

# MINUTES

## Prospect Ridge Academy

2555, Preble Creek Parkway, Broomfield, CO 80023

12.7.17 | 5:30 pm

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### In Attendance

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

**Board Members Not Present:** Julia Guynn

**Quorum Present?** Yes.

**Others Present:** Paula Halfacre, Brooks Rady, Amy Drake, Leandra Ruby, Dewey, Berry, Perry Polasek, Mark Nuss, Thomas Dilts, Megan Bartocci, Juliette Britton

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### Call to Order

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Call to Order at 5:30 pm

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### Approval of Agenda

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**MOTION** to approve Agenda as written.

- Approved unanimously.

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### Public Comment

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#### 1. Paula Halfacre

Read letter re: Middle school student who played football at recess and suffered a concussion. Would like Board to revise and document recess policies at PRA. Particularly would like to restrict outside hard balls and two touch football.

#### 2. Brooks Rady

Senior student at PRA. Has taken mostly honors and AP courses. Needs 1 PE Credit and 1 Arts Credit. Would like to adjust schedule to fulfill curriculum requirements outside class time. Two proposed options for PE: credit through climbing course or outside fitness courses online. For Arts, earning credits for participating in PRA Play.

#### 3. Amy Drake

Concern about appeal through Miner Mail for funding a specific sports team's trip. How does this work with funding for PRA and how it deviates from fundraising policies?

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### Consent Agenda

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1. Minutes from November 2, 2017.

**MOTION** to approve Consent Agenda.

- Approved unanimously.

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## Policy/Bylaw Report

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**L. Lucas.** Policy/Bylaw Report.

BOD Policy Manual – Review of Section 3.5

Addresses process to update PRA policies.

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## Department and Grade Level Reports (Ruby/Dewey/Berry/Polasek)

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### **Kindergarten**

L. Ruby – Kindergarten

Slideshow Review of what they have been doing so far this year.

### **Social Studies**

P. Polasek - Elementary Social Studies

Focus is on assessments – making sure that we are covering all of the areas including economics and civics.

Team is turning in checklist to make sure we are meeting CO standards and not just Core Knowledge standards.

Attending Core Knowledge conference in February.

Will conduct walk throughs on others in 4<sup>th</sup> grade team.

Spirals, a lot of repetition – units will go into more depth as students get older. Working on finding gaps for high school so that they can include in the 4<sup>th</sup> grade curriculum.

Will be recommendations through curriculum committee in 2<sup>nd</sup> semester to address gaps.

M. Nuss

6<sup>th</sup> Grade – Ancient Greece and Rome.

7<sup>th</sup> Grade – America Becomes a World Power, working on Russian Revolution.

8<sup>th</sup> Grade – Fall of European Empire.

9<sup>th</sup> Grade – Focusing on worldwide perspective, instead of just Western civilization. Presentation and research projects. Eastern civilizations next.

10<sup>th</sup> Grade – Focusing on Constitution and federalism, civil rights, debates, simulations. Prepping for AP students. Some will participate in National History Day for those in a club.

11<sup>th</sup> Grade – Build college readiness skills, critical reading and writing. Working on final project – website or documentaries.

12<sup>th</sup> Grade – AP Psychology and Economics. Psychology – original research study. Economics includes proposing business ideas – shark tank panel, stock market simulation and personal financial literacy.

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## Principal's Report (Wilkin/DiGiacomo)

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## Kudos:

- Enrollment Team.

## New Business:

- Update on Enrollment Numbers. Similar to last year on day 1 (12/1).
- Open Enrollment Presentations – large turnout for elementary. Similar numbers as usual for MS and HS. Showed open enrollment video. HS has own video. Add daytime tours. Potential students can sign up for them on PRA website – through enrollment tab.
- Data Presentation – went well. Parents had fantastic questions. Will follow up on feedback and suggestions.
- Middle of Year i-ready testing for 2-5. Much done on assessment day.
- Service Projects going well. 1<sup>st</sup> graders spreading kindness. Secret Agents of kindness. Learning how to give and be service minded.
- Secondary service work – peaks leading this.
- Transition Meetings for existing parents.
- Shadow Days started. January 12<sup>th</sup> and 19<sup>th</sup>. Will add more if we need to.
- Graduation planning and review of draft diplomas.
- Student Council – proposed revisions to HS dress code. Will present in January.
- Meeting with how they are overseeing charter schools in the district.
- Pancake feed tomorrow for staff.

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## Business Manager Update (Mascoll)

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### New Business:

- Review of certified letter sent to 10 families. Each owed over \$1000. District policy allows us to send anything to collections over \$250. 5 families have responded to set up a payment plan.
- Working on process to collect fees generally.
- Right now we follow Adams 12 Superintendent Policy. All district schools require fees to be paid in full to participate in commencement ceremonies.
- Year end preparations. Disparity in reforecast. Will meet as a Finance Committee to work on this.
- Proposed changes to PERA that may go into effect.

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## (Sub)Committee Reports

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### Athletic Subcommittee (Perruzza):

- Interviewing for Head Football Coaches.
- Extraction sold land to JP Morgan Chase – 108 acres. Athletics fields?

### Community Outreach Subcommittee (Lucas):

- Monthly Staff Luncheon November (Chili), December (Holiday Appetizers and Desserts).
- Upcoming November Events: Chili Staff Luncheon, Father Daughter Dance “Under the Sea”, Food for Hope family service event.

### Curriculum Subcommittee (DiGiacomo):

- AP Studio Arts. 3 Pathways – 2D Design Portfolio, Drawing Portfolio, 3D Portfolio.
- Digital Art 3.
- Health 2 (change name).
- Weight Training Proposal.
  - Motion to approve the following 4 classes to be considered to be offered for next year: AP Studio Arts, Digital Arts 3, Health 2 and Weight Training.
    - Passed Unanimously.

#### Facilities Subcommittee (Jenkins/DiGiacomo):

- December 18<sup>th</sup> they will be on site and work throughout winter break.

#### Finance Committee (Stockard):

- Met with facilities team, will discuss in New Business.

#### Fundraising Subcommittee (January):

- Annual Give launched. Sent with 2017 Annual Report.
  - “Dream Big, Achieve Bigger”
  - 2 versions of the Brochure customized towards past donations.
- Review of current Fundraising Income.
- Cheer bid – solicited funds for national competition.
- Suggested to have Fundraising, Athletics, Boosters bring back proposal to Board around funding for specific groups.

#### Governance Committee (Guynn):

- No Report.

#### Hiring Subcommittee (Wilkin):

- Next Meeting, Monday, December 11th.
- Classified and Coaching Positions to fill. Elementary Tech Teacher.

#### School Accountability Committee (Fund):

- Kudos to A. Wilkin and A. Digiacomo – ran meeting while B. Fund called in.
- UIP process review.
- Review of Parent Survey, want to put together baseline data so we can use year over year.
- Focus on updating Student Surveys.

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### Old Business

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1. None.

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### New Business

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1. Branding & Messaging – Lark Rambo
  - a. Need of a Refined Brand Identity
    - i. “Name, term, design symbol or any other feature that identifies one seller’s goods or service as distinct from those of other sellers” from American Marketing Association.
    - ii. 3 Goals
      1. Create a visual style guide to ensure brand consistency.
      2. Staff Branding Resources
      3. Brand Identity/Essence.
  - b. Consider hiring an outside consultant to put this plan together.
    - i. Review of Brand Identity Proposal.
      1. Visual Style Guide: \$0
      2. Staff Branding Resources: \$0
      3. Brand Identity/Essence: \$3850
2. Review of Letter from E. Ironside Appealing Student’s Suspension due to lack of due process. Requests removal of suspension from students’ school record.

3. Facilities Total Project Review (GMP – Guaranteed Maximum Price) – DiGiacomo.

4. Board Development and Training – Jenkins.

Discussion moved to January meeting.

5. Executive Session – DiGiacomo

#### EXECUTIVE SESSION.

**MOTION** to enter into Executive Session to discuss matters related to *a particular student* pursuant to C.R.S. 24-6-402(4)(h). Approved unanimously.

Entered Executive Session – 8:54 pm.

Executive Session Recorded

Exited Executive Session – 9:32 pm.

**MOTION** to deny appeal to remove students’ suspension as discussed in executive session.

Approved unanimously.

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#### Adjourned

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

Meeting adjourned at 9:35 pm.