

Colorado Springs Charter Academy

Board Meeting Minutes | Computer Lab CSCA- Date- 11/17/2022 Time@ 6:30pm

Vision: We kindle enthusiasm to craft bold and effective citizen-scholars

Mission: Colorado Springs Charter Academy is love for community expressed in action. We are entrusted with dear purchase to bind our students' days of innocence and joy with structure, content, and character. To accomplish this, we cultivate the individual potential of all our students by providing academically rigorous, proven, content-rich educational programs; developing incisive analytical skills and well-stocked minds; fostering self- advocacy, passion, citizenship, and exemplary character; holding individualized high expectations; involving and welcoming parents and community members.

EPIC - Excellence/Positivity/Integrity with Respect/Citizenship

Preliminaries

- **Call to Order-** Bobby Adams, Board President - 6:34
- **Roll Call: - Board Members:** Mrs. Najah Lamborn, Mrs. Anna Mitchell, Mr. Bobby Adams, Mrs Jennifer Smith, Mrs. Sarah Shaffer, Mrs. Jill Gaebler **HOS:** Mrs. Zoe Ann Holmes **Staff:** Mrs. Anne Darby, Mr Kevin Dolley, Mrs. Shannon Larson **Invited Guests:** Mr. John Brenda (CSI), Mrs. Anastasia Hawkins (CSI), Mrs. Kelly Miller (CSCA math teacher, and SAC), Amanda Karger (Financial), Tim Sistare (Hoelting & Company, Inc.)
- **Approval of Minutes 2022/10/20** - 6:37 Jill Gaebler motion to approve, Anna Mitchell second - Unanimously approved
- **Approval of Agenda:** Mr. Bobby Adams (President) amends agenda to remove State of School Address from this meeting to December's board meeting and to reflect the addition of guest Speaker Tim Sistare to speak on the financial audit findings.

Presentations and Reports

- **Director of Governance, CSI** - Anastasia Hawkins welcomed the new board members, offered CSI's assistance in training and notified of monthly newsletter with upcoming training events and Colorado state updates pertinent to charter schools.
- **SAC Update:** Mrs. Kelly Miller (filling in for Mrs. Kristen Ross, who is out sick). SAC is meeting monthly. Chrissy Rausch and Aster Klein chosen as co-chairs. Recently received training on prioritizing goals. Two goals were set for the year: UIP and Family Involvement.
- **Lead Teacher Report:** Mrs. Kelly Miller - The school had a great Veteran's Day Assembly. 2nd grade simple machines projects are on display. 3rd grade enjoyed a successful Roman Day. Art Club and Book Club are thriving. Teacher concerns: Will merit pay be a priority this year? Will the board consider changing how annual salary increases are handled to ensure consistency? When will staff rep begin joining the board in a non-voting position? Bobby Adams (President), assured Mrs. Miller that teacher pay is a priority for this board and that we are eager to have a staff representative join. Decision was made for this to be a peer elected position.
- **Financial Committee Report:** Amanda Karger informed the board the committee will meet monthly one week before the scheduled board meeting. Despite lower than anticipated student enrollment, the school is still on track to stay on budget for the year. This is helped by choosing to hold vacant staff positions unfilled.

- **Hoelting and Company, Inc.** - Tim Sistare gave an overview of the financial audit. The full report is available to view if anyone desires. The concerns regarding check-signing authority and internal controls with regards to cash reconciliation to general ledger have been addressed.
- **HOS School Updates** - Mrs. Zoe Ann Holmes - gave overall updates on successful school events, facility and safety upgrades, volunteer opportunities, new posting for PE Teacher/Athletic Director (Mr. Hale resigning to pursue a new opportunity), and student artwork on display in Starbucks. In addition a bus grant is being worked on that should be submitted January 2024.

Public Comments (two minutes per person)

One parent expressed desire for more communication regarding board meetings and school events.

Discussions and votes

- **On maintaining all financial records** - Only seven years legally recommended to hold onto financial records. Mrs Jill Gaebler moved to task the Finance Committee with shredding all records over 8 years old. All records seven years or less to be kept. All financial records moving forward to be kept only electronically. Mrs. Sarah Shaffer second. Passed Unanimously 7:38pm
- **Additional items that may arise during the meeting:** Mrs. Anna Mitchell requested to discuss the FAMILI insurance policy that the board must vote to opt into or opt out of on behalf of the teachers. Discussion ensued regarding implications. It was decided the board did not have enough information to make a fully informed decision. A special meeting will be held specifically for this topic in early December and a vote will be taken at that time.
- **Appoint a current board member to serve on the financial committee and act as temporary treasurer until the position is filled** Mrs. Jill Gaebler nominated Mrs. Jennifer Smith. Mrs. Najah Lamborn seconded. Unanimously passed 7:42pm
- **Task financial committee to draft a 5-year financial plan** - Decided the board will first establish the new Strategic Plan after which Mrs. Jennifer Smith will take the Strategic Plan to the Finance Committee to inform the drafting of a 5-year financial plan.
- **Proposal to review and draft policies based on current Financial Controls Policies and Procedures** - It was decided this will also be incorporated into the Strategic Planning process.
- **House rental options** After some discussion the board tabled this decision to be discussed at a separate work session due to how complicated the issue is and a desire to create official policies surrounding how lease agreements are handled. Urgency of timing was emphasized. Mrs. Jill Gaebler volunteered to take on responsibility of doing the necessary research. A work session will be scheduled as soon as the information is gathered and this issue will be added to the next board meeting agenda following the dedicated work session.
- **Lawyer fees and payment ASAP** - Mrs. Jill Gaebler moved to approve the funds to pay outstanding lawyer fees immediately. Mrs. Anna Mitchell seconded. Passed unanimously 8:17 pm
- Discussion surrounding attorneys led to the suggestion to reinstate Brad Miller (provided he is willing) as the school's attorney – reasons being he is League approved, has a long history with CSCA, and charges CSCA far less hourly for his services. Dustin Sparks will be removed as attorney due to costing more and less experience. Mrs. Jill Gaebler made a motion to reinstate Brad Miller as the school attorney. Mrs. Sarah Shaffer second. More discussion ensued. Motion passed 4-2 with Mrs. Anna Mitchell and Mrs. Najah Lamborn voting against.
- **Discussion on establishing Communications Committee and Volunteer Committee:** Mr. Bobby Adams expounded on desires for improvement in opportunities and effectiveness of

communications surrounding volunteering and parent empowerment to increase a feeling of ownership and pride in the school. Discussion ensued. Mrs. Jill Gaebler proposed writing a concise charge for each committee before they are established. She volunteered to provide samples of committee charges to provide guidance for drawing up these charges.

- **Proposed Uniform Policy Change:** Middle School teachers request separate uniform policy for Middle School. For safety concerns and distraction free learning they would like no outerwear that contains pockets or hoods to be permitted inside the classroom. Updated draft of allowable outerwear presented to the board.

Additional Public Comments (two minutes per person)

No additional comments

Future Meeting Planning

- Special Meeting regarding FAMILI to be scheduled in early December
- Work Session regarding rental properties to be scheduled
- Agenda for December 15 meeting to include:
 - 3-6pm Board training and begin Strategic Plan with John Brendza – to include SWOT analysis groups discussion
 - Finance committee volunteers

Mrs Jill Gaebler moved to Adjourn. Mrs Anna Mitchell Second. Passed Unanimously 9:04 PM