

New Vision Charter School
2366 E. 1st Street, Loveland, CO
Board of Directors Meeting
Monday, April 25th, 2016

5:30-5:45 pm : Work Session

- 1.0 Roll Call - Rick Daley, President, Melissa Doherty, Vice President, Brenna Strait, Member at Large, Deb Callies, Secretary, Pat Sweat, Business Manager, Phil Borchelt, Principal, John Cheever, Member at Large, Brian Hamill, Treasurer

- 2.0 Robert's Rules of Order -
 - 2.1 Deb Callies reviewed a summary version of Robert's Rules of Order that are used by the City of Loveland and may be useful to the Board of Directors.
 - 2.1.1 4 Board members are needed to have a quorum at this time.
 - 2.1.2 Members of the meeting are people at the table. Attendees who are not at the table are part of the audience.
 - 2.1.3 Audience members can be asked for any expert opinions etc, but then the discussion is back to the members and will not include the audience participation unless asked for.
 - 2.1.4 The secretary will record any motions exactly as they are stated for the minutes.
 - 2.1.5 The Board liaison reports to the Board about any committees.
 - 2.1.6 Anyone can ask at any time for the motion on the floor.
 - 2.1.7 When considering motions, no one can speak without permission from the Chair.
 - 2.1.8 The Chair must offer everyone the chance to speak at least once.
 - 2.1.9 Deb Callies offered to create document of Robert's Rules of Order that would be specific to New Vision Charter School Board of Directors.
 - 2.1.1.1 Brenna Strait will send a list of requested terms to be added to the document. Rick Daley asked that the draft of the document align with the current agenda format.

5:45-6pm Informal Meet the Board

6 pm: General Session: Meeting called to order at 6:04 pm

- 1.0 Opening of Board Meeting
 - 1.1 Call to Order: "Our mission is to be a public school of choice that will produce high achieving model citizens through a content rich educational program and a partnership of students, parents, staff and the community."
 - 1.2 Roll Call- Rick Daley, President, Melissa Doherty, Vice President, Brenna Strait, Member at Large, Deb Callies, Secretary, Pat Sweat, Business Manager, Phil Borchelt, Principal, John Cheever, Member at Large, Brian Hamill, Treasurer

- 2.0 Adoption of Agenda: Brian Hamill motioned to adopt the agenda. Brenna Strait seconded. Brian Hamill motioned to adopt the agenda with the change of swapping the 2 executive sessions. Motion seconded by Brenna Strait. Motion approved.

- 3.0 Approval of Minutes : Brian Hamill motioned to approve March 28, 2016 minutes as written. Brenna Strait second. Motion passed.

- 4.0 Consent Agenda - Motion to accept the Consent Agenda made by Brian Hamill. Brenna Strait seconded. Motion passed.
 - 4.1 Approve new Board members
 - 4.2 Dress code policy updates - moved to new business

- 5.0 Committee Reports:

5.1 Accountability

- 5.1.1 Brenna Strait reported on the School Accountability Committee. Reports have been attached to the Board Packet.
- 5.1.2 SAC would like to see the same reports from last year in order to compare the 2 years.
- 5.1.3 Rick Daley would like SAC to quantify the impact of teacher turn over, i.e. How long does it take for a new teacher to impact the growth of students? Brenna does not think that there is data that will answer that question, but will take the question to the SAC committee and find out.
- 5.1.4 The committee feels that at some data mining does not align with the school's charter. Does this apply to a School Accountability Committee? Is the committee being asked to track teacher performance? Brenna Strait suggests that another committee (Committee of 2) follow up with this. But, she will talk to the SAC committee about this.
- 5.1.5 Brian Hamill suggested that at the all day meeting in June the Board should decide, and list, any reports or information that they will ask for from committees.

5.2 Finance/Development Committee

- 5.2.1 Brian Hamill reported for the Finance Committee.
- 5.2.2 Phil Borchelt will report on his attendance of the Thompson School District Board meeting.
- 5.2.3 Finance Committee is asking the Board to vote on Kindergarten tuition and student fees for next school year.
- 5.2.4 Brian Hamill did a small, informal audit of the checking account with Pat Sweat. Purchase requests are entered into Google Docs. This makes it very easy to track purchase requests, purchases and payments.

5.3 Committee of 2 - Brenna Strait and Brian Hamill went over Phil Borchelt's evaluation.

5.4 PR Committee- Did not meet.

- 5.4.1 Middle school outreach - Phil Borchelt would like to go to some of the middle schools and hand out flyers to recruit new students.
 - 5.4.1.1 Brenna Strait, Brian Hamill, and Melissa Doherty expressed their concern at this approach.
 - 5.4.1.2 Phil Borchelt would like to give out flyers in order to let parents know that New Vision has openings for middle school students.
 - 5.4.1.3 Melissa Doherty would like to focus on a "recruit from within" strategy.
 - 5.4.1.4 Melissa Doherty would also like to find a way to get parents to review the school online in order to increase the rank of NVCS,
 - 5.4.1.5 Phil Borchelt would like parents to give out flyers to families who may be interested in New Vision.

5.5 Hiring Committee - Tim Bishop was offered, and accepted, the principal position.

5.6 School Day Committee - no report

5.7 Nighthawk News Board Corner

- 5.7.1 The first BOD column for the Night Hawk News was this week. If any Board members have anything they would like to add, Brian Hamill would like to get that information for the next issue.

Bylaws Section 3.3: The committee purpose is to consider, review, advise upon, and make recommendations to the board.

6.0 Public Participation - No one signed up for public participation.

The Board of Directors encourages community members to express their views on Board policy. Those wishing to speak to the Board should sign the Public Comment Roster located in the lobby next to the meeting agenda prior to the meeting. If you sign up to speak on the Public Comment Roster to address a specific agenda item, the Board president will give you an opportunity to speak during the Public Participation portion of the agenda or when that agenda item is before the Board for action. To manage the Board's and the public's time in the most effective manner, there is a three-minute time limit for individual speakers. If four or more individuals sign up to speak on the same side of the same topic, the Board will hear ten minutes from that group, arranged in any respectful way the collective individuals decide. If a member of the

community would like to give a more formal presentation a written request must be submitted to the Board at least 10 days in advance. Contact the Board secretary for more details.

- 7.0 Announcements -(May 30th is a holiday), May Board of Director's meeting will be May 23, 2016.
 - 7.1 May Board Packet Items Due on **May 16th**
 - 7.2 Upcoming Meetings Reminder: Agenda setting **May 9th , BOD meeting May 23rd** 2016
Brian Hamill will not be able to attend due to work travel. He will submit a list of the jobs he would like to volunteer for.
 - June meeting is all day on Saturday-** June 18, 2016
Agenda could include: Strategic planning, standardized board reporting, evaluation of strategic plan, etc.

- 8.0 PTO Report: Sara North reported
 - 8.1 Updates
 - 8.1.1 Teacher appreciation is next week.
 - 8.1.2 Tomorrow night is a special meeting to clarify the by-laws for the PTO
 - 8.1.3 PTO is meeting May 9th for elections
 - 8.1.4 Closed out Hawk Walk and spent the last money today

- 9.0 Administration Report:
 - 9.1 \$9,472 in Title II grants.
 - 9.2 Smash Burger Nighthawk Nosh made \$320.00 for the school.
 - 9.3 Phil Borchelt, Brian Hamill to meet with Dan Shearer, Superintendent of Thompson School District, and Ian Stout, Principal of Loveland Classical School, to learn about the bond/mill levy.
 - 9.4 Potential Social Studies teachers have been interviewed. Phil Borchelt will inform the Board of the teacher that he wants to hire.
 - 9.5 7 candidates will be interviewed for the music teacher position. Interviews are scheduled for Wednesday April 27th.
 - 9.6 Usbourn Book Fair gave us 49 free books for having a book fair.
 - 9.7 Room dividers are in the loft. Money came from the 2015 gala.
 - 9.8 Former NVCS math teacher, Scott McNutt, will be returning to teach middle school math here.
 - 9.9 Phil Borchelt has a meeting with the new principal, Tim Bishop, on Wednesday morning, April 27th. They will continue to meet until mid June 2016.
 - 9.10 Enrollment & Withdrawal report - no report
 - 9.11 Enrollment Status report - no report
 - 9.12 Teacher engagement survey - results back from UNC. There were some statical changes, but most of the information stayed the same.
 - 9.12.1 The Board will look at the comments in the survey and discuss what they can do to address the comments.
 - 9.12.2 Some staff would like more feedback about their performance.

- 10.0 Business Manager's Report: Pat Sweat reported
 - 10.1 March financial reports are on track. Brian questioned the higher amounts for salaries & benefits reflected for June. Explained these include projections for the unused PTO payouts, stipends and the journal entry to move the July teacher salaries into June. Current projections indicate we will have some access funds that can be reallocated into other budget areas at the May board meeting.
 - 10.2 The budget numbers were revised for further discussions. Budget will be finalized at the May 23rd meeting so that it can be submitted to TSD before the end of May.
 - 10.3 Security Project:

- 10.3.1 Greeley Lock and Key is the preferred vendor from Pat Sweat and Rob Protzman.
- 10.3.2 Per the Claire Davis Act, Pat would recommend taking care of the exterior doors at the minimum.
- 10.3.3 Rob Protzman reviewed the Interconnex and Greeley Lock and Key proposals.
- 10.4 Rick Daley asked that the Finance Committee meet with Pat Sweat and administration to review and prioritize projects.
 - 10.8.1 Melissa Doherty would like to see safety as a top priority.
 - 10.8.2 PTO will consider funding safety as part of their Hawkwalk money.
- 11.0 Staff Liaison report - video presented by Marian Hejl
- 12.0 New Business:
 - 12.1 Security Proposal: Claire Davis Act - no report
 - 12.2 Dress Code enforcement procedure
 - 12.2.1 Procedure was reviewed by the Board.
 - 12.2.2 Feedback to Kelly Smith is that the Board wants more specifics in the enforcement procedure.
 - 12.3 Dress code policy
 - 12.3.1 Enforcement procedure should support the policy
- 13.0 Action Items
 - 13.1 Bell times - Deb Callies reported
 - 13.1.1 Neutral to small positive effect to change of the schedule.
 - 13.1.2 Reviewed number of minutes as compared to other schools.
 - Numbers appear to be pretty flat and not significant. Length of school day for high and NOT high performing schools, similar within 5 minutes per day.
 - 13.1.3 Sara Vanderheyden reviewed the School Day Committee Notes - posted on the Board Packet
 - 13.1.4 Logistics: Sara Vanderheyden and others are equipped to handle the logistics of a change.
 - 13.1.5 Licensing: All of the needed qualifications for the school to have afterschool child care have already been addressed. There should not be an issue getting approval for an after school program.
 - 13.1.6 Deb Callies motioned to have the day from 7:50am to 3:00pm. John Cheever seconded. Brian Hamill to amend the motion to include only grades K-5. Rick Daley suggested amending the motion to make this for effective 2017-2018 school year.
 - 13.1.7 Melissa Doherty expressed concern that the teachers need to feel valued and listened to. She is concerned that teachers may leave due to the Board's not addressing the topic of bell times, or pushing the topic off to another year.
 - 13.1.8 Marian Hejl suggested looking at behaviors, scores etc. to get data on how the reduced bell time will actually affect students.
 - 13.1.9 Marian Hejl suggested instead of shortening the day by 30 minutes making concessions for the teachers to have that 30 minutes for themselves. Investigate ways to give teachers those 30 minutes.
 - 13.1.10 Rick Daley called for a vote on Deb Callies motion (13.1.6). John Cheever, Deb Callies and Melissa Doherty voted for. Brenna Strait, Rick Daley and Brian Strait against. Motion did not pass.
 - 13.2 LED Lights proposal - tabled
 - 13.3 Kindergarten tuition - recommendation from the school was no change.
 - Breanna Strait motioned to keep the kindergarten tuition at \$330.00 per month for the 2016-2017 school year.
 - 13.4 Materials fees
 - 13.5 Security proposal - tabled.
 - 13.6 Salary Matrix 2016-2017 - Brian Hammill motioned to approve the salary matrix as presented by Phil Borchelt in the January meeting. Brenna Strait seconded. Motion passed.
 - 13.7 BOD term limits

It was recommended that the 2 Board members have 2 year term limits and 2 Board members have 3 year term limits.

14.0 Recap/Assignments

15.0 Executive Session: CRS 24-6-402(f) AP position

16.0 Executive Session: CRS 24-6-402(f) Principal review

17.0 Adjourn

This New Vision Board of Directors meeting will be held at 5:30 p.m. at New Vision Charter School, 2366 E. First St, Loveland, CO 80538. New Vision Charter School prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information should contact NVCS at (970) 613-8262 (voice) or in writing to 2366 E. 1st Street, Loveland, CO 80537.