



New Legacy Charter School Board of Directors

Minutes

Board Meeting

Date and Time

Thursday May 11, 2017 at 5:00 PM

Location

New Legacy Charter School, 2091 Dayton St, Aurora, CO

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, Kristin Schledorn, Monica Abrahams, Noel Magee, Phil Tromburg, Sarah Bridich

Board Members Absent

Felicia Kirk, Philip Cooke

Ex-Officio Members Present

Jennifer Douglas

Non Voting Members Present

Jennifer Douglas

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Sarah Bridich called a meeting of the board of directors of New Legacy Charter School Board of Directors to order on Thursday May 11, 2017 @ 5:20 PM at New Legacy Charter School, 2091 Dayton St, Aurora, CO.

C. Public Comment

D. Approval of Previous Minutes: February 9 Board Meeting

A. Burriss made a motion to approve minutes from the Board Meeting on 02-09-17.

Buffy Naake seconded the motion.

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

E. Approval of Previous Minutes: February 28 Board Meeting

B. Naake made a motion to approve minutes from the Board Meeting on 02-28-17.

Annie Burriss seconded the motion.

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

F. Approval of Previous Minutes: March 17 Board Retreat

B. Naake made a motion to approve minutes from the Board Meeting on 03-18-17.

Phil Tromburg seconded the motion.

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

G. Approve Minutes - April 2017

P. Tromburg made a motion to approve minutes from the Board Meeting on 04-13-17.

Annie Burriss seconded the motion.

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

H. Administrative Updates

Jennifer Douglas shared updates on upcoming graduation activities, staff hiring and anticipated notification on Qualistar/Colorado SHINES process.

II. Governance

A. Executive Director Evaluation Discussion

The board discussed the executive director evaluation results and the recommendation of the Governance Committee. The board noted the need to revise the job description as appropriate.

B. Naake made a motion to accept the recommendation to retain the executive director and extend an employment contract for 2017-18 school year.

Noel Magee seconded the motion.

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

The board and executive director reflected on this year's evaluation process. Having board and staff members involved in the process was helpful. The staff response rate was higher than expected; the board response rate was good but would like to improve this. Completing the evaluation in the month of March worked well.

B. Potential Board Candidates for Review

The board reviewed the materials submitted by two interested board candidates; there were no major questions or concerns about the candidates. The candidates will be recommended and voted on for appointment to the board of directors at the June meeting. At a general level, the board discussed considerations for our recruitment process, including the timing of board candidate nominations (should it be at a designated time of year or on a rolling basis), encouraging interested candidates to attend a board meeting or join a committee, and addressing diversity and inclusiveness in our recruitment process. The Governance Committee will discuss these considerations at an upcoming meeting.

C. Review and Approve 2017-18 Board Meeting Calendar

There was a question of whether the time should be reduced to 2 hours. After discussion, the board agreed to keep the proposed 2.5 hours to ensure sufficient time for regular business and also allow for robust strategic discussions when appropriate.

K. Schledorn made a motion to approve the 2017-18 Board Meeting Calendar. Phil Tromburg seconded the motion.

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

D. Proposed Changes to By-Laws

Jessica Gutknecht arrived late.

The board discussed the potential advantages and challenges of the proposed increase in board size. It was suggested that our board recruitment process can help mitigate some of the potential challenges of increased board size through a strong vetting process and communication of clear expectations.

K. Schledorn made a motion to approve the proposed changes to the by-laws outlining designation of the governance committee chair and number of board members.

Monica Abrahams seconded the motion.

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

E. Proposed Graduation Policy

Jennifer Douglas presented a draft graduation policy in response to new guidance from the Colorado Department of Education and the Charter School Institute. The board had the following questions: 1) Are there concerns about NLCS students meeting the required competencies? and 2) Is there an opportunity to talk with other school leaders serving a similar student population to get their perspectives? School administrators will continue to work on the draft policy and present to the Academic Excellence Committee for review and feedback. The proposed graduation policy will be reviewed and voted on by the board at a future meeting.

F. Proposed Revisions to Enrollment Policy

Jennifer shared proposed revisions to the school's enrollment policy to get questions and feedback from the board. The potential advantages and challenges were discussed. Board members encouraged staff to consider possible supports that could be implemented during the two weeks prior to the start of the quarter (e.g. home visits, orientation, administer assessments), if this policy were implemented.

III. Finance and Development

A. 2017-18 Budget Review

The board discussed and asked the following questions: 1) Does this budget incorporate costs that were not budgeted for FY17 but were spent? 2) What proportion of personnel costs are funded through grants? 3) How does this budget change our fundraising targets?

B. May Fundraiser Debrief

Overall, the fundraiser was a success. Questions and future considerations include: thinking about other opportunities to connect with supporters (a breakfast doesn't work for everyone's schedule); considering an earlier date (May is a busy time of the year); having an easy way for attendees to donate via credit card at the event; improving the logistics of registration and seating. Having an event planner worked really well and it could help to incorporate more logistical duties into the contract.

C. Review and Approve January Financials

M. Abrahams made a motion to approve the January Financial Statements.
Buffy Naake seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Review and Approve February Financials

M. Abrahams made a motion to approve the February Financial Statements.
Buffy Naake seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Review and Approve March Financial Statements

M. Abrahams made a motion to approve the March Financial Statements.
Buffy Naake seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Review and Approval of Updated Financial Policies and Procedures

The board encouraged the executive director to consider identifying another staff level administrator who can have authority to sign in the executive director's absence.

B. Naake made a motion to approve the revisions to the Financial Policies and Procedures.

Annie Burris seconded the motion.

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

M. Abrahams made a motion to approve Jennifer Douglas (executive director), Phil Tromburg (board treasurer) and Sarah Bridich (board chair) as authorized signers for financial transactions.

Jessica Gutknecht seconded the motion.

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

IV. Committee Updates

A. Academic Excellence Committee

The final Unified Improvement Plan has been submitted to the Charter School Institute.

B. Early Childhood Education Committee

The ECE committee reviewed the Teaching Strategies Gold data; the results show that ELC students are doing well.

C. Health and Wellness Committee

A Family Fitness and Fun Event is scheduled for May 12th for NCLS high school students and their children.

V. Closing Items

A. Adjourn Meeting

A. Burris made a motion to adjourn the meeting.

Phil Tromburg seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:00 PM.

Respectfully Submitted,
Monica Abrahams