

MINUTES

Prospect Ridge Academy

2555, Preble Creek Parkway, Broomfield, CO 80023

10.5.17 15:30pm

In Attendance

Board Members: Adam DiGiacomo, Bret Fund, Julia Guynn, Susan January, Kevin Jenkins, Lena Lucas, Cameron Mascoll, Steve Perruzza, April Wilkin

Board Members Not Present: Todd Stockard

Quorum Present? Yes

Others Present: Heather Bruckner (First Grade Teacher), Stephanie Jenkins (First Grade GLC), Jennifer Morse (Elementary PE Teacher), Casey Drzewiecki (HS Health/PE Teacher), Kera Pratt (Elementary AP), Steve Thygesen (MS AP), Anne Blackburn (HS AP)

Call to Order

Call to Order at 5:35 pm

Approval of Agenda

MOTION to approve Agenda as written.

- Approved unanimously.

Public Comment

No.

Consent Agenda

1. Minutes from September 7, 2017.

MOTION to approve Consent Agenda.

- Approved unanimously.

Policy/Bylaw Report

January. Policy/Bylaw Report.

3.8 (Board Committees and Advisory Committees).

Section 10 – HS Committee. May need to re-instate the Committee for more cultural concerns.

Department Updates

Physical Education.

- **Morse.** Walked the Board through Elementary PE classes and focus.
- **Drzewiecki.** Walked the Board through what they're doing in HS Health and PE classes.

First Grade. (Bruckner, Jenkins)

- Walked the Board through the first grade curriculum and changes.

Assistant Principal's Report (Pratt, Thygesen, Blackburn)

New Business:

- Assistant Principals -- Walked the Board through discipline data and went through the referrals and discipline management protocol.

HS

Cell Phone Violations by Month
 Dress Code Violations by Month
 Combined dress code and cell phone by staff member
 Positive Referrals by Month/Grade/Gender – 22 for September

ES

Referrals by Teacher
 Discipline Referral – written up and create a plan
 Referrals by Days of the Week – Tuesday and Friday higher
 Referrals by Type of Infraction
 Discipline is helping a child solve a problem. Punishment is making a child suffer for having a problem. To raise problem solvers, focus on solutions not retribution. – L.R. Knost.

Principal's Report (Wilkin/DiGiacomo)

Kudos:

- Duty staff.
- Athletics coaches and fall sports teams.
- Cameron and team for assisting with audit.

New Business:

Miner Mania – October 25th

Seniors run rotations, K-11 buddy up; partnering with Foster Source.

Parent Teacher conferences coming up this month.

Current Enrollment number = 1384.

Adam attended Charter School Finance, Facility and Policy Summit.

Pep Assembly (student council runs this) – 8th graders attended.

Homecoming this week, Masquerade Ball theme for Dance.

Camp Timberline – 7th grade.

College Reps here for students and parents Monday Evening.

Over 100 people, 40 plus students and parents and students

Admissions Officers -

Business Manager Update (Mascoll)

New Business:

- Review of Financial Audit by Kyle Logan, Logan and Associates, LLC
 - PRA Financial Statements dated June 30, 2017
 - Received an unmodified opinion (clean opinion)
 - Detailed review of the Audit, highlighting key provisions
- MOTION to approve audit as presented.
 - Approved unanimously.

Kudos to Allison Travis – who is helping homebound student who has cancer

Also a senior student is receiving homebound instruction.

(Sub)Committee Reports

Athletic Subcommittee (Perruzza):

- First Meeting for Athletics
 - Are we living up to our mission and vision statement and how do we measure that?
 - Survey – to determine what our students are doing, particularly in the younger ages, will work on it and present to board before sending out.
 - Find out percentage participation of students in PE and Sports for MS and HS.

Community Outreach Subcommittee (Lucas):

- Met with Outreach Team last year, continuing to work on our upcoming fall events.

Curriculum Subcommittee (DiGiacomo):

- First meeting in October, 4th Monday of the month.
- Will be discussing – CU Succeed, AP classes and teachers getting CU-Denver credit.
- Expanding offering next year.
- International Trips (Italy and Greece), DC Trip for 8th grade.
- Senior Awards Night and Graduation Awards.

Facilities Subcommittee (Jenkins):

- Met to select General Contractor, interviewed two and will award soon.
- Construction documents soon – then will go to City of Broomfield.
- Track and Turf – November to March Timeline.
- Gymnasium – November to May Timeline.
- K8 Renovation – June and July 2018.
- Prep work for landscaping of K8 playground – proposal to get architect to draw up plans

MOTION to approve facility and finance committees to move forward with first phase of playground and landscape design.

Approved Unanimously.

Fundraising Subcommittee (January/Perruzza):

- Miner Gold Rush, total net is above \$30,000 goal. Waiting final numbers because final expenses coming in.
- Over 542 runners registered.
- Next year, add a high school component.

- Chipotle dining fundraiser, raised about \$1000.
- Met with Boosters and Lark.

Governance Committee (Guynn):

- Met, introductions work through Charter for the committee.
- Will meet again in 2 weeks.

Hiring Subcommittee (Wilkin):

- Nothing.

School Accountability Committee (Fund):

- Met, will work on UIP and Dashboard at next meeting. Support with those two areas.

Old Business

1. Strategic Plan – Review Final Proposal.
 - a. Updates to Academic Sections to state specific goals.

MOTION to approved 2016-17 Strategic Plan.

New Business

1. Principal PMT Proposals – Moved to November. Send feedback to April and Adam prior to next meeting.
2. Fundraising Report.

MOTION to approve Fundraising Policy.

Approved Unanimously.

3. Complaint Policy & Procedure Review

District Meeting – complaint procedure review policy, requesting that all charter schools in the district take a look at their policy. The District will review this provision closely when considering our renewal process.

Governance to review this and report back.

4. District Renewal

We are up for renewal next year. Process will start in the spring.

Adams 12 has shifted how it is overseeing charters to prepare the Annual Performance Review. Site visits added throughout the year.

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 – 8:49 pm.

Executive Session Recorded.

Exited Executive Session – 9:25 pm.

Adjourned

MOTION to adjourn meeting. Approved unanimously.

Meeting adjourned at 9:26 pm.