

MINUTES

Prospect Ridge Academy

2555 Preble Creek Parkway, Broomfield, CO 80023

October 4, 2018 15:30 p.m.

In Attendance

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

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

Board Members Not Present: None.

Quorum Present? Yes.

Others Present: Keith Castillo, Thomas Dilts, Austin Shaffer, Ash Shankar, Tiffany Hatcher, Leo Cookson, Jordan Dolan, Jayla Comeaux, Yan Ostanin, Matthew Boyer, Reilly Welch, Matt Lemberger, Ella Konrath, Anjolie Konrath, Sarah Hallberg, Farz Au, Kristin Reischling, Anne Blackburn, Naomi Boyer, Nikki Thygesen, Veronica Nelson, Kelly Feinstein-Johnson, Steve Thygesen, Anja Smith.

Call to Order

Call to Order at 5:30 pm.

Approval of Agenda

MOTION to approve Agenda as written.

- Approved unanimously.

Public Comment

Ash Shankar, Senior at PRA:

Re: Dress Code. Supports updated dress code policy to be proposed by Thomas Dilts. Good compromise between the students and staff and would like the board to take his opinion into consideration.

Consent Agenda

1. Minutes from September 6, 2018.

MOTION to approve Consent Agenda.

- Approved unanimously.

Policy/Bylaw Report (Houle)

Houle. Board of Directors Policy Manual/Bylaws.

Section 22-11-401. School accountability committee – creation – qualification- elections. Colorado Code.

Parents should be the largest group on the SAC. Will propose additional members for this year than originally approved so we comply with Colorado state law.

Department's Report – Electives (Thygesen, Nelson)

1. Health & Total Fitness, 7th Grade Health, Weights & Conditioning, Instrumental Music. More focus on athletic bands, campus band/orchestra. Pep band, hope to start a marching band.
2. Technology classes – MS and HS.
3. Studio Art, Digital Art, MS Art.
4. Elementary PE – love new gym. No food in the program this year including for field day to help with students with allergies. Students are currently working on double handed dribbling, volleyball and parachute activities while the older students are fitness testing.
5. Music, 5th grade ensembles music is now year long and the staff and students welcome this change.
6. Elementary art provided an overview by grade of their activities.
7. Technology classes were moved to the library tech lab. The K-5th grades are focusing on being digital citizens and updating basic skills. 5th Grade is adding Ted Ed Clubs and students will give their own presentations in the second semester.

Principal's Report (DiGiacomo/Wilkin)

1. Kudos to Miner Gold Rush Team - great turnout and results.
2. Kudos to the Athletics Department, coaches and all fall sports teams.
3. C. Mascoll for all the work he has done for the audit.
4. Elementary Assessment Days went well in September.
5. Math and Literacy Night was a success.
6. Enrollment Update – 1409 Students.
7. Homecoming, Spirit Week and Pep Assembly.
8. Counseling Department – offered transition nights for 6th grade and 9th grade.
9. Senior Financial Aid Night.
10. Calendar Discussion:

MOTION to adjust the 2018-19 PRA school calendar to move Elementary Assessment Days to January 8th and 9th, 2019 and to add instructional days for Elementary School on December 13th and 14th, 2018.

Approved Unanimously.

Finance Director's Report (Mascoll)

1. Kudos to Finance Team. Required to come back early from summer to work on this.
2. Challenges with the financials about how a district payment was paid to the Building Corp.
3. K-12 Networking Group – meeting once a quarter with other K-12 charters. Will be a good process to have transparency with what other charters are doing.
4. CASBO conference – Cameron will attend this year.
5. Budget update – capital construction allowance is up about \$60,000 over budget, student numbers down about 9.
6. Reforecast at the next board meeting. A bunch of staff requests are at no until we can review new budget numbers.

1. Athletics (Perruzza).
 - a. Committee will take over process to add and subtract sports teams and is working on a policy for that.
 - b. Will switch over to TeamSnap for sports teams K-12. Can advertise / fundraise through there so provides some additional options.
 - c. Transportation pitch to E. Kempfe. Committee is researching busing options and putting together a proposal for her review.
2. Community Outreach (Richards).
 - a. Successful month in September: Grounds cleanup opportunity, Broomfield Days volunteer events.
 - b. Spooktacular coming up.
 - c. Skate City Night was successful.
 - d. Working to fill holes in our event planning.
 - e. Father Daughter Dance coming up on November 30th.
 - f. Monthly staff luncheon in September.
 - g. Committee members proposed: 18.
3. Curriculum (DiGiacomo).
 - a. Will meet at the end of October.
4. Facilities (Jenkins).
 - a. OAC met today. Punch list and walk throughs in process. Owner trainings in process.
 - b. Work on new gym will happen next week when students are on break.
 - c. Fence is 95% up.
5. Finance (Stockard).
 - a. Reviewed Audit.
6. Fundraising (January).
 - a. MGR huge success. Over \$40,000 in Revenue. Kudos to L. Rambo.
 - b. Discussion about high school participation, which continues to be low. Considering adding a high school specific event (dodgeball).
 - c. Dining Fundraiser – chick fil a at Larkridge.
 - d. Annual Give / Annual Report. Focus on milestones. Send any other updates to Susan or Lark.
 - e. November 14th – Miner Gives Day (receive cooler if you give on that day).
 - f. Capital Campaign Update. Fundraising dollars can't be taken out of annual school budget yet. No current budget for feasibility study or consultant. Committee is considering smaller campaign to kickoff playground effort.
 - g. Two experienced fundraisers will be added to the committee from DU and CU.
 - h. They are working on a 3 year, 5 year and 10 year Strategic Plan.
7. Governance (Lucas).
 - a. Met with new committee.
 - b. Goals for current year include reviewing all past BOD Minutes to update policy documents and compile into one location, update board history and tracking document, review BOD Policy Manual to consider modifications and prepare timeline / needs assessment for future board members.

8. Hiring (Wilkin).
 - a. Will meet next in December.
 - b. New committee member would like to join.
9. School Accountability Committee (Houle).
 - a. Because of high performance, will not be required to submit a UIP. Will still create goals and will also send a Miner Mail to parents showing how we met our goals.

MOTION to approve additional committee members as discussed during committee reports.

Approved Unanimously.

Old Business

1. Strategic Plan Update. Will review in November meeting. Focus on link between our strategic plan and our investment plan.

New Business

1. Dress Code Proposal – DiGiacomo and Dilts.
 - a. Keith Castillo and Thomas Dilts presented on behalf of PRA student government.
 - i. Motivations.
 1. Increasing community satisfaction, reclaiming educational time, decrease administration burden, minimizing disincentive for enrollment, promoting more positive relationships and fostering responsibility.
 - ii. Review of Proposal from Student Council.
 1. Recommend Pilot Period of 2-3 months.
 2. Follow up review from surveys, student government and administration team.
 - b. Discussion around timing of vote on proposal, pilot dates and considering input from K-8.
 - c. Discussion.
 - i. Socialization of concept to K-8.
 - ii. Purpose of Pilot.
 - iii. Details of dress code.

MOTION to approve updated dress code for the High School as proposed by student council for a period of a pilot program beginning in January not to extend past the end of the 2018-19 school year.

FOR: Richards, Perruzza, Jenkins, Houle, Stockard, Lucas.

AGAINST: January.

Approved.

2. Discipline and Academic Data – APs. To be reviewed in November.
3. Audit Report – Mascoll.
 - a. Kyle Logan, Auditor from Logan & Associates. Review of June 30, 2018 Financial Statements.
 - b. Independent Auditors Report. Received a clean opinion.
 - c. Net Income of approximately \$230,000. No issues or concerns.
 - d. Ending Funds Balance \$367,406. Most of funds spent on capital improvements this year.

- e. Total Net Position (\$20,091,080) due to PERA required reportings. If we take that out, net position would be \$5.2 million.
- f. Review of financial audit of Building Corp.
- g. Best Practices Update:
 - i. Cash disbursements. Review Financial Policy and be sure we follow.
 - ii. Purchasing Cards. Approvals not coinciding with name on card and make sure we don't pay sales tax.
 - iii. Notes payable over a term.
 - iv. No Documentation of Board Approval over threshold for Track.

MOTION to approve the June 30, 2018 audit as presented.

Approved Unanimously.

- 4. Mill Levy Measure 5C and Amendment 73 – Wilkin & DiGiacomo.

MOTION that the PRA Board of Directors officially declares its support for Mill Levy Measure 5C for the purpose of increasing funding of public education for the Adams 12 Five Star Schools District in the State of Colorado.

Approved Unanimously.

MOTION that the PRA Board of Directors officially declares its support for Amendment 73 for the purpose of increasing funding of public education in the State of Colorado

FOR: Richards, Perruzza, Jenkins, January, Houle, Lucas.

AGAINST: Stockard.

Approved.

- 5. Principal PMT Discussion – Wilkin & DiGiacomo. Review in November.
- 6. Executive Sessions.

EXECUTIVE SESSION.

MOTION to enter into Executive Session to discuss matters related to *conference with our attorney for legal advice on school property "FRICO"* pursuant to C.R.S. 24-6-402(4)(b). Approved unanimously.

Entered Executive Session – 9:54 pm.

Executive Session Recorded.

Exited Executive Session – 9:59 pm.

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).

Entered Executive Session – 10:00 pm.

Executive Session Recorded.

Exited Executive Session – 10:03 pm.

EXECUTIVE SESSION.

MOTION to enter into Executive Session to discuss matters related to *negotiation* pursuant to C.R.S. 24-6-402(4)(e). Approved unanimously.

Entered Executive Session – 10:04 pm.

Executive Session Recorded.

Exited Executive Session – 10:47 pm.

Adjourned

MOTION to adjourn meeting. Approved unanimously.

Meeting adjourned at 10:48 pm.