



Board Meeting Minutes

November 14, 2013 – 6:00 – 8:00pm, Colorado League of Charter Schools Office

Board Members Present:

Taishya Adams (phone)
Jessica Gutknecht
Angie Ham
Ryan Harrison
Maisha Pollard Fields
Chelsea Yost

Others Present:

Jennifer Douglas, School Leader
Kristin Schledorn, Guest

1. Opening Business

- Meeting called to order at 6:15pm.
- Approval of agenda: Motion to approve made by Ryan Harrison, seconded by Jessica Gutknecht. Motion passed unanimously (MPU).
- Approval of minutes from October 10, 2013 Board Meeting: Motion to approve minute made by Ryan Harrison, seconded by Angie Ham. MPU.

2. Anti-Discrimination Statement

Taishya Adams proposed the amendment to the anti-discrimination statement indicated in italics below:

New Legacy Charter High School does not and shall not discriminate on the basis of race, ethnicity, religion, gender, age, national origin, disability, sexual orientation, gender identity, marital status, military status, political affiliation, creed, color, ancestry, need for special education services, or any other protected status in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, *appointment of board members*, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our board, staff, students and their families, volunteers, community partners, and vendors.

Motion to approve the anti-discrimination statement with the amendment indicated above made by Angie Ham, seconded by Jessica Gutknecht. MPU.

3. CSI Contract Negotiations

Jennifer Douglas provided the following update: Contract negotiations with the Charter School Institute have just begun. They would like an amended facility plan (including a more complete needs assessment and an updated list of potential facilities). They will include some benchmark

expectations in the contract around enrollment, contingency budgets, and facilities. As there are milestones, we need to update the committee planning documents to work around those.

Initially CSI suggested the contract would be approved by the CSI Board at their January meeting, but this timeframe exceeds the 45 day window for contract negotiation and finalization. Jennifer will push to see if we can get it on their December agenda.

4. Building Visits Debriefing

Pros of space:

- Lots of options, very open building – it could be designed to meet our programmatic needs
- Location – accessibility, close to major bus routes, lots of nearby arts organizations for potential partnerships, MLK library nearby, DAVA down the street, City Park nearby
- Zoned for mixed-use

Potential concerns:

- Roof
- Parking
- Size of building, need to have a childcare partner in place
- Make sure we're not biting off more than we can chew financially.
- City may raise concerns about it not being revenue generating.
- Outdoor play area – large enough? Removal of parking spaces? Is it too close to roads? Could it be on the roof?

The board discussed the timeline for the building and making sure we align facility needs with the work of the development committee. If we sign letter of intent, the owner will pay an architect, Joe Gude, to do some initial drawings. The board discussed the need to ensure that when we get to the point of doing full building design, we need to do a competitive bidding process for architectural services. It is not clear how much authority the school would have in such decisions if the owner is financing the renovations.

Letter of intent suggested changes:

- Add language that indicates the school can have access to the building plans.
- Contingency language based on zoning and approval by City of Aurora.
- Possibility of dividing the space and having two separate leases (one for childcare provider, one for NLCHS)

Kristin Schledorn will make some suggested changes to the letter of intent language, which will then be shared with the board. Also we need to get Bill Bethke's review of the document. Board will have a phone call meeting on Friday, November 15th at 5:00pm to discuss the letter of intent with revisions and potentially approve.

Maisha Pollard Fields wanted to note that we should not finalize a lease on the building without a letter of partnership for the childcare provider that would run the child development center.

5. Contract with Financial Consultant

Jennifer Douglas is suggesting we spend our remaining \$3,000 in Donnell-Kay Foundation grant to pay Bill McQuinn, a financial consultant, to do a feasibility study on the child development center, including financial modeling. Bill will also provide support in facility procurement and developing a partnership with an established childcare provider. This use of funds is in line with the purpose of the grant, which was for financial model development.

Motion to approve contracting with Bill McQuinn of Fulcrum Financial made by Maisha Pollard Fields, seconded by Jessica Gutknecht. MPU.

6. Committee Plans and Descriptions

Youth Leadership Council document includes good outcomes, but more of a work plan is needed. It would be difficult to discuss School Accountability/Academic Committee documents without Dayna Norman present. Both of these committees' work was tabled until the next meeting.

Motion to approve committee plans and descriptions for Facilities and Finance Committee, Marketing, Development, and Outreach Committee, Health and Wellness Committee, and Governance Committee made by Ryan Harrison, seconded by Taishya Adams. MPU.

Chelsea Yost suggested setting up a Google calendar to track committee meetings. Jennifer Douglas will set this up using the New Legacy Google email and share it with everyone.

7. Advisory Group Meeting Planning

The board reviewed the draft plan for using the Consultancy Protocol for the advisory group meeting next Thursday, November 21st. Jennifer Douglas will be the "presenter;" Taishya Adams will be the "facilitator;" Ryan Harrison will be the backup facilitator if Taishya cannot attend.

8. 501c3 Application Update

Taishya Adams noted her intention to make a financial contribution that will provide enough funds to file the Form 1023 (\$850 total is needed).

Motion to approve the Form 1023 and submit it to the IRs made by Taishya Adams, seconded by Angie Ham. MPU.

9. Principal Job Description

The board discussed whether the principal position needs to be posted and opened to the public. The board decided that this is not necessary given that it has been the board and the authorizer's expectation that the founder, Jennifer Douglas, would fill the principal position when the school opens. Any change in leadership in the future would need to be posted.

Motion to approve the principal job description included in the charter application made by Taishya Adams, seconded by Maisha Pollard Fields. MPU.

10. Ratification of the Submission of the CDE Startup Grant

In order to submit the Colorado Department of Education's Charter School Program (CSP) Grant on October 15, 2013, the board had to approve this submission. A vote happened by email, but this vote needs to be ratified in a public meeting. (Once the school has a charter contract and is then operating as a public entity, email votes will not be allowed; all votes must take place public meetings.)

A motion to ratify the approval of submission of the CDE CSP grant was made by Ryan Harrison, seconded by Angie Ham. MPU.

11. Other Business

- Board retreat: Taishya Adams will send out a Meeting Wizard request to find a date that will work for everyone for the retreat.
- Student recruitment plan: Taishya Adams asked that Jennifer Douglas and/or the Youth Leadership Council bring a student recruitment plan to the next board meeting.

12. Adjournment

Ryan Harrison made a motion to adjourn, Jessica Gutknecht seconded it. MPU. Meeting adjourned at 7:52pm.