



Colorado Springs Charter Academy

Board Meeting Agenda | January 20, 2022

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 by Breck Merkle at 6:31pm

Roll Call – Board Members: Breck Merkle, Eric Fedders, Najah Lamborn, McCrea Andersen, Summer Groubert, Guests: Zoe Ann Holmes, Sarah Bryarly, Amber Davis (PTO Representative), Bobby Adams, Mike McAffrey, Tom Pesavento, Shannon Larson, Deborah Cole, Cindee Will, Jeremy Goodall, Alyssa Mazzetti, Sarah Goah, Chrissy Rausch, Aimee Dalton, Katie Pratt, Deanna Shrewsbury, Jen Smith, Kevin Dolley

Reading of School Vision & Mission – Mrs. Holmes

Public Comments (2 minutes for each person) – Cindy Will spoke out of concern for the impact of current leadership changes on the children, Deborah Cole shared concern around the rumor that there may be a change from the reading mastery program. Shannon Larson shared concern regarding structure of student discipline/behavior/culture and how it will be addressed in the future, Amy Dalton encouraged the school administration and board to maintain the Dean of Students position, Sadar Goah shared that reading and math groups are currently split between teachers and aides be sure that those who are teaching these subjects are qualified and able to teach correctly, suggestion to increase the hiring standards for staff and teachers, Deanna Shrewsbury brief discussion of reading mastery program for students who need additional reading support or don't test well, Katie Pratt consider including special education expert to also be involved in the reading mastery program,

Approval of minutes 11.18.21, 12.14.21, 12.16.21, 12.20.21, 12.21.21, 12.23.21, 12.28.21 – motion to approve all minutes except November 18, 2021 – motion passed, 5 “yes” votes

Reports

❖ **Interim Head of School: Zoe Ann Holmes**

- Enrollment – have had a couple students, mailers have been sent out, vendor booth at National Choice Fair, January fire drill was successful, key cards have been updated, review of facility rental agreements and processes, January EPIC assembly focused on the core value of courage, awards assembly was successful and energetic, girls basketball teams have been playing well and having fun, Student Government is raising funds for their upcoming winter dance, many choir concerts are planned in the near future

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- Collaboration – Working on reorganizing the org chart, looking at how better to support staff, streamlining driveline process, identifying facility needs, working to increase support for our students with behavioral needs
- Opportunities – need volunteers in classroom, driveline, PTO events, additional fundraising opportunities will be coming up, parent/teacher conferences will be coming up

❖ **Assistant Head of School: Sarah Bryarly**

- Enrollment – currently at 395 students, 50 students in the lottery
- Marketing – will be reviewing all current marketing materials and make needed changes, new CSCA newsletter format was rolled out yesterday, additional newsletter formatting changes will be made
- Driveline – making adjustments to the driveline process, no longer using the color or pick-up window process

❖ **PTO Report: Amber Davis**

- Staff luncheon scheduled for January 21st – minimal volunteer sign-up
- February will have candy-gram fundraiser again
- Book Fair is on hold due to Scholastic supply chain problems – looking into another option
- February PTO meeting will be 1 week early on February 3rd to accommodate choir concert
- Uniform exchanges will be moved to the second Friday of the month – these have been successful
- February staff luncheon will be February 11th
- Dinner will be at Perry's Pizza on Barnes
- PTO is assisting with Science Fair
- April - dinner fundraiser at Mici's will allow us to have a full week and will give 50% of sales of the designated week
- Concession sales have been going well – averaging about \$100 per night

❖ **Teacher Report – Mrs. Rausch**

- Thank you to Jill White for being the 1st Semester Teacher Rep
- Science fair is coming up – due to COVID surge science fair exhibits will remain in the classrooms, but planning to tour through the rooms to see the exhibits
- 7th & 8th grade portals are up and allow them to view their grades in real time
- Thank you to PTO for snacks at the staff meeting last week
- Valentine's Day parties will be on February 11th
- Kudos to faculty and staff for maintaining a positive attitude throughout the recent changes

❖ **Financial Report**

- Budget Committee meets on January 21st
- Facilities updates and expenses– focusing on mechanicals, next review will be air handlers followed by wall units, large tree and windstorm debris removed, working on middle rental house repairs, will be installing ADA compliant water fountains
- Teacher supplies will be reviewed and ordered as appropriate
- Ensuring that bank account access is updated and correct
- Discussion of Accelerated Reader accounts and appropriate processes

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Board Topics

- ❖ **Recommendation for staff PD days – presented from Mrs. Holmes**
 - March 4, April 15, May 6 are dates that could be PD/work days – this idea has been vetted through CSI as well
 - Motion to add Staff Professional Development days on March 4, April 15, May 6 – motion passed, 5 “yes” votes
- ❖ **Organization chart discussion and update – presented from Mrs. Holmes**
 - Goal is to roll proposed changes out in February
 - Considering adding an HR tier
 - Student Services focused position
 - School Services positions
 - Redefine job descriptions and expectations of existing roles
- ❖ **Update regarding security and access to the school – Kevin Dolley**
 - Has completed the clean-up process of the access key cards to the facility
 - Alarm Locks software (door access) now added to multiple computers and learning of multiple additional security features that are available
 - Camera update – planning to purchase three additional, Tom P and Kevin D have access to the cameras and the video, also looking into cost to hardwire security cameras
 - Overview and discussion of Kevin’s role within the school
- ❖ **Process for permanent Head of School search**
 - Best practices for filling the Head of School role discussed with CSI
 - Position has been posted on Indeed and on the CSCA web site
 - Initial Screening Team compiled of an array of members (teachers, administrative staff, board members, parents) will be assembled to give initial review of applications prior to interviews
 - Najah Lamborn and Summer Groubert will be the board members on the Initial Screening Team
- ❖ **Recommendation for a new community board member and vote – Angela Dougan**
 - Request to meet and discuss open position with Angela again
- ❖ **Added agenda item**
 - Jeremy Goodall spoke to the board and presented why he would like to be considered for one of the open community member roles on the CSCA school board
- ❖ **Key Points**
 - Organizational chart updates are in process and hope to be rolled out in February
 - Focusing on providing behavioral support for our classrooms
 - February CSCA dinner fundraiser will be at Perry’s Pizza
- ❖ **Motion to end open portion of the meeting at 9:24pm – motion passed, 5 “yes” votes**

Executive Session

Motion to enter into Executive Session at 9:42pm on January 20, 2022 – motion passed, 5 “yes” votes

- ❖ Executive session pursuant to CRS 24-6-402(4)(fI) for salaries related to assistant head of school and other administrative staff

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- ❖ Executive session pursuant to CRS 24-6-402(4)(f1) for permanent Head of School job description and expectations

Meeting Close

Motion to exit Executive Session at 11:10pm – motion passed, 5 “yes” votes

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