECUTIVE SESSION.

**MOTION** to enter into Executive Session to discuss matters related to *personnel* pursuant to C.R.S. 24-6-402(4)(f)(I&II). Approved unanimously.

Entered Executive Session – 7:11 pm.

Executive Session Recorded.

Exited Executive Session – 7:24 pm.

**MOTION** to approve the hiring of the following individuals as recommended by the Hiring Subcommittee and Administration and discussed in Executive Session:

| Personnel: | Position:         |
|------------|-------------------|
| S. Martin  | 1st Grade Teacher |
| J. Nardy   | 6th Grade Math    |
| J. Winter  | 5th Grade Teacher |

Approved Unanimously.

## Adjourned

**MOTION** to adjourn meeting. Approved unanimously.

Meeting adjourned at 7:32 pm.