



**Board Meeting Minutes**  
**May 8, 2014 – 6:00 – 8:00pm**  
**Fields Foundation Office (1445 Dayton St., Aurora, CO 80010)**

**Board Members Present:**

Jessica Gutknecht  
Angie Ham  
Ryan Harrison  
Maisha Pollard Fields  
Kristin Schledorn

**Absent:**

Taishya Adams  
Dayna Norman

**Others Present:**

Jennifer Douglas, School Leader  
Philip Cooke, Guest

**1. Opening Business**

- Meeting called to order at 6:17pm.
- Approval of agenda: Because Taishya Adams was unexpectedly unable to join this board meeting, the board decided to hold off on the board member responsibilities and commitments item on the agenda.
  - Motion to approve revised agenda made by Angie Ham, seconded by Jessica Gutknecht. Motion passed unanimously (MPU).
- Approval of minutes from 4/10/14 and 4/18/14. Board Meetings: Motion to approve minute made by Ryan Harrison, seconded by Angie Ham. MPU

**2. Administrative Updates**

Jennifer Douglas provided additional information on her conversation with Tony Lewis regarding fundraising and on the work with the Urban Land Conservancy (ULC). A final facility plan was submitted to the ULC on May 6, 2014.

**3. Committee Updates – Finance and Facility**

**Budget and Financial Statements:** Jennifer explained the work the Finance and Facility Committee had done on the proposed budget, the most notable change being the inclusion of the school's operating and capital fundraising targets for the 2014-15 year. The Finance and Facility Committee also reviewed financial statements for FY 2013 and year-to-date financial statements for FY 2014.

Kristin Schledorn and Jessica Gutknecht shared the committee's decision to split into two committees: one focused on facilities and one focused on finance. The committees will meet on the same date with

15 minutes overlapping so there is time to address issues/discussion topics pertaining to both committees.

The board discussed the proposed hiring plan and affirmed its desire to delegate all hiring decisions to Jennifer Douglas, the school leader. One suggestion was made that we should not hire any employees until we are certain we have the funds to pay Jennifer to act as principal; if employees are brought on without a principal in place, the board defaults to being those employees' supervisor and this is not a role the board wants to play. The board also encouraged Jennifer to have a specific work plan in place for any part-time employees hired in the coming year (the part-time job descriptions will likely look different than the full-time job descriptions).

- Motion to approve the revised budget made by Ryan Harrison, seconded by Kristin Schledorn. Motion passed unanimously.

**Facility:** Maisha Fields Pollard shared that two members of the ECE Committee (who are both currently childcare center directors) have offered to be involved in the facility search to ensure that the early learning center's facility and programming needs are being taken into consideration as plans for the facility develop. Jennifer Douglas and Bill McQuinn will be sure to include them when we set up the next site visit of the potential facility. Any board members who haven't yet seen the potential facility should also try to join the site visit.

**Potential partnership with GALS:** The board decided that we should notify them that we have identified a potential building that does not offer capacity for both schools. Another building that was potentially large enough for both schools is no longer on the market. We should express our intention to support their work in replicating in Aurora.

**Contract with Fulcrum Financial:** A significant expenditure under the CDE CSP grant came in approximately \$5,000 under budget, so we have additional funds available under this grant. Jennifer Douglas recommends we use some of these funds to increase our contract with Fulcrum Financial Services to continue to support the facility process.

- Motion to approve an additional 20 hours of work from Fulcrum Financial through June 30, 2014 made by Kristin Schledorn, seconded by Jessica Gutknecht. Motion passed unanimously.

#### **4. Committee Updates – Development, Fundraising, Outreach, and Marketing Committee**

Angie Ham and Ryan Harrison presented the revised 2014 fundraising plan. The plan includes a Crowdrise fundraiser to launch this July, a back-to-school event in October, a year-end ask, and then the launch of the 9-Months-of-Giving campaign in January 2015. Angie and Ryan emphasized the importance of finding a way to support tax-exempt, online giving. Jennifer will follow up with the Colorado League of Charter Schools to see if they would be willing to help with this as our fiscal sponsor.

Jennifer asked if we could move the back-to-school event to September so the timing would align with the launch of the Youth Leadership Council and Angie and Ryan were fine with this.

The board spent some time discussing the decision to postpone the May 17<sup>th</sup> event.

## **5. Committee Updates – Early Childhood Education Committee**

Maisha Fields Pollard shared an update on the committee meeting in April and the Request for Information. There is still some confusion and each party's roles and responsibilities. Maisha and Jennifer are going to follow up offline to refine the RFI to clearly define the roles and responsibilities of all parties.

## **6. Other Business**

The board circulated the matrix document created by Taishya Adams and each board member identified the strengths she brings to the board. This will be used in considering appointment of new board members.

Jennifer circulated a list of potential foundations we could approach for funding. Board members identified any foundations with which they have relationships and could help make a connection.

## **7. Meeting adjourned at 8:09pm.**