

# MINUTES

## Prospect Ridge Academy

2555 Preble Creek Parkway, Broomfield, CO 80023

*September 6, 2018 15:30 p.m.*

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### In Attendance

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**Voting Board Members:** Brian Houle, Susan January, Kevin Jenkins, Lena Lucas, Steve Perruzza, Heather Richards, Todd Stockard.

**Non-Voting Board Members:** Adam DiGiacomo, April Wilkin.

**Board Members Not Present:** Cameron Mascoll.

**Quorum Present?** Yes.

**Others Present:** Christina Head, Jamie Getz, Anja Smith, Thomas Dilts, Lark Rambo, Naomi Boyer, Jessica Buzbee.

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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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None.

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### Consent Agenda

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1. Minutes from August 9, 2018.

**MOTION** to approve Consent Agenda.

- Approved unanimously.

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### Policy/Bylaw Report

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**Wilkin.** Charter School Training Sunshine Law.

Review of online Module.

**Stockard.** Board of Director Policy Manual.

Section 4.2. Public Elections.

1. Math.
  - a. Elementary - Math in focus update (Head).
    - i. Teachers used as intended. Well received by teachers.
    - ii. State testing shows that Math should be a focus for PRA in 2018-19.
    - iii. Goals – improve understanding of math vocabulary; improve math facts in both knowledge and speed; improve state test scores.
    - iv. Changes – Math in focus training for new staff members; incorporate technology to enforce concepts; differentiate.
    - v. Pretests for students prior to each unit.
      1. Offer options for those at each level.
    - vi. Incorporate data driven instruction.
      1. Formative and summative assessments.
      2. Identify gaps and how they can be retaught in alternative methods.
  - b. Secondary (Getz).
    - i. Department Philosophy – guide students to become more independent thinkers.
    - ii. Goals and Strategies.
      1. Incorporate projects and discovery learning.
      2. GOAL strategy.
      3. Standardized test prep questions as class warm ups.
      4. Iready data discussions and intervention placement.
        - a. Huge median growth percentile for MS CMAS and HS PSAT/SAT – shown by grade.
        - b. 7<sup>th</sup> grade students went from 15.6% in 2017 to 42.6% met or exceeded in 2018.
2. PRA Branding Update. (Rambo)
  - a. Staff Branding Resources.
  - b. Contract signed and work underway with branding consultants, Hive Digital Minds. Their focus is on charter schools.
    - i. Phase 1 – Research Plan.
    - ii. Phase 2 – Execute Research Plan.
    - iii. Phase 3 – Analysis and Recommendation.
      1. Create PRA messaging recommendations and Brand Identity Guide.
      2. Will be presented to the board at the December board meeting.

1. Kudos to SSS Team working with new charter liaison for Adams 12 who has been on site to support for special populations.
2. Back to School Night went well for Elementary.
3. Working to establish new schedules and routines. New cafeteria space has been working well.
4. We have been preparing to submit contract renewal documents to the District next week. All governing documents will be reviewed by the District DAC. Suggest that we get some representation on the DAC in the future. Proposed renewal for 5 years.
5. Back to School Night went well for Middle School. High School is next week.
6. Student Council Elections.
7. Peak and Access time has been reworked. Mini capstone for 8<sup>th</sup> graders. Smaller peak groups.
8. Enrollment Update.

MOTION to spend reserve funds to complete previously approved construction projects.

Approved unanimously.

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## Committee Updates

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1. Athletics (Perruzza).
  - a. Have not met as a committee but working on long term priority for fields.
  - b. JP Morgan Chase owns land across the street, and we seek access to use for tennis and baseball, softball fields.
  - c. Proposed 12 members to join the committee.
2. Community Outreach (Richards).
  - a. First committee meeting set for September 22nd.
  - b. Working to organize groups to set up all the activities for this year.
3. Curriculum (DiGiacomo).
  - a. Have not yet met.
  - b. Proposed 2 members who were on the committee last year and 2 new members.
4. Facilities (Jenkins).
  - a. Construction Update:
    - i. K8 has full access to all areas, still working through punchlist items.
    - ii. Should have access to new gym next week.
    - iii. Track and Turf Field – waiting for the City to grade the area so that we can complete our fence. Track needs to be painted, layout issue.
    - iv. Budget is in line for the fencing. Sod will be installed soon then fencing.
  - b. Parking Update:
    - i. Restricted street signs near the high school. History of how signs went up.
5. Finance (Stockard).
  - a. Working on audit, due September 30th.
  - b. Will update 5 year financial plan.
  - c. No new committee members. 1 previous member will stay on committee. There may be additional members to present at next meeting.
6. Fundraising (January).
  - a. Fundraising update by month and event.
  - b. Miner Gold Rush packets went home today. Goal is \$25,000 in revenue.
  - c. Dining Fundraiser – next week Pizza Rev in Lafayette.
  - d. Working on Annual Give and Annual Report.
  - e. Proposed 13 members to join the committee.
7. Governance (Lucas).
  - a. Review Board of Directors Agreement
  - b. Met with Julia Drummond (former chair) for past Governance update and received documents in case of future modifications.
  - c. Recruited 3 members to join the committee.

- d. Prepared BOD Status Google Document in anticipation of transparency in board requirements for dashboard.
  - e. Planned objectives for upcoming year.
8. Hiring (Wilkin).
- a. Will be switching to Frontline for hiring purposes.
  - b. Will be fully staffed for instructional purposes but still have some positions open.
  - c. 1 new returning member, all grade level leaders will be on the committee.
9. School Accountability Committee (Houle).
- a. Will meet with Adam, April to review what is needed for upcoming year.
  - b. 2 proposed new members, 6 staff members.

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## Old Business

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1. Capital Campaign Consulting Proposals (Rambo and January).
- a. Suggested timeline to kickoff a capital campaign next school year.
  - b. 2 companies provided proposals:
    - i. Arroyo Fundraising Fluency.
    - ii. Philanthropy Expert LLC.
  - c. Discussion surrounding timing and feasibility study.
    - i. Suggestion for Fundraising Committee and Finance Committee to meet.
    - ii. Finance Committee update 5 year plan with new baseline numbers for November or December meeting.
    - iii. Board would like updated pricing for capital campaign feasibility study only.

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## New Business

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1. Assessment Data (Wilkin, DiGiacomo).
- a. Review of Median Growth Percentiles.
  - b. PRA will be sending out a minor message with highlights of positive growth.
  - c. School Performance Framework Official Rating - 90.9%
2. Subcommittee Approval.

MOTION to approve committee members as discussed in the subcommittee reports.

Approved unanimously.

3. Executive Session (Wilkin, DiGiacomo).

### EXECUTIVE SESSION.

**MOTION** to enter into Executive Session to discuss matters related to *personnel* pursuant to C.R.S. 24-6-402(4)(f)(I&II). Approved unanimously.

Entered Executive Session – 9:01 pm.

Executive Session Recorded.

Exited Executive Session – 9:07 pm.

**MOTION** to hire the following individual to the position described below as discussed in Executive Session:

<b>Personnel:</b>	<b>Position:</b>
H. Payne	High School Learning Specialist

Approved Unanimously.

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Adjourned

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

Meeting adjourned at 9:08 pm.