



New Legacy Charter School Board of Directors

Minutes

Board Meeting

Date and Time

Thursday April 14, 2016 at 6:00 PM

Location

2091 Dayton Street

New Legacy Charter School is a small public charter school tailored to the unique and multifaceted needs of teen parents, empowering them to create a legacy of education, quality parenting, and personal success for themselves and their children. We serve pregnant and parenting high school eligible students (male and female) and their children ages 0-5 in northwest Aurora, Colorado. We opened doors on August 31, 2015.

Board Members Present

Annie Burris, Buffy Naake, Jessica Gutknecht, Monica Lyle, Philip Cooke, Sarah Bridich

Board Members Absent

Kristin Schledorn, Noel Magee, Phil Tromburg, Taishya Adams

I. Opening Items**A. Record Attendance and Guests****B. Call the Meeting to Order**

Philip Cooke called a meeting of the board of directors of New Legacy Charter School Board of Directors to order on Thursday Apr 14, 2016 @ 6:13 PM at 2091 Dayton Street.

C. Approve Minutes

J. Gutknecht made a motion to Approve minutes.

Monica Lyle seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Welcome

A. Agenda Overview

Overall, the school is doing well. Many internal conversations about 2016-17 school year. "Exciting to make plans for a place of reality," instead of imagining what it would be like to have students here.

Positives: Teacher evaluations began this week (week of April 11). One staff member left (Health teacher), and all other teachers are coming back for the 2016-17 school year. Graduation planning is underway for June 8th at 10am. 7 students are likely to graduate, and 2-3 may be able to graduate. Location TBD. Students want to have graduation in a place with a stage, and to make it close by so that all students can attend. Anticipating 150 attendees. Reception afterwards with basic goodies.

Negatives: Attendance continues to be challenging, and not enough time in past month to enforce policy. Hard to implement policy with testing next week. Questions about the effectiveness of the policy. It will be helpful to get data on the policy, from the student perspective, thanks to Carmelita's survey and data collection. All juniors and seniors will be taking the ACT.

B. Administrative Updates

III. Governance

A. Bylaws Review Follow-Up

Edited by-laws will be distributed electronically by April 28th to the board members, with the expectation that board members would review it within one week and send edits back to all by May 5th. The vote on the new by-laws would take place on May 12th, so board elections can take place in June 2016.

Structural question: Would it make sense to great a co-chair model, instead of a chair/vice chair model?

For the May meeting, create a proposal that has option A: chair, vice chair, etc. and Option B: Co-chairs, vice-chair, etc.

Question: should we consider increasing the number of board members? Revised by-laws will have the number 15 as a starting point for our conversation.

B. CEO Evaluation Update

Jen plugged in all the data she has into the evaluation. A smaller group needs to be involved in evaluating Jen's performance, and that group is TBD at this time. Is that an effective structure? Is this evaluation a good method for recording Jen's work? Is there a way to get more qualitative data to Jen, based on teacher and board member feedback?

All board members are asked to complete the BoT CEO evaluation by April 28th. Please review data in CEO packet before completing evaluation. Phil will activate BoT to send board members the email.

Should staff feedback be included in the CEO evaluation? Is there an assessment for teachers on BoT, for both HS and ELC teachers? Can PD time to be delegated to this?

Governance board will review results on Monday, May 2nd.

C. Technology Acceptable Use Policy

Jen has run the new policy by the staff, and they support it.

Monica moves to accept the Technology Use Acceptance Policy.

M. Lyle made a motion to Accept Technology Usage Policy.

Jessica Gutknecht seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. Unified Improvement Plan (UIP) Approval

B. Naake made a motion to Approve the Unified Improvement Plan.

Annie Burris seconded the motion.

The board **VOTED** unanimously to approve the motion.

E. Executive Director Employment for 2016-17

Jen will bring a copy of her contract to the next session.

Phil will talk with Jason about getting a sense of the comparable salaries for other EDs.

F. Board Officer Elections

Exploring who might be interested in what roles: Phil is happy to be a "side-kick" to the President, but not if it is grooming for the President. Phil T is committed to being our next Treasurer. Sarah stated that she is interested in running for President, Monica shared that she is considering the Secretary role, and Buffy, Annie and Jessica do not want to take on additional roles at this time.

IV. Finance

A. Monthly Financial Statement

Positives: DPS money is flowing for ELC, as is Early Headstart and CCAP.

Fundraising: still in the red. Need to raise money during breakfast and from grants. Waiting to hear grant results from Piton Foundation & Buell Foundation. NLCS is in a better place this spring than last spring.

Would a foundation consider funding a development director?

J. Gutknecht made a motion to Approve monthly financials.

Monica Lyle seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. FY2016 Budget and Staffing Discussion

Organizational chart shared, explaining that it's the Pie in the Sky dream for staffing for 2016-17.

Jen's #1 focus: Dean of Student Engagement and Coordinator of College Access.

Net effective on budget of adding this role: \$56K

Other changes:

Director of Curriculum and Instruction moving down to .8: shifting some administrative work to the urban service corp member
Director of Health & Wellness moving down to .8
Social Worker moving up to .8

General support for the Dean of Students, but concern about how to fund the new position. Potential funding sources have been identified and applied for, but uncertain on funding sources. Is it possible to vote on adding the position contingent on finding additional funding sources? Is Director of Student Engagement a better title?

Jen prefers to keep her salary as it is and put all extra resources into funding the new position. She needs to find a way to keep her job sustainable, and thinks that this new role will help with that.

No final decisions on the board are being made today, but need to fund - or not - the new position so the school admin team can move forward with looking for a new hire.

C. Form 990

A. Burris made a motion to Accept the 990, contingent upon the name changes recommended by Monica.
Buffy Naake seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. 2016-17 Planning

A. Annual Calendar - 2016-17

Teachers are strongly pushing the shift from Blocks to Quarters, with the understanding they would work with students directly about maternity.

This calendar would have NLCS starting one week later than APS high school.

For future years, the board needs to vote on the calendar earlier in the school year for upcoming school years.

M. Lyle made a motion to Approve the 2016-17 Calendar.
Philip Cooke seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Enrollment Policy for 2016-17

VI. Other Business

A. Graduation Save the Date - June 8, 2016

B. Health and Wellness Event - May 27

Health and Wellness Fair on the morning of May 27th. Qdoba will be providing the lunch.

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:33 PM.

Respectfully Submitted,
Philip Cooke