

**New Vision Charter School  
2366 E. 1<sup>st</sup> Street, Loveland, CO  
Board of Directors Work Session  
Monday February 29, 2016**

**No Work Session Scheduled**

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.

**5:30 pm: General Session:**

- 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, Brian Hamill, Treasurer, Brenna Strait, Member at Large, John Cheever, Member at Large, Phil Borchelt, Principal, Kelly Smith, Dean of Students, Pat Sweat, Business Manager, Melissa Doherty, Vice President. Deb Callis, Secretary.
- 2.0 Adoption of Agenda: Brian Hamill moved to adopt the agenda as written. Brenna Strait second. Motion passed.
- 3.0 Approval of Minutes :
  - 3.1 January 23, 2016
  - 3.2 Brenna Strait motioned to accept the minutes as written. Brian Hamill second. Motion passed.
- 4.0 Consent Agenda- none
- 5.0 Committee Reports:
  - 5.1 Accountability - SAC Committee to take back accountability and drive achievement. They will follow up with the BOD as needed.
  - 5.2 Finance/Development Committee -
    - 5.2.1 Inspection of the building was completed. Brian gave an overview of the scorecard for maintenance and building improvements. Focus is on things that need to be repaired and maintained.
    - 5.2.2 Phil Borchelt will check on having another safety inspection completed
  - 5.3 Committee of 2
    - 5.3.1 Committee of 2 met and shared their minutes with the other Board members.
  - 5.4 PR Committee
    - 5.4.1 Met with Phil Borchelt and Fran Kotalik. Discussed were different ads that they are considering placing in different papers.
    - 5.4.2 New Vision needs to "blow their own horn" regarding the benefits and advantages of going to a charter school.
    - 5.4.3 Also discussed is the need for more & better word of mouth.
    - 5.4.4 \$25 gift card for successful referrals
  - 5.5 Hiring Committee
    - 5.5.1 Hiring an administrator must follow a process that is required by law.
    - 5.5.2 Phil Borchelt is asking Thompson School District to get a link on their website for job openings and/or possibly listing openings directly.
    - 5.5.3 Other areas to advertise job postings were discussed. Craigslist, Colorado

League of Charter Schools' website, CASE website, some plains newspapers etc.

- 5.5.4 Number one way is to ask friends, co-workers, etc for referrals.
- 5.5.5 Next step is to develop screening questions.

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

## 6.0 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.

- 6.1 Jenny Hutson, mother of 2 students at NVCS, spoke to her feelings of support regarding shortening the school day K-5. "An extended school day does not make a great school. Great teachers make a great school."

## Announcements \*\*

### 7.1 February Board Packet Items Due on **Monday March 21, 2016**

### 7.2 Upcoming Meetings Reminder: Agenda setting **March 14, BOD meeting March 28, 2016**

## 7.0 PTO Report: No report

## 8.0 Teacher Liaison Report

### 8.1 Prezi presentation

## 9.0 Administration Report:

### 9.1 Enrollment & Withdrawal report

### 9.2 Enrollment Status report

- 9.2.1 7th Grade will be the biggest challenge for next year. We're already down 6, and we currently have 8 openings for next year, for a total of 14 openings. There are no 7th graders on the waiting list.

- 9.2.2 For the last few years, 7th and 8th grades have had low attendance.

### 9.3 Intent to Enroll response - no report

### 9.4 Boys and Girls Club is looking for a new director

### 9.5 \$594 check from Target

### 9.6 \$473 check from King Soopers

### 9.7 Only 44 confirmed and signed up for Yellowstone Trip. The trip has been postponed to next year. They will continue to fundraise throughout the year for next year's trip.

### 9.8 Phil asked Mr. Graybill to help with setting up a golf fundraiser for this spring.

### 9.9 Boys and Girls okayed a permanent sign for parking spot

### 9.10 Hydrogen Peroxide wipes have been given to all teachers/classrooms to help fight illness

### 9.11 Representatives will be attending the Wyoming, CSU, UNC and Peak to Peak job fairs.

## 10.0 Business Manager's Report:

### 10.1 January Financial Reports -

- 10.1.1 No unexpected expenses to date. Financial reports look different due to work

- on the changing the chart of accounts to get them more aligned with the CDE reporting process. The January trend report reflecting the 12 month recap will be sent to Board this week.
- 10.2 Update on BGC agreement -
    - 10.2.1 Agreement was sent to the BGC on February 9, 2016. No response to date.
    - 10.2.2 Art room tables were sanded down and cleaned. Originally BGC wanted us to pay our share this but we were able to get them to agree to shoulder that expense as the tables were not being cleaned on a regular basis and we have been paying our share of their nightly custodial costs..
  - 10.3 FY 16 Budget Guidance
    - 10.3.1 Proposed preliminary 2016-17 budget has been trimmed in many areas to accommodate the possibility we may not receive the incremental funding that we received this year.
    - 10.3.2 Salary/benefits expense is projected to go down next year vs. this year as we are not projecting years of service bonuses next year. Further evaluation on the changes in staffing will be completed and shared with Board Treasurer to determine if the \$30K reduction for 2016-17 is realistic.
    - 10.3.3 Pat Sweat shared the proposal from 1st National Bank related to possible increase in interest earned if savings account is changed to a money market & CD account. Rick Daley suggested waiting on any decisions until after getting information from TSD in May or June as to whether we will continue to receive the incremental funding for 2016-17.
  - 10.4 Student FTE/Enrollment Projections. Per the Finance Committee meeting, our preliminary budget proposal is based on 450 FTE.
- 11.0 New Business:
- 11.1 BOD recruiting
    - 11.1.1 Rick Daley spoke with Janet Bachelder
    - 11.1.2 Robin Ramsey attended tonight's meeting to observe
    - 11.1.3 Emails, social media, newsletter, email blasts are being used as recruiting tools. A BOD table will be available during parent teacher conferences to answer questions and encourage parents to consider running for a position on the Board
  - 11.2 Bell times - Sara Vanderheyden reviewed and answered questions regarding proposed changes in bell times.
    - 11.2.1 Benefits of making the change:
      - 11.2.1.1 To honor the promises made to teachers several years ago. The size of classes went from 18 to 24 and now at 27. Teachers were originally told that the class size would be reduced when the budget was increased.
      - 11.2.1.2 Originally there was 1 teacher assistant per grade. That has been reduced significantly, but pay has not increased for additional work load.
      - 11.2.1.3 Potential teacher retention.
      - 11.2.1.4 Younger students struggle in a longer day and teachers work to fill the day and keep students engaged. Actual instructional time will not change with a shorter day.
      - 11.2.1.5 Core class time is not being cut back from what the original founding parents had set up.
    - 11.2.2 Rick Daley ended the discussion and it will resume at next month's meeting.
  - 11.3 SAC survey questions - the proposed questions are acceptable to the Board
  - 11.4 Facility Inspection Report - no further questions or comments
  - 11.5 LED Lights - in order to have value, the cost needs to be better than the reimbursements. Pat Sweat will follow up with other schools to determine if the value that was given is correct. Pat Sweat will get 2 additional estimates. This upgrade will be done in future years.

- 11.6 Security Proposal -
  - 11.6.1 Update the front entrance to a controlled access door.
  - 11.6.2 Update the doors to electronic key cards.
- 11.7 2016-2017 Calendar
  - 11.7.1 New Vision's calendar aligns with the Thompson School District calendar
- 11.8 Kitty Moore, office manager, briefed the Board on the steps that are being taken regarding school, staff and student safety. Kitty Moore and Kelly Smith have written and worked on an Emergency Operations Plan for New Vision. They will continue to test the plan throughout the next several months.

#### 12.0 Action Items

- 12.1 Sign tax forms - Brenna Strait motioned to have the 990 tax form signed by Rick Daley. Deb Callis seconded. Motion passed. Rick signed the forms.
- 12.2 Late enrollment - Phil Borchelt would like to be able to bring in a student after the last day of school enrollment in December.
  - 12.2.1 Brenna Strait motioned to allow Phil Borchelt to enroll students after the December deadline for the 2015-2016 school year only. Deb Callis seconded. Motion passed.

#### 13.0 Executive Session

#### 14.0 Adjourn

This New Vision Board of Directors meeting will be held at 12:00 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.