

Imagine Classical Academy

Where students are classically trained, culturally literate, and globally prepared.

6464 Peterson Colorado Springs, CO 80923

April Regular Board Meeting

April 23, 2018 6:00 P.M.

Rom 209

The mission of the Imagine Classical Academy at Indigo Ranch is to positively shape the hearts and minds of our students by providing them with an academically rigorous and content rich curriculum, a learning environment of high expectations for student achievement in which character is modeled and promoted within a collaborative community based on trusting relationships.

The Board shall use the Mission, the Motto and the Six Measures of Excellence (Shared Values, Parent Choice, Academic Growth, Character Education, Economic Sustainability, and School Development) as the filter for all decision making.

1. Call to Order – (6:00pm)
2. Roll Call – Brandon Henry, Markus Bahnemann, Michael Phillipich, Chris Dempsey. Also present Monte Lange, Nancy Box, Frank Fowler, Scott Hunter and Valerie OBrien
3. Pledge of Allegiance – (6:01pm)
4. Mission Statement - (6:01pm) Brandon Henry read the mission statement
5. Approval of Board Meeting Agenda – Markus Bahnemann motioned to approve the Board Meeting agenda as presented, Brandon seconded. Motion passed 4-0
6. Comments from the Public - none
7. Approval of Minutes – (6:02pm) Markus Bahnemann motioned to approve the minutes for March 19th and April 2nd as presented, Michael Phillipich seconded, Motioned passed 4-0
8. Swearing in of New Board Member - Ms. Jen Reishus - (6:05pm) Chris Dempsey performed the swearing in for Jen Reishus
9. Treasurer's/Business Manager's Report on Trend - (6:06pm) Michael Phillipich gave an overview of the trend report for March. He highlighted that we started the year with a huge loss, but turned it around to a small positive amount. Discussed possible increase to PPR due to decrease of negative factor.
10. Dashboard (Principal's Report) - (6:09pm) Frank Fowler reviewed the dashboard report noting a spike in discipline recently. Reviewed recent Star test results for reading and math. Reviewed where we are at with hiring and teacher retention for next school year. Also reviewed some of the fun things we are doing at the school for parent choice. Note: the reserve funds noted on the dashboard was not accurate, the correct amount as of 4/23/18 is \$180,000
11. Accountability Committee Report – (6:29pm) Gracee Liggett reported that the last meeting for the SAC the group signed off on the UIP, which was not required this year but was completed anyway. Also reviewed the wish list for the MLO funds for next year. There was some discussion about training teachers and utilizing different modalities of teaching. Potentially looking at a strategy called Number Talk for next school year.
12. Regional Report - (6:33pm) Nancy Box gave the regional report. She noted that Markus Bahnemann and Monte Lang chatted about the evaluation. Also handed out a report about the water mitigation report. The OCR resolution moved into the compliance phase, one of those things was to hold a 504 meeting for that student, even though that student is no longer at our school. That happened last Monday at our school. There was also required PD that came out of the resolution, which will be held this Friday at the PD day. Two regional academic coordinators from Imagine came to the school to support teachers earlier this month. They provided 13 hours of support over 2 days. The staff survey

was completed at the end of March and the family surveys are in progress currently. Frank Fowler and Nancy Box did their mid-year goal review as well as reviewing the resume of the new German teacher. Monte Lang noted that he did reach out to his systems people to schedule a facility review, which will probably be completed during the summer. Monte mentioned that there has been some discussion about marketing so he invited Chris Klonoski with Proficio to discuss marketing further. She was hired by Imagine to help with attraction and retention efforts to help each school. She visits each school to identify areas of concern, needs, strengths, weaknesses etc. There was some discussion about the recent enrollment issues this year at our school. Decision was made to not update the logo at this time. Now we can move forward with the other marketing programs such as a brochure, table for fairs, mailers, welcome poster cards, thank you cards etc. Gracee will move forward with ordering print documents for this summer into next fall. Marketing consultant cost is \$65 an hour. Gracee and Brandon are planning to meet this week to work on this further.

13. Discussion Items

A. Bylaws/Board Policy Manual

- a. Tech Writer - (7:04pm) Brandon Henry found a parent volunteer tech writer to work on cleaning up the policies. Markus Bahnemann noted that Nancy Box worked hard to match up our policies with the corresponding policy from D49. In reviewing policies, we should probably have the corresponding individual that implements those policies to do a sanity check and take the opportunity to make those changes. Noted there are a number of policies that were not in the document but have been updated in recent years. It is a huge document and there is quite a bit of information that needs to be discussed and reviewed. Michael Phillipich noted that we need to update the policy manual every 3 years, going forward it would be best to do it in sections rather than complete it all this calendar year. Markus recommended a goal of at least 75% review before the next charter renewal in the spring.
- b. Financial Sustainability Policy - (7:18pm) 1st read of the Financial Sustainability Policy by Michael Phillipich. Noted that the current policy manual did not have a financial sustainability policy however that is one of our annual goals and therefore needed to be spelled out. Noted that we do not currently have any non-appropriated reserves, however we are limited by a 15% cap for that. The board may want to explore that further next year. Also added investment management to the policy per state statutes. Added financial targets, not mandatory in nature but provide a framework for the principal and business manager to operate. Revenue to growth is to try and keep us solvent.

- B. 2018-2019 Hiring - (7:28pm) Frank Fowler discussed the recent conversation of needing an academic coach. However over the course of this year we have realized that the filtering down of expectations from threat assessments is far greater than originally realized. Those things are taking up a significant amount of time, requires two people in the room which can eat up a day. We have started to realize the Dean of Students position is probably a position we should consider first before the Academic Coach. We already have put into place some assistance for the Instructional Coach, so the format is already in place with funding and structure. At this point we feel the Dean is the better direction to move at this time.

C. Evaluations (7:34pm)

- a. Principal/Assistant Principal - (7:34pm) Chris Dempsey discussed the new model for evaluating the Principal and Assistant Principal. At this point 68% of the staff have completed the survey. Hoping to review the outcome at the May meeting.
- b. ESP - (7:35pm) Markus Bahnemann noted that the format currently matches the contract we have now. Will that contract format change? Monte suggested we wait to see how that document changes before moving forward.

D. Relevant Waivers

- a. Readiness Reporting - (7:37pm) Markus has a draft of the waivers. He explained that there are certain waivers that are automatic for charter schools, however there are 3 that are no longer automatic however we are choosing to adopt all of those waivers. (Gifts Donations & Grants, Competitive Bidding, & Food Service). With the automatic waivers you do not have to provide an RRP, however when requesting waivers that are not automatic you must explain why and what we are doing to replace that item. Nancy highlighted that we must renew these waivers with every renewed contract. It was noted that the board manual does not currently match the license requirements. Chris Dempsey requested that Frank and Scott rewrite the policy to reflect our actual practices.

E. Building

- a. Water Mitigation - (7:53pm) Chris Dempsey noted that we originally wanted to pay the cost up front and have Imagine repay us for the expense. Imagine came back and said that they would not pay the cost

unless we signed a multi-year contract. We are not able to sign that with TABOR restrictions so we are back to the beginning on who will pay the costs. Michael Phillipich would like to know if Imagine/Schoolhouse is planning to pay for this cost. Monte stated to date they have covered all the costs. He will commit to covering the \$2900 cost. Michael Phillipich noted that he would like to know what consequences will happen if we do the French drain to dry out the land? Will there be contracting and building structure shifting again?

- F. ESP Fee - (7:57pm) Chris Dempsey noted that Imagine gave a 9.5% fee adjustment to which ICA prepared the initial budget for 2018-2019 reflecting this amount. Later Imagine came back requiring a multi-year contract be signed to obtain that fee. Chris Dempsey noted that signing a multi-year contract is illegal under TABOR laws and therefore, we are unable to agree to those terms. Therefore the Board is will have ICA adjust the budget to reflect the 12% fee.
- G. Preschool Operating Status - (8:00pm) Preschool LLC is in the process to be finalized.
- H. Town Hall - (8:02) Chris Dempsey noted there will be a town hall May 14th, followed by a board meeting. This will be a question and answer opportunity. Eric Hall or somebody from his firm will be attending the Town Hall. Brandon will work with Chelsea to send a save the date.

14. Vote to Adjourn to Executive Session - (8:04pm)

Executive Session

Negotiation strategy and instructing negotiators, i.e., contract negotiations, CRS 24-6-402(4)(e))

15. Vote to Adjourn from Executive Session - (9:11pm)

16. Action Items (*Items that are for Board Approval by vote, which may require Board discussion.*)

- a. Any Items Discussed in Executive Session Requiring a Vote: None
- b. RRP & Teacher Licensure: None

17. Board Member Communication - (9:12pm) Michael Phillipich commented about policy on reimbursing expenses and mileage for board members. Going forward Phillipich would like us to create a policy concerning these expenses.

18. Other Business: none

19. Adjournment – (9:13pm)

20. Informal Board Self-Assessment (After Meeting Five (5) Minutes) - None

Board meetings are generally a time for the Board to hear from the Principal, other senior administration representatives, and those who are scheduled to make presentations on selected topics. Colorado law prohibits the Board from discussing public business other than during public meetings or executive sessions (see below). Therefore, these public sessions are working sessions of the Board that are intended to provide interaction between Board members and administration in an effort to reach decisions on a wide variety of issues. With rare exception, these meetings are not the best place for initial discussion to take place. New initiatives or proposals should typically be discussed first with administration and a formal proposal prepared for presentation at a time when the item can be scheduled on the agenda. Nevertheless, there are times when the Board is discussing a proposal that certain individuals attending the meeting can provide valuable insight, expertise and perspective to assist the Board in making wise and well-informed decisions. Generally, those involved in bringing forth an idea, and those most active in the process of researching and presenting a proposal, will be the ones most likely to be called upon for input during the Board's discussion. In addition, senior administration officials and representatives from other active task forces will be relied upon for their perspective concerning a particular proposal and the impact it will have on various constituencies.

OPEN FORUM/COMMENTS FROM THE PUBLIC:

During each meeting, the Board sets aside a period of time when anyone who wishes to do so may make a brief statement or mini-presentation to the Board on a non-agenda item. The Board will take these comments and suggestions under consideration, but will typically not have adequate time in the schedule or enough information to be able to make a decision or respond during the meeting. The Board may choose to refer such items to the administration for research and the possible future preparation of a recommended course of action to be considered at a later meeting. Open meeting forum is not a time to discuss students, staff, or parents by name.

OTHER VENUES FOR IDEAS AND SUGGESTIONS:

New ideas and suggestions are often best handled by contacting the administration. In addition, there are a number of other venues where interested individuals are encouraged to bring forth ideas and suggestions. These include, but are not limited to, Student Character Council; Parents Teachers Organizations (PTOs), Town Hall Meetings, Principal's Coffees, regularly scheduled parent meetings, and various Task Forces. Proposals which are brought forth through groups such as these, in close cooperation with the administration, are typically organized in a manner that make them easier for the Board to properly consider them and make well-informed decisions.

EXECUTIVE SESSIONS:

While the law requires that most Board meetings be open to the public, the Board may meet in a private, "executive" session to consider the following types of matters: (i) purchase or sale of real estate; (ii) conferences with an attorney for the purpose of receiving legal advice; (iii) matters required to be kept confidential by federal or state laws or regulations; (iv) specialized details of security arrangements or investigations; (v) determination of positions relative to contract negotiations; (vi) personnel matters; (vii) consideration of documents protected by the Open Records Act; and (viii) discussion of most individual student matters.