

## **Imagine Classical Academy Indigo Ranch**

**6464 Peterson Colorado Springs, CO 80923**

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

October Regular Board Meeting

6 P.M.

October 29, 2018 - Room 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 - (6:00pm) Chris Dempsey, Mike Phillipich, Jen Reishus, Stephen Teague. Brandon Henry is absent. Also in attendance, Nancy Box, Monte Hall, Frank Fowler, Scott Hunter, Dan Speer, Valerie O'Brien
3. Pledge of Allegiance - (6:01pm)
4. Mission Statement – (6:01pm) Chris Dempsey read the mission statement
5. Approval of October Board Meeting Agenda - (6:01pm) Stephen Teague motioned to approve the October Board Meeting Agenda as presented, Jen Reishus seconded the motion. Motion passes 4-0.
6. Approval of September 24, October 11, 15 and 21 Board Meeting Minutes - (6:01pm) Mike Phillipich motioned to approve the meeting minutes as presented, Jen Reishus seconded the motion. Motion passes 4-0.
7. Comments from the Public – (6:02pm) None
8. Treasurer's/Business Manager's Report on Trend – (6:03pm) Jen Reishus noted that the official count number is 663 FTE. She also reviewed that \$2,967 for Federal Impact Aid was received in September. There will be an extra charge in October from the district to true up the cost for services such as SPED and Admin, this cost will be \$11,485.
9. Dashboard (Principal's Report) – (6:06pm) Frank Fowler reviewed items to focus on for the dashboard such as benchmarks like STAR and Diebels. Noted that FTE ended up being 663 for the school year. Discussion around exit interview data for students that have left since May 2018. For example, 22% were families moving out of the area, 5% left due to administration etc. Also highlighted the wishlist and wants/needs list. Scott also gave an update on the purchase of the chromebooks. Over 200 will be coming within the next week or two. These were purchased using MLO funds..
10. School Accountability Committee Report - (6:20pm) Frank Fowler updated that Lisa Baker has stepped down from the SAC committee and he potentially has another parent interested in taking over the position.
11. Regional Report – (6:22pm) Nancy Box asked for clarification on the marketing offer from Imagine. Chris Dempsey clarified that we are not cutting off marketing services completely but were not interested in using them at this point in time. The quote for the water issue was been updated. Same scope of work but higher in cost due to increases to plastic costs. Scott and Nancy have worked in depth on the policy manual updates. Noted that there was a detailed educational strategies meeting last week to help move the school forward in the coming months. Reviewed the summary from Brandon Dahl from his budget discussion with Valerie last week. Chris commented that although Imagine feels the budget issue is based on low enrollment, the indirect fees and high lease contributes more to the budget problems we are currently facing. He noted that we need to be able to teach the kids and cutting teachers is not the way to go. Mike asked what the recommendations were from Imagine and had an in depth discussion concerning staffing levels and budget. Mike noted that if Nancy would not recommend cutting teachers than that should have been left off the summary/recommendations presented by Imagine at the meeting tonight. Chris noted that reducing legal fees is not an actionable item, Imagine could work to fix the issue that is causing this added expense. Again this item should have been left off the recommendations in Chris' opinion.

## 12. Discussion Items

- A. 2018-2019 Amended Budget - (6:34pm) Valerie noted that the budget has been amended to include the accurate FTE from count day as well as confirming actual expenses both already spent and coming up. The budget is still fairly conservative at this point. Also of note, the preschool portion has been moved to its own section to separate the finances as requested by the district in the charter renewal. The main school is conservatively looking at a loss of \$100k, whereas the preschool is estimated at a gain of \$23k. The budget was reviewed in depth last week with Brandon Dahl from Imagine. As noted above in the regional report, it was his opinion that the budget is pretty tight. He felt the staffing ratio was solid at 46%.
- B. FY 2018 Audit - (6:42pm) Jen noted that she reviewed the audit in depth and there was no major concerns. It was a clean audit from her perspective.
- C. Waivers - (6:45pm) Stephen will check with Andy Franko to determine all of the beginning and ending dates of the waivers we currently hold to confirm if any need to be approved or added. This item will be reviewed at the next board meeting.
- D. Charter Renewal - (6:49pm) The charter renewal team was in the building today for the site visit. There was a team that met with a focus group of parents, teachers as well as key staff members. The meetings went well; main discussions were how concerns from last year have been corrected. There will be a work session in November and then a vote in December or January.
- E. ESP Evaluation Schedule - (6:51pm) Chris noted that the board will consider tonight's meeting to be a notification to Imagine about the evaluations, with a self eval at the next meeting and an Imagine eval at the meeting after that.
- F. Strategic Planning - (6:52pm) Chris noted that the board has hired Amy Slothower for consulting services on developing the strategic plan for the school. The board did receive permission from imagine to have approx. 15 employees talk with Amy to help her in developing this project. Should there be more informational requests needed, Chris will work with Monte for approval.
- G. Resolution to Article II, Section 4, Item b of the bylaws - (6:55pm) Current bylaws state that any officer of the board will be removed from the board if they miss 6 or more meetings in a twelve month period. Mike Phillipich has an impending TDY with the Air Force that will cause him to miss at least 6 meetings. Therefore the board sought legal advice for this situation. Counsel has recommended a written resolution be drafted in which Mike Phillipich abstains from the vote. The board proposed a temporary change to the bylaws.
- H. Registration Policy 1st Reading - (7:02pm) Chris Dempsey completed a first reading of the Registration Policy for the main school and preschool.
- I. Grievance Policy 2<sup>nd</sup> Reading - (7:15pm) Chris Dempsey noted that he made a few minor non substantial changes to the policy since the last reading. Chris completed the 2<sup>nd</sup> reading of the grievance policy.
- J. Facilities Plan 2<sup>nd</sup> Reading - (7:16pm) Mike Phillipich completed the 2<sup>nd</sup> Facilities Plan reading. No changes.
- K. Imagine Schools Proprietary Information/Equipment - (7:17pm) Chris Dempsey noted that Monte Lang supplied the proprietary information list as requested by the board. Monte noted that the list was not exhaustive and would need to be reviewed and updated in more depth. The updated list will be submitted by the January 28<sup>th</sup> meeting.
- L. Lunch - (7:19pm) Lucy Nelson took a few minutes to discuss the changes that have been made to lunch. Currently the hot lunch kids are getting in the lunch line 5 mins earlier to get them through the line faster and to give them a little bit longer time to eat. Dan Speer noted that he and Frank have had 3 separate meetings with Ramon the kitchen manager to make sure lunch is running more efficiently. Staff were asked about having recess prior to lunch and overall the response was no. Lunches were handled that way around 6 years ago and there were the same issues so teachers worked hard to get that changed to lunch followed by recess. Chris thanked the staff for their time and effort to dig in and find a solution.
- M. Water Mitigation - (7:27pm) Chris Dempsey noted that we will work through Monte to make sure Schoolhouse Finance is properly notified of the planned improvements to the building prior to moving forward with the work.
- N. 2019-2020 Calendar - (7:28pm) Last month we discussed revisions to the 2019-2020 school calendar including extending fall break to two weeks as well as extending the school day. Staff discussed internally, parents voted during conferences prior to fall break. The board is not prepared to vote on the calendar at this time. It was noted that the majority of parents and staff voted for the new 2 week calendar. Staff attending the meeting tonight said many parents felt they didn't care either way, others felt it would be nice for vacations etc. Chris noted that if we are to approve the new school calendar for next year, there would need to be discussion informing parents that

they may or may not actually get the two week break due to construction for the coming year. The board would like to delay the vote dependent on more information around the construction schedule for the new building.

- O. Training - (7:31pm) Jen and Stephen both completed their CDE board policy training. Brandon is about halfway done and has till March to complete.
  - P. Board Expense Policy - (7:32pm) The board would like to have business cards as part of the approved board expenses. Chris suggested Jen handle ordering business cards through Vista Print.
  - Q. School Website and App Bids - (7:57pm) Chris noted that Brandon submitted a bid as well as a conflict of interest form. Brandon's is the lowest bid submitted. A new company submitted a bid for a fully encompassing program however they are significantly higher priced. Chris would like to table this discussion/vote till next month. Hoping to receive a bid from the current provider as well.
13. Vote to Adjourn to Executive Session (8:02pm) – Mike Phillipich motioned to vote to adjourn to executive session. Jen Reishus seconded the motion. The motion passes 4-0

### **Executive Session**

- **C.R.S. § 24-6-402(4)(e)**
    - (e). Determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations and instructing negotiators, except that discussion of negotiations relating to collective bargaining or employment contracts shall occur in a public meeting, unless an executive session is otherwise allowed.
14. Vote to Adjourn from Executive Session – (9:13pm)
15. Action Items
- A. 2018-2019 Amended Budget – Stephen Teague motioned to approve the 2018-2019 Amended Budget as presented. Jen Reishus seconded the motion. Motion passes 4-0.
  - B. State Waivers – Tabled to the next meeting
  - C. 2019-2020 Calendar – Tabled to the next meeting
  - D. Resolution to Article II, Section 4, Item b of the bylaws – Stephen Teague motioned to vote on the Resolution to Article II, Section 4, Item b of the bylaws as presented. Jen Reishus seconded the motion. Motion passed 3-0 with Mike Phillipich abstaining from the vote.
  - E. Budget – Item removed from the agenda
  - F. Anything from Executive Session requiring a vote - None
16. Board Member Communication - None
17. Other Business - None
18. Adjournment – (9:15pm)
19. Informal Board Self-Assessment (After Meeting Five (5) Minutes) - None

**PARTICIPATION IN MEETINGS:**

*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.*