

University Schools Board of Governors July 13, 2016 Minutes

Board Members Present: Eric Carlson, Erin Clark, Rodney Constance, Trevor Garrett, Kara Harvey, Mark Jones, Bill McAdams, Devin Moses, Mike Vaardahl, Jeff Weber
Board Members Absent: Dana Jones. Note: the student representative does not begin until August
Staff Present: Sherry Gerner, Sue Toricelli, Jeanne Lipman, Dave Wertz
Guests Present: Hossein Shirazi, Vicki Steiner, Christopher Hughes

CALL TO ORDER

Rodney called the meeting to order at 6:01pm. A quorum was present.

ADOPTION OF THE AGENDA

Erin (Michael) moved to amend the agenda by adding Item 7.3 Technology Report to Staff Reports and moving 9.1 Health Insurance Proposal to follow the Community Dialogue. Motion passed.

APPROVAL OF MINUTES

Devin (Mark) moved to approve the minutes of June 8, 2016. Motion passed.

BOARD OF GOVERNORS REORGANIZATION

- Seating and Recognition of New and Continuing Board Members: Rodney described the procedures for electing new officers and appointing committee representatives. Nominations will be made for each officer and a vote taken. Dr. Gerner and Sue Toricelli will count the ballots. Elected officers will be announced following each vote. Board members volunteering to serve as representatives will be appointed following the elections.

New: Trevor Garrett (2nd term), Bill McAdams, Jeff Weber, Paul Medina (student representative)

Continuing: Erin Clark, Rodney Constance, Kara Harvey, Dana Jones, Mark Jones, Michael Vaardahl, Devin Moses (faculty representative)

- **Election of Officers and Appointments:**
 - Chair: Rodney Constance
 - Vice Chair: Mark Jones
 - Secretary: Dana Jones
 - Treasurer: Jeff Weber
 - Committee Representation
 - Foundation: Michael Vaardahl
 - Joint Use: Erin Clark
 - Teacher Appreciation: Dana Jones and Michael Vaardahl
 - Director Evaluation: Rodney Constance, Dana Jones, Devin Moses
- **Meeting Dates and Times for 2016/2017:**
 - Mark (Kara) moved to approve the 2nd Wednesday of the month at 6:00pm except March, which will be the 1st Wednesday, for 2016-17 meetings. Motion passed.

COMMUNITY DIALOGUE

- None

BOOSTER CLUB

- No Report

STAFF REPORTS

7.1 Director's Update

- Elementary summer reading camp ended June 30. The second session of credit recovery will end July 21. Fifty-one students are taking 58 classes.
- Jarod and crew continue to complete maintenance requests. Floors and carpets are being cleaned as well as gym floors refinished. Lights have been replaced in the main hallways.
- All principals go through a checkout before they leave for a few weeks. All of their evaluations and other documentation have been reviewed.
- New concrete was poured by Northern Colorado Concrete of Greeley on July 8 and 11.
- New carpet is being installed in 20 classrooms this week. We are installing carpet squares for easier replacement.
- Registration packets were mailed to parents on July 8. Our office staff did a great job of putting all the materials together.
- Registration will take place July 27 through August 1 in the main building.
- We have currently filled all teaching positions.
- The Board packet includes a printout of the Building Corporation capital expenditures to date. Sherry met with representatives from the budget committee to brainstorm and prioritize additional expenditures.
- We haven't received the Memo of Understanding from Frontier. Their application for bond refinancing was approved on July 5 for \$21,500,000 of which \$8,959,000 is for improvements.
- A handout on blue paper is included describing community dialogue and Board meeting requirements. Comments about these procedures should be directed to Sherry.

7.2 Business Manager's Update

- General Fund surplus for the year is \$1.1 million.
- Revenues are 1.37% above budget and expenditures are about 5% below budget. We will have additional expenses for payroll in July posted back to June. Enough funds have been appropriated to finish the accruals from July payroll.
- Accounts Receivable billing is mostly for reimbursement from USPTO, some facilities rental and Capital funds through the bonds.
- Grant Deferred Revenue pertains to unused ELPA & READ Act money which we can carry over from year to year.
- The Capital Fund is the new restricted checking account. The bank refunded the \$10.00 service charge that was deducted last month.
- The Audit started today. We have new auditors this year -- Clifton, Larson, Allen -- who are common with the District so it will reduce the cost. They will be back at the end of August and will finish after Labor Day.

7.3 Email and Technology Update

- Dave Wertz reported that all Board members now have email addresses using the University Schools domain. He has sent a message which includes instruction on accessing and using the account as well as how to add it to mobile devices. It is important to use this account due to open records laws and for communication.
- Everyone is on the BOG and BOGExec distribution lists. They should login using the full email address, enter the default password and then promptly change it to a personal password.
- He and Jeff attended the ISTE conference and looked at some new technology. They are moving forward with more Chromebook mobile labs but opted to go with a different smart technology panel called View Sonic. These will replace our SmartBoards. They do not use a projector, which was a significant ongoing cost, and they are less expensive than the 20 panels originally requested. We will be able to order 28. He used a little more of the capital money to help the elementary complete its technology upgrades.

ITEMS FOR ACTION

8.1 Consent Agenda:

8.1.1 Personnel

- Erin (Michael) moved to approve the personnel recommendations. Motion passed
 - Recommended for Hire:
 - Rachel Brug – High School Art
 - Dana Kettlewell – Secondary Music
 - Melissa Stapleton – High School/Elementary Counselor
 - Nancy Velasquez – Family & Consumer Sciences (.15FTE)

ITEMS FOR DISCUSSION/POSSIBLE ACTION

9.1 Health Insurance Proposal - Shirazi Benefits

- Hossein Shirazi and Vicki Steiner presented the 2016-17 employee health insurance proposal. Changes within insurance carriers, e.g. dropping individual plans, could impact the number of people who might join our plan after January 1.
- They recommend we stay with Cigna. The increase over last year will be 5.1%. Kaiser's increase would be 4.5% but there are downsides to going with them. Because we have employees all over Northern Colorado, Kaiser only provides a limited network. Out of state medical needs are also an issue and some other businesses are pulling out of Kaiser's PPO plans. Other plans are increasing by double-digit percentages.
- We are partially self-funded and plan to maintain that for the next few years as there are advantages to self-funding. The more people on the plan, the bigger the savings when self-funded. We are encouraging individuals and employee and children to get on the plan but recommend spouses stay with the plan their employer offers.
- The HSA contribution will increase from \$750 to \$1000 this year. The schools' management team recommends the employee cost remain the same. The employer cost will increase by \$56,347.
- We are currently budgeted for 53 people. If more people join, that could affect our base premium.
- Vicki will present the information to the staff at the end of July.
- Opposition to Amendment 69 was discussed. Colorado is proposing \$25 billion go to universal health care, which would cost residents \$.10 on every dollar. Payroll taxes would go up to cover it.
- Michael (Trevor) moved to approve the benefits renewal as presented including the increase in HSA contributions and no premium increase for employees. Motion passed.

9.2 Financial Advisor Application

- Christopher Hughes made a short presentation to introduce himself to the Board. He is an alumnus, has 3 children who attend University Schools, is Co-chair of the Foundation and is employed with a California company that leases planes around the world. He has a lot of experience with financing, particularly with leasing.
- He feels it is important to have someone with a financial background to oversee the finances of the school. He wants to give back to his alma mater and help the school any way he can. It is an important new position and he can lend his expertise to the appointment.
- The Board will discuss his application and vote at next month's meeting. A short question and answer period followed the presentation.

9.3 Board of Governors Calendar 2016/2017

- A yearly calendar showing what to generally expect at each meeting is included in the Board materials. The affiliate organization reports – Jr. Bulldogs, Booster Club and USPTO – will be added as well as regular reports by Technology and Safety/Security. There was no discussion.

9.4 USPTO Report

- No report. Financial statement is included in the Board packet.

BOARD REPORTS/COMMUNICATION

10.1 BOG Report

- Board members received information from Josh Packard at UNC about the Director's Evaluation ongoing process. Sherry added some comments about the proposal that the Board will consider.
- Rodney will follow up with Frontier about the Memorandum of Understanding.

10.2 Communication from the Board

- Booster Club did Mustgo last weekend. Trevor attended and reported it is very profitable.
- Michael asked about the supply lists and if all those supplies are really used during the year.
- Trevor reminded everyone that some conflict during discussions is healthy. He suggested putting everything on the table. Somewhat tongue-in-cheek Mark disagreed with Trevor.
- Devin attended Frontier's Board meeting. He didn't speak but complimented them on moving forward with their vision. He felt they were pleased he was there.

10.3 Foundation Report

- No report.

10.4 Joint Use

- No report.

FUTURE BUSINESS

- Joint Use Report – Eric Carlson/Dick Wood
- Action and discussion about Financial Advisor Applicant

NEXT MEETING – August 10, 2016

ADJOURNMENT

Michael (Kara) moved to adjourn at 8:03pm. Motion passed.

REMINDERS:

July 27 – August 1: Registration

August 1 – Foundation Golf Tournament, Greeley Country Club, 7:30am – 1:00pm

August 9 – Foundation Board Meeting, 7:00am, Conference Room 1301

University Schools Board of Governors August 10, 2016 Minutes

Board Members Present: Eric Carlson, Erin Clark, Rodney Constance, Trevor Garrett, Kara Harvey, Mark Jones, Bill McAdams, Devin Moses (Faculty), Mike Vaardahl, Jeff Weber
Board Members Absent: Dana Jones
Staff Present: Sherry Gerner, Sue Toricelli, Jeanne Lipman, Ryan Wehrman, Dave Wertz
Guests Present: Chris Hughes, Tamara Strang, Dick Wood

CALL TO ORDER

Rodney called the meeting to order at 6:01pm. A quorum was present.

ADOPTION OF THE AGENDA

Erin (Mike) moved to adopt the agenda as amended with the addition of a new hire on the Consent Agenda. Motion passed.

APPROVAL OF MINUTES

Erin (Devin) moved to approve the minutes of July 13, 2016. Motion passed.

COMMUNITY DIALOGUE

- None

BOOSTER CLUB

- Tamara announced that Booster Club is having an ice cream social on August 16 and 17 along with Jr. Bulldogs and USPTO. TCBY cups will be given out. It will be in the stadium from 5:30pm to 7:00pm on the 16th and 5:30pm to 6:30pm on the 17th. The Fall Sports meeting will be at 6:30pm on the 17th. This activity will give the organizations an opportunity to get to know the parents and possibly recruit new members. Booster Club currently has 10 members and would like to get more on the board.
- Scholarships were awarded to Alex Multer and McKayla Bauer in the amount of \$1,000 each.
- Total Bingo earnings were \$65,606. Bingo earned money every month except June. Eighty percent is awarded to the teams/activities and 20% is retained by Booster Club. Teams earn funds based on the number of nights they worked. A check is written to the school and the respective amounts are entered into the team/activity account. Jr. Bulldogs also worked 5 nights and was paid \$5046. Some of the larger awards were Football - \$9083; Track - \$5046; Cross Country - \$4037; Girls Basketball - \$4037; and Cheer - \$6055.
- Out of the remaining 20%, Booster Club offers spend down funds to coaches in March so that about \$6,000 remains to start the new year. Spend Down comes from concession profits, merchandise profits and bingo. Coaches bring requests and Booster Club decides who will get funds and in what amount. This year they had 7 requests and will give the school \$6,627 along with a list of the items requested. Coaches must use the funds for approved items.
- Booster Club also bought three iPads for the athletic dept. so coaches could check out/in during their season. One problem is there is no WiFi on the athletic fields and they are working on a solution with Dave Wertz.
- Middle School concessions earned over \$7,000. The concession budget made a \$4,000 profit this year.

TECHNOLOGY – Dave Wertz

- Dave took the Board to one of the elementary classrooms to view the new flat panel technology. This year all First through Fifth grade classrooms received the technology because of the decision to

complete elementary. In the High School SmartBoards will be replaced with Promethian Boards, hopefully next year, depending on budget or remaining capita funds.

- The Tech department has upgraded the wireless throughout the building to accommodate the new technology.
- The ViewSonic screens are very versatile, hands-on, and can process up to 10 touches at a time. The panels replace our SmartBoards. They are connected directly to the classroom computer and do not need a projector. They come with their own software which can be easily upgraded.
- The transition from our SmartBoard technology will be seamless for the staff. The two have very similar technologies and software. These can also interact with tablets so teachers can move around the room rather than always staying by the screen or at their computer.
- Replaced equipment that is still in good condition will be sold to recoup some of the cost. Dave estimates the new equipment will be useable for at least 10 years.

STAFF REPORTS

7.1 Director's Update

- The Administrative team was invited to the District 6 luncheon on July 25. This is the first time we have been included. The Superintendent welcomed everyone back to school.
- Sherry attended the Colorado Association of School Executives (CASE) conference on July 27, 28, and 29. Some of the sessions where important information was shared included: legal presentation on social media, new legislation on Personally Identifiable Information and Gallup research on engaged students as well as keynote speakers David Isay from Story Corps and Sebastian Junger, author of *Tribes* and *The Sense of Belonging*.
- Our student assessment results are usually presented to the Board in August, but they are embargoed until September 1. We will have the results ready for the September 14 Board meeting. All our administrators will be in attendance to discuss the assessments and the parent survey.
- On Friday, we will host our new teachers. There will be introductions of staff, Infinite Campus training, lunch with mentors and Induction/Mentoring training.
- Next Monday through Wednesday all teachers will be on duty for inservice, team building and a trip to the Poudre Learning Center.
- Additional items at your chairs:
 - Parent Engagement Survey
 - Updated yearly calendar
 - Board meeting dates
 - 4th Amended Bylaws
 - Policies
 - Board Directory
 - Fair Campaign Practices from the District

7.2 Business Manager's Update

- General Fund is on page 7 of the Board packet. We are currently operating at a loss of (\$166,709) for two reasons:
 - We advanced funds to pay for the Capital expenditures, which will be reimbursed to the school. \$215,076 is reflected under Clearing Accounts on the expenditure page.
 - Capital Construction revenue for July was not received until August 5. Otherwise we would have shown an \$88,060 surplus. Last year we were at \$51,832, so we are ahead of last year.
- Registration went well. We had approximately 120 payment contracts, which is typical.
- The Capital Fund statement represents only the interest earned on the \$50,000.

ITEMS FOR ACTION

8.1 Consent Agenda:

8.1.1 Personnel

- We are interviewing for the Art position. The new hire will be approved at the next meeting.

- Mark (Mike) moved to approve the personnel recommendations. Motion passed.
- Recommendations for Hire:
 - Nicole Boettcher – 7th Grade B Team Volleyball Coach
 - Rachel Brug – High School Assistant Softball Coach
 - Geoff Chacon – High School Boys Tennis Assistant Coach
 - Anna Dominguez – High School Softball Assistant Coach
 - Brandon Ewing – High School Football Assistant Coach (MS Football Coach last year)
 - Kevin Hannum – High School Football Assistant Coach
 - Justin Kravig – High School Boys Tennis Head Coach
 - Easton Ramirez – High School Wrestling Head Coach
 - Johanna Prather – High School Volleyball Assistant Coach (MS Volleyball Coach last year)

ITEMS FOR DISCUSSION/POSSIBLE ACTION

9.1 Financial Advisor Position

- Rodney opened the item for discussion. Seeing none, Mike (Kara) moved to approve Christopher Hughes as Financial Advisor to the Board as outlined in the 4th Amended Bylaws. Motion passed unanimously on a roll call vote.
- Chris was invited to join the Board for the remainder of the meeting.

9.2 Joint Use Presentation

- Eric presented background information concerning how the property that Frontier and University share jointly, including a review of the original Agreement and identification of the principal parties to the agreement.
- The only joint property at this time is the Auditorium building. Land on which the athletic fields and the auditorium sit are on property owned by the University Laboratory School Building Corporation as collateral for the bonds. University leases the land from the building corporation, and Frontier pays University monthly a payment for purchase of ½ interest in the land. Frontier also has a Facilities Corp for management of its own property.
- The Agreement is that Frontier pays University for the auditorium and the original lands. The agreement establishes the committee that manages sharing of the joint use properties. After all loan payments have been made, the property will eventually become joint property.
- Item 13 of the Agreement outlines that if one school pays off improvements on the property, then the improvements belong to that school. The loan for improvements (Football field, track, bleachers, etc.) was paid off in 2007 by University Schools Foundation from a private donation made to it by Tom Roche. Frontier says that part of the payoff was for their ½ share of the improvements.
- Eric believes the school's position is that what they own is the right to use the facilities in agreement with us. We are concerned with the right to use the improvements.
- Dick Wood has been in negotiations with the Frontier Academy Board over the last couple of years and presented the current issues and concerns.
- A lengthy discussion ensued regarding the use and ownership of the property and how we should proceed.
- The Board is still in the process of preparing a Memorandum of Understanding (MOU) for Frontier's access to easements on University property. When that has been completed, the negotiations for joint use and the future of the property will be taken up again beginning October 1. This agenda item will be continued at the September 14 meeting.

BOARD REPORTS/COMMUNICATION

10.1 BOG Report

- Rodney reported that the MOU was sent back to us with some changes as well as a cap on the dollar amounts. We had the wording and cap changed back, but it still needs a signature from the Building Corp. This will be done after the next Board meeting but before our October 1 deadline.
- Rodney commented on the success of the Foundation golf tournament. Everyone enjoyed the day.
- Rodney is unable to welcome the teachers back on Monday and offered the opportunity to the other

Board members. Devin volunteered to represent the Board.

10.2 Communication from the Board

- Chris said he is happy to be here and hopes he can provide support for whatever comes up in the future.
- Jeff asked why early release days are on Monday. He suggested they be moved to Friday. Devin responded that 1) they are faculty meetings and doing it on Friday would be problematic, partly because of athletics and 2) Monday alternates Day 1 and Day 2 and on any other day of the week it would always affect that "Day's" curriculum.
- Devin commented on all the new people coming into the building and indicated he has met many of the new teachers. Everyone is excited for the new school year.
- Sherry is expecting a very good school year and she is thrilled to be at University.

10.3 Foundation Report

- Mike reported on the discussion about the bus picture and press release that didn't make the *Tribune*.
- The Golf Tournament had 94 golfers, was held on August 1, and will be on July 31, 2017, next year. The preliminary profit is about \$2400.
- The Color Run will be on September 10. Check the Facebook page for details.

10.4 Joint Use

- No report. The next meeting is September 14, 2016.

FUTURE BUSINESS

- Director's Goals
- Parent Engagement Survey
- Administrators will present Achievement Data
- Joint Use

NEXT MEETING – September 14, 2016

ADJOURNMENT

- Mark (Kara) moved to adjourn at 8:16pm. Motion passed.

REMINDERS:

New Teacher Orientation – August 12

Inservice/Workdays – August 15-17

Back to School Nights

- Elementary – August 16 – 4:30-6:00pm
- Middle School – August 16 – 4:30-6:00pm
- High School – August 17 – 5:00-6:00pm

First Day of School – August 18

Joint Use Meeting – September 14 – 8:15am

University Schools Board of Governors September 14, 2016 Minutes

Board Members Present: Eric Carlson, Erin Clark, Rodney Constance, Trevor Garrett, Chris Hughes, Mark Jones, Bill McAdams, Devin Moses (Faculty), Mike Vaardahl, Jeff Weber, Dana Jones

Board Members Absent: Kara Harvey

Staff Present: Sherry Gerner, Sue Toricelli, Holly Sample, Jeff Casey, Paul Kirkpatrick, Nick Kintz, Mike Mazurana, Carol Riggs, Ed Clark

Guests Present: Stephanie Lucero

CALL TO ORDER

Rodney called the meeting to order at 6:03pm. A quorum was present.

ADOPTION OF THE AGENDA

Mike (Dana) moved to adopt the agenda as amended with the addition of two new hires on the Consent Agenda. Motion passed.

APPROVAL OF MINUTES

Devin (Erin) moved to approve the minutes of August 10, 2016. Motion passed.

COMMUNITY DIALOGUE

- None

SECURITY - Ed Clark

- Holly and Ed attended a Threat Assessment Meeting over the summer in regard to Senate Bill 213. Schools are being held accountable in order to keep kids safe.
- UH conducted their own Threat Assessment which was a dynamic process. A working group convenes in order to make a decision regarding who might be an issue to the safety of others.
- Dr. Gerner will look at districts having possible policies related to threat assessment.
- UH is ahead of other area districts in this arena as we have a Security Team. We recently hired Otto who brings a lot of skills and can provide additional training to our staff.
- UH bought 13 outside cameras for \$390.00. These will be up and running by this Friday. The picture these cameras offer is amazing.
- The team wired 8 additional cameras inside buildings.
- Dave Wertz helped to repurpose the server so we didn't have to buy new. We are using a software program called Blue Iris. The coverage and clarity it offers is fantastic.
- The school year is off to a good start and traffic is running well.

USPTO - Stephanie Lucero

- Stephanie introduced herself as the new president of USPTO, coming into the position the latter part of the summer.
- The school fundraiser has started and orders are due next week. USPTO is hoping to reach the \$85,000.00 mark. UH will get 40% of the profit. The committee is looking for parents to get involved with counting the money and items.

- There will be a guest speaker from the Police Department to talk about internet safety at the USPTO meeting next Thursday.
- USPTO is planning a faculty/staff breakfast each trimester to show support and appreciation for all our teachers and staff do.
- Funds from the Spring Carnival are being distributed to teachers.
- Officers include: Stephanie Lucero - President; Jennifer Widener - Vice President; Jessica Guzman - Secretary; Jennifer Lenz - Treasurer; TBD - Treasurer Trainee
- The BOG thanked Stephanie for stepping in as president.

STAFF REPORTS

7.1 Director's Update

- We've had a great start to the school year.
- On Aug 31, some of the administrative team attended a District 6 leadership team meeting where we received information about the mill levy override and guidelines.
- The data fact sheet and the mill levy override powerpoint have been provided tonight. The powerpoint gives information about the timeline, survey results and differentiates between the mill and bond. The data fact sheet was also prepared by the District and are compliant with the Fair Campaign Practices Act. The data fact sheet will be on our website and copies are in the main offices in both buildings for parents.
- As a school, our priorities submitted to the District are: transportation (updating our vehicles), technology (software/hardware), instructional resources/support and safety/security.
- If the mill levy override passes, \$2.8 million would come to the charter schools each year until the sunset in 2022 which would mean \$540 per student or approximately \$935,000.00 a year.
- Our enrollment is 1787 students; 5 students more than originally budgeted. FTE is 1733.
- On September 28, we will be taking 100 students (mostly seniors) to the Budweiser Events Center for the Summit 2. This is a free event which includes students from high schools in Northern Colorado to hear motivational speakers discuss qualities of leadership and perseverance.
- All of our teachers meet with an administrator to review individual goals for the 16-17 school year. Teachers were asked to create 2 goals for the areas they would like to address. Each administrator submits goals as well.
- District 6 has provided our campus with a food truck - El Fuego. The truck is on our campus on Mondays and serves high school students and staff from 10:15-11:30.
- We had an evacuation drill four days after school started and will continue an evacuation drill each month. We conducted a lockout drill yesterday in each building.
- Tuesday, Tyler Silvy from the Greeley Tribune, joined our administrative team meeting and interviewed us for an upcoming story. We discussed student achievement data, curriculum and resources, graduation requirements and our school culture.

7.2 Principals' Updates

Carol Riggs - Elementary

- PLP Day was today.
- UH is hosting the Book Fair in the Library
- Field Trips have started. Staff attended a professional development day at the Poudre Learning Trail before school and classes are going now.
- Children's author, Gary Hogg, visited on Monday with assemblies and writing workshops happening.
- A UNC Math Specialist is coming to work with Elementary Staff Members.
- The school year is off to a good start.

Nick Kintz - Middle School

- Middle School is off to a great start with the climate calm and positive. We have a good group of 6th, 7th, and 8th grade students.

- Middle School is at full capacity with 501 students enrolled.
- Athletic activities have started with the volleyball season half way done and doing well. 7th and 8th grade football teams are both undefeated. Participation in these programs is up.
- MAP Testing has started.
- We are working on the Allies Diversity Program.

Holly Sample - High School

- High School is off to a good start as well.
- Student Leadership held an engaging and interactive assembly to kick off the year.
- Two Bulldog Handbook Assemblies were held in the auditorium to focus on what it means to be a Bulldog as well as school expectations.
- Fall sports have started. We have had good participation of fans and winning teams.
- A couple of staff members attended the Restoring Discipline Conference and strategies on accountability and learning from the incident are being implemented in the high school.
- Homecoming week is the week of Oct 7 with excitement about the Powder Puff game under the lights this year. Other traditional homecoming events will be occurring.
- The Denver Center of Performing Arts is doing a Shakespeare play in the parking lot for some classes at no cost.
- Teachers are working on student engagement and community building with the students.

7.3 Business Manager's Update

- Report shows we are two months into the year (16% of the budget) with a surplus.
- University has used funds for technology but capital funds will reimburse that line item.
- Expenditures have included a one time payment for the field lights this year and insurance that was paid in July.
- The audit field work was completed Aug 29 & 30. We have some additional information to supply by September 20 and plan on providing the annual audit at the October meeting.

ITEMS FOR ACTION

8.1 Consent Agenda:

8.1.1 Personnel

- Devin Moses moved into the Art Teacher position so we hired for Social Studies.
- Recommendations for Hire:
 - o Robert Kirby - HS Social Studies
 - o Otto Hubbard - Security
 - o Heidi Ewing - Asst. HS Cross Country Coach
 - o Josh Burns - Asst. HS Wrestling Coach
 - o Dominic Navarro - Asst. HS Boys Basketball Coach
 - o Tom Osborne - Asst. HS Basketball Coach - Volunteer
- Dana (Mark) moved to accept the consent agenda. Motion passed.

ITEMS FOR DISCUSSION/POSSIBLE ACTION

9.1 5th Grade Outdoor Education/Great Adventure Club Request

- Thank you to Mrs. Carol Riggs for the use of the cabin for this annual event.
- Chris (Dana) moved to accept the request. Motion passed.

9.2 PARENT ENGAGEMENT SURVEY

- The parent engagement survey was conducted by the social research lab at UNC in May.
- The Administrative Team reviewed the survey. There were many positive responses. Individual

comments discussed conferences mostly at the secondary level. A conference feedback sheet has been developed with the help of Doug Wurst and will be distributed after conferences. The form has been provided in the packet tonight.

- Each level will send out the conference feedback sheet to parents after conferences.
- Elementary had the biggest response as typically parents at this age are involved at a different level. Elementary will improve on communicating with the parents to provide more information before report cards come out. Also will look at Special Teachers writing more specific comments.
- Elementary received positive feedback from PLP Day. This day is used as a relationship building day to get to know what students are interested in.
- Middle School received 24% return on the survey. Feedback included parents wanting to meet with more teachers instead of only the advisor. MS is discussing ways to address this request.
- High School received similar feedback as to the Middle School. Many new advisors have been hired at the high school level so this has been beneficial in everyone preparing for conferences. High school is working on sending the message of the purpose of conferences as well as a method for parents to meet with additional teachers as well as the advisor.

9.3 Student Achievement

- Thank you to Paul who is the University Coordinator for testing. Jeff and Mike have joined to help make sure we are compliant with procedures.
- CMAS & PARCC achievement results for elementary, middle and high school were provided to the Board. High School presented results from the Spring ACT, PSAT, and AP assessments. Each level is working on addressing the areas of need. Levels use additional testing data to help analyze where students are. Tests such as STAR and DRA provide immediate data which can be used that year to help students improve.
- The data helps point out issues that each level then analyzes ways to improve. Middle School is challenging the staff to make relationships first which clinical studies have shown the influence in positive relationships can improve ability.
- This year students will be taking the SAT at the High School in lieu of the ACT. High School is working on finding and providing resources to staff and students in preparing.

9.4 Joint Use

- Still in negotiations with Frontier. A proposal has been sent in regards to the Auditorium and real estate. There is a meeting being set up with Frontier within the next two weeks to discuss buyout options.

9.5 Director's Goals

- An updated timeline for evaluations was presented to the Board.
- Four Director's Goals were presented for the upcoming 2016-2017 year.
 - To improve student achievement at University Schools.
 - To develop and support personnel at University Schools.
 - To maintain financial stability for University Schools.
 - To maintain and improve facilities and technology at University Schools to assure that all students and staff are in a safe, clean environment with the technology support necessary for optimum learning.
- Chris (Erin) moved to accept the goals. Motion passed.

BOARD REPORTS/COMMUNICATION

10.1 Communication from the Board

- Dana congratulated the Middle School Football Coaching Staff for compliments received on how well behaved and respectful the team was. Additional comments were made that the players had an

- appreciation and understanding of the game and it showed in their efforts on the field.
- Trevor reported that the high school football team is currently undefeated. Kudos to Casey Doss in getting athletes into the weight room and working out. A big thank you to him for what he does for all athletes.
- Devin reported that the beginning of the school year is going well and there is a lot of excitement in the building this year. Dot day will be celebrated school wide.

10.3 Foundation Report

- Meeting is in October so nothing new to report.

10.4 Joint Use

- Needed upgrades to the Auditorium were discussed such as replacing a torn curtain, track lights, and sound board. Conversations regarding repairs is still on-going.

FUTURE BUSINESS

- Updates to Foundation negotiations with Frontier

NEXT MEETING – October 12, 2016

ADJOURNMENT

- Erin (Dana) moved to adjourn at 8:49pm. Motion passed.

REMINDERS:

University Schools Board of Governors October 12, 2016 Minutes

Board Members Present: Eric Carlson, Erin Clark, Rodney Constance, Trevor Garrett, Kara Harvey, Christopher Hughes, Dana Jones, Mark Jones, Bill McAdams, Paul Medina (Student), Devin Moses (Faculty), Mike Vaardahl, Jeff Weber

Staff Present: Sherry Gerner, Paul Kirkpatrick, Sue Toricelli, Jeanne Lipman

Guests Present: Allison Slife, Kevin Hannum, Jessica Meeker

CALL TO ORDER

Rodney called the meeting to order at 6:03pm. A quorum was present.

ADOPTION OF THE AGENDA

Devin (Michael) moved to approve the agenda. Motion passed.

APPROVAL OF MINUTES

Chris (Michael) moved to approve the minutes of September 14, 2016. Motion passed.

COMMUNITY DIALOGUE

- None

AUDIT PRESENTATION - Clifton Larson Allen, LLP – Allison Slife, CPA

- Allison described the information that is included in the 2015-16 Audit Report.
- The auditors believe that the audit evidence they obtained is sufficient and appropriate to provide a basis for the audit opinions, and that the financial statements contained in the final report present fairly the respective financial position and changes in financial position for the year ended June 30, 2016.
- The analysis, budget comparison information and pension schedules, although not a part of the basic financial statements, are required by the Governmental Accounting Standards Board (GASB) to be an essential part of the financial reporting.
- The report contains the Discussion and Analysis pages, basic Financial Statement, Fund Financial Statements and required supplementary information.
- Beginning on Page 8 of the report are the notes to the financial statements. This is the best place to delve into the detail of the schools' financial activities including a detailed description of the impact of the Defined Benefit Pension Plan liability.
- The final pages show the school's actual performance compared with the budget.

JUNIOR BULLDOGS - Kevin Hannum

- Kevin reported on the camps held over the summer:
 - Baseball had 16 kids take part with 100% of profits donated back to the program
 - Softball – 14 kids – 100% (\$250) donated back
 - Basketball – 36 kids -- 70% of profits (\$450) donated back
 - Cheer is growing so fast Jr. Bulldogs can't find the manpower to manage it – 70% (\$250) was donated back to the program
 - Volleyball – 32 kids – 70% donated back (\$700)
 - Football – 72 kids - 110% (\$1000) donated back. This activity is also growing very fast.
- Leagues were great this year. What Jr. Bulldogs keep goes to the scholarship and all the activities they take part in throughout the year such as carnival and teacher appreciation.

- \$3,950 has been donated back to the sports since inception of this program.
- Volleyball and Football are wrapping up now and Wrestling starts Oct 30. Basketball registration is just beginning.
- Kevin sent out a big thank you to Mike at Gojo's for the shirts, Silverback graphics, VIP signs, Jeff Weber, and Amanda Lindenmeier and Tom Wildt for the photography. Jr. Bulldogs tries to support as many local businesses as possible.
- The Board thanked Jr. Bulldogs for what they do to involve our young children in athletics.

STAFF REPORTS

7.1 Director's Update

- On September 15, the principals and Dr. Gerner attended a meeting of District charter schools at the District Office. The meeting was led by Brian Lemos, charter school liaison. The group meets once a month.
- Evacuation drills were held for both buildings on September 21.
- On September 28 forty-nine Juniors and seniors attended the Success Summit II Leadership Conference at the Budweiser Events Center. The students heard from motivational speakers with students from northern Colorado as it was simulcast across the United States.
- We had an outstanding Homecoming week. From Powder Puff under the lights, Tough Guy Volleyball, the Bonfire and the Dance on Saturday to volleyball and football wins, there was great student involvement. We had a K-12 assembly on Friday afternoon and honored 22 alumni and retired faculty before the football game. Katie Potter and Frank Stinar were crowned Homecoming Queen and King.
- We have inservice on Friday. We will be discussing assessments, the Naviance program and advising at the secondary level. The Elementary teachers will be working with Jennifer Harding, math consultant from UNC.
- Fall break will be Monday October 17.
- We are happy to have received our School Performance Framework from the Colorado Department of Education (CDE) through District 6 which ranks our school at Performance. The rating is based on spring assessment data as well as graduation rates (97.9%). Performance is the highest rating listed on the document we received so we do not have to write a performance plan this year.
- Dr. Gerner checked with Bill Bethke and he is unaware of any policy on threat assessment.

7.2 Principal's Update

- Middle School held an Induction Ceremony of National Junior Honor Society members. There were 30 to 40 students inducted.
- The Middle School is on Trimesters for regular curriculum classes. This year we went to quarters for elective classes so we could get one more rotation in during the year. Under trimesters we would have had 18 classes. Now the students have 24 choices. More kids get exposed to the options. The unfortunate part is that the grading doesn't work as smoothly on Infinite Campus since the school district initially set us up on trimesters. Paul will be meeting soon with the district IT people to work on a solution.
- Sports – 7th/8th Grade football has ended; 8th Grade Volleyball won league championship and Cross Country is done. It has been really fun to have the Jr. Bulldogs cheerleaders performing at Middle School events.
- Music Concerts are coming up this month.
- Teachers have put together a Halloween safe trick-or-treating activity for kids in the school on October 28th from 4:30-6:30pm in the Middle School building.
- During the inservice on Friday, Middle School will spend some time analyzing the national and state assessment data to help the teachers prepare better math, reading and literacy lessons.
- The School Accountability meeting will be Tuesday, October 18. This committee is required by the school district. It is not a decision-making group but does make recommendations. The committee meets 4 times a year. One member represents the committee on the school Budget Committee and the District Accountability Committee.

7.3 Business Manager's Update

- On the General Fund Balance Sheet, the Accounts Receivable amount represents the money we have paid and is due to be reimbursed from the bond funds.
- We received \$62,000 from the Oil and Gas revenues but we owe the district about \$54,000 for Special Education services, administrative costs and Infinite Campus. Special Education could have gone up more, but they did not include the health clerks this year. Beginning in 2017-18 we will have to pay for them as well. This just applies to the charter schools since the other school's health clerks are district employees.
- On the Expenditures page, Clearing Accounts reflect the reimbursement request for the bond funds shown on the Balance Sheet Accounts Receivable line.
- The Capital Fund report shows the fund that is to be used after the project funds have been expended. The change in the fund is the interest earned during the last period.

ITEMS FOR ACTION

8.1 Consent Agenda:

8.1.1 Personnel

8.1.2 Resolution Designation of Armed Security Guard

- Trevor (Mark) moved to approve the Consent Agenda. Motion Passed.
 - Recommended for Hire: Zachary Anderson – Assistant Middle School Football Coach
 - Designation of Armed Security Guard: Otto Hubbard

ITEMS FOR DISCUSSION/POSSIBLE ACTION

9.1 Audit 2015/2016 Acceptance

- Devin (Mark) moved to accept the 2015-16 Audit Report from Clifton Larson Allen, LLP as presented. Motion passed.

9.2 Policy Update

- This policy updates the daily rate of pay for substitute teachers from \$85/day to \$90/day. The Budget Committee recommended the increase and the policy has been updated to reflect the change. It is closer to what the other schools in the area pay.
- Dana (Chris) moved to approve the policy change. Motion passed.

9.3 Property Negotiations - Executive Session – C.R.S. § 24-6-402(4)(a)(I)

- Chris (Mark) made a motion at 7:12pm to move into Executive Session to discuss joint property negotiations. Sue and Sherry were invited to stay. Motion passed
- Trevor (Erin) motioned to move out of executive session at 8:35pm. Motion passed. Regular session resumed at 8:36pm.

BOARD REPORTS/COMMUNICATION

10.1 BOG Report -- Chair

- Rod informed the Board that a contact form to the Board was received with no return information included so there is no way to respond to the email. The email questioned administrators' attendance at events. Dr. Gerner reported that all administrators help to cover assignments as needed.

10.2 Communication from the Board

- The Board thanked Sue for an awesome audit report.
- Devon received two inquiries regarding offering Shop classes as University used to years ago. He also shared his feelings for the love for the bulldog family and what a great place University Schools is.
- Lunch was sent to Platte Valley staff on Tuesday in support of the recent loss the community is dealing with.

10.3 Foundation Report – Mike Vaardahl

- The color run brought in over \$1500 with 100 runners participating.
- An Alumni breakfast is being planned.
- An Alumni newsletter will start in January.
- Updates were given to the Foundation Board in regards to targeting Alumni donations.
- July 31, 2017, will be the next Golf Tournament at the Country Club.

10.4 Joint Use – Erin Clark

- Jarod provided proposals for the updates to the Auditorium averaging approximately \$27,000.
- He is working on a proposal for the baseball field updates.

FUTURE BUSINESS

- Executive Session to continue the property update discussion
- Holiday Staff Appreciation options

NEXT MEETING – November 9, 2016

ADJOURNMENT

- Michael (Devin) moved to adjourn at 8:48pm. Motion passed.

REMINDERS:

November 7-8 – Faculty Workdays – No School K-12

November 21-22 – Conference/Comp Days – No School K-12

November 23-25 – Thanksgiving Break – School Closed

University Schools Board of Governors November 9, 2016 Minutes

Board Members Present: Eric Carlson, Erin Clark, Kara Harvey, Dana Jones, Mark Jones, Bill McAdams, Devin Moses (Faculty), Mike Vaardahl, Jeff Weber

Board Members Absent: Rodney Constance, Trevor Garrett, Christopher Hughes, Paul Medina (Student)

Staff Present: Sherry Gerner, Jeff Casey, Sue Toricelli, Jeanne Lipman, Donna Gonzales, JoEll Matthews, Dave Wertz

Guests Present: Tamara Strang, Tyler Davidson, Ellen Sweiter

CALL TO ORDER

Mark called the meeting to order at 6:01pm. A quorum was present.

ADOPTION OF THE AGENDA

Devin (Mike) moved to approve the agenda. Motion passed.

APPROVAL OF MINUTES

Dana (Mike) moved to approve the minutes of October 12, 2016. Motion passed.

COMMUNITY DIALOGUE

None

TECHNOLOGY REPORT – Dave Wertz

- All interactive panels have been installed and the teachers are very happy with the new technology.
- All Chrome Book labs have been deployed. Each level now has its own carts for checkout.
- Jeffery and Dave have been updating all the computers to Windows 10. They have only 17 that have not been upgraded.
- All the Smart Boards and new panels have been updated to the latest software version.
- The video surveillance server is ready and when all the cameras are on line the new security project will be complete.

BOOSTER CLUB – Tamara Strang

- The Board is down on members and volunteers. Three members have resigned so they are looking to replace those people on the board. They need a Vice President, Secretary and Bingo Treasurer. Stephanie is going to take on the open Concession position.
- Concessions are doing very well. The volunteer signup site is working well and parents receive an automated email to remind them of their scheduled times/days.
- Profits to date: Activity passes - \$1,785; Merchandise - \$2,266; Concessions - \$7,086; MS Concessions - \$1,195; Bingo has a balance of \$14,561 and the Operating Account is at \$17,156.
- Bingo is doing better. The budget year was July through June, but payouts for August had to come from the previous June earnings. They will be going to a 42-week accounting period so everything will get paid out in June. July's profit was \$5,595, August was \$853, and September had a loss of (\$426). They changed the games in July and will be adding a 2 Progressive Game to increase attendance starting this weekend. Must Go hasn't been working as well but should improve with the changes. They will try their first Binglo next weekend.
- Payouts so far: HS Athletics - \$6,627; Food for Concessions- \$4,547; Merchandise - \$4,109; and some miscellaneous expenses - \$265.

STAFF REPORTS

7.1 Director's Update

- Inservice was well-received by teachers on October 14. Jenni Harding, UNC Professor, provided math strategies for elementary teachers and secondary teachers received information about Naviance and

reviewed 2016 spring assessments. High School teachers discussed 2017 SAT tests.

- We had two visitors to our school in October: Representative Dave Young and State Senator John Cooke. Both visited classrooms and met with administrators to learn more about our school. Mr. Rivera arranged the visits.
- We conducted an evacuation drill for each building on October 27.
- The calendar committee is in the process of preparing the 2017-18 school calendar for the Board's approval. The committee meets and then asks for feedback from staff.
- First trimester ended November 4. Faculty work days were Monday and Tuesday, November 7 and 8. Teachers use the time to prepare report cards and plan for conferences and second trimester.
- We have a meeting of Charter Administrators tomorrow, Thursday, at the District 6 offices. Some of the agenda items include special education, assessment update and performance frameworks.
- We are sending out surveys after each set of conferences - elementary, middle and high - to receive feedback on how the conferences are meeting the needs of parents. We will have conference numbers and survey results for the Board in December.
- Because our activity vans have so many miles on them, we have been researching the purchase of the short (14 passenger) buses with our capital project money. Jarod, Facilities Manager, Ryan, Athletic Director, and Nick Kintz, Assistant MS Principal, went to two dealerships to check on the best prices and best quality of buses. We will probably go with GM buses built by Thomas from TransWest for a total of \$107,000. They can be driven by all staff members and can be serviced locally. We would do some training with staff. Our current vans are showing a lot of wear, starting to rust and have over 100,000 miles on them. These will provide a safer way for small groups to go on field trips and to activities.

7.2 Principal's Update

- Sports and activities report:
 - Cross Country had 2 individual representatives and our boys' team qualified for the state meet.
 - Football got into the playoffs for the first time in 31 years.
 - Volleyball state tournament is this weekend and our girls are ranked 4th in the state.
 - The play It's a Wonderful Life is being performed this weekend.
 - Snow Show is December 12.
 - Band and Choir concerts completed at the end of October.
- Trimester II began today. We are starting an SAT prep class to help Juniors prepare for their upcoming test. The first round of MAP testing is complete.
- In general, it has been a very good year so far.
- Jeff introduced JoEll Matthews and Donna Gonzales and complimented them on the programs they offer our students.

7.2.1 High School of Business – JoEll Matthews

- High School of Business is a national program offered by the MBA Research and Curriculum Center out of Ohio. The entire curriculum is project-based making it very much like college classes. Offering the program requires teachers to do a significant amount of training. The program is being primarily paid for by Perkins grant money.

Students get 3 credit hours of college credit from UNC if they complete all six (6) required courses. The program also offers 2 electives. UNC is offering the credit in addition to other institutions throughout the country. Their credit is as an elective and cannot be used for College of Business requirements. It also offers students an opportunity to take an exam to test out of certain college business classes. This is big for our students since so many who go to college major in Business Administration.

- A handout from the MBA Research Center was distributed to explain what the program entails.
- Ellen Sweiter from Aims Community College explained the Articulation Agreement University Schools has with Aims and the impact of the program on students' curriculum. Aims has articulation agreements with Colorado and several other states. The program is very rigorous. Aims offers credit to UH students matching the Principles of Business class at UH

with the Introduction to Business (BUS 115) class at Aims. Marketing (MAR 216) and Management (MAN 226) match those respective Aims classes. Those classes will transfer to any college in Colorado. Each class is 3 credit hours at Aims. Concurrent enrollment usually requires that the high school curriculum follow the Aims syllabus, but because this is so rigorous Aims accepts the class syllabus from University High.

- Forty-three (43) students are in the program at UHS. There are two sections of Principles of Business. The coursework also qualifies as Economics credit. An advisory committee of approximately 8 people helps manage and audit the program.
- Tyler Davidson reported that the students are looking forward to being ahead going into college and stated that the program provides a skill set that the students will need to be successful in their careers.
- The project is being phased in over a 3-year period so budgeting likely will not be an issue.

7.2.2 Naviance – Donna Gonzales, JoEll Matthews

- Naviance is the online portfolio that all the HS students use to fulfill the ICAP state requirement. They keep their resume, transcript, goals and many other documents in their account.
- This year Donna started to tie their accounts in with college applications. It is a way for the school to know their plans for the future. Letters of recommendation, transcripts and college admission documents are all stored in one place.
- Donna and JoEll, using a student record, showed the Board an example of what is included in a student's account. The program has added a level of communication with the students that counselors and advisors did not previously have. Furthermore, the counselors are able to follow up on items that need to be completed to meet a deadline.
- Naviance provides records and data management tools for the students, advisors and the counseling office. It also helps the school know to which schools students are interested in attending and also where they actually decided to go. Documentation on acceptances, denials and pending files can all be viewed within the program.
- Scholarship information is included in another section. Students can learn about available scholarships and the counselor can see for what scholarships students have applied.
- All students in the high school and middle school use Naviance. Career Exploration, one of the high school required classes, uses it to help students set up and begin to store their records in their account as well as research colleges and careers. There are also curriculum lessons associated with Naviance in the class.
- Advisors have access to a computer lab once a week so their advisees can enter information. Students can also access it from home.

7.3 Business Manager's Update

- The Fund Balance Year-to-date is \$236,302.
- Accounts Receivables are down due to receipt of a large reimbursement from the project fund on capital expenditures made.
- Expenses are a little over budget but we still have expenses showing in the clearing accounts to be reimbursed by the project fund. Once reimbursed it brings expenses to 33.2% of the budget. The financials look good and we are on target for the year.
- The investor call was held on October 26. This call allows the bond holders to contact the school following the release of the yearly audit. They ask questions similar to what S & P would ask such as whether there are any financial issues, school enrollment, performance, Days Cash on Hand and what our coverage ratios are. The call usually lasts about 30 minutes. We were able to answer most of their questions and Sue emails them any information not readily available during the call.

ITEMS FOR ACTION

8.1 Consent Agenda:

8.1.1 Personnel

- Dana (Mike) moved to approve the personnel changes. Motion Passed.
 - Recommended for Hire:
 - Roy Encina – Boys Basketball C-Team Coach

- Kyle Kingsley – Girls Basketball JV Coach
- Tom Wildt – Girls Basketball Assistant Coach

ITEMS FOR DISCUSSION/POSSIBLE ACTION

9.1 Out of State Travel Request – High School Cross Country

- The Cross Country team requested permission to travel to Arizona to take part in the Nike Cross Southwest Regional 5K Race. Thirteen athletes and two coaches will be attending.
- Erin (Mike) moved to approve the out-of-state travel request for the Cross Country team. Motion passed.

9.2 Staff Appreciation

- Funds are budgeted for a staff appreciation gift. \$25.00 King Soopers cards were given at Christmas last year. USPTO is stepping up on spring teacher appreciation so the Board may not have to contribute this year. Several suggestions were discussed for the committee to make its decision.

9.3 Property Negotiations - Executive Session – C.R.S. § 24-6-402(4)(a)(I)

- Erin (Kara) moved at 7:07pm to go into executive session for the purpose of:
 - conducting discussions regarding the purchase, acquisition, lease, transfer or sale of property C.R.S. §24-6-402(4)(a), and
 - Conducting discussions regarding the school's positions and strategies related to contract negotiations and instructions given to negotiators related to ongoing negotiations with Frontier Academy C.R.S. § 24-6-402(4)(e). Sue and Sherry were invited to stay. Motion passed.
- Mike (Erin) motioned to move out of executive session at 7:36pm. Motion passed. Regular session resumed at 7:37pm.

BOARD REPORTS/COMMUNICATION

10.1 BOG Report

- No report

10.2 Communication from the Board

- Devin received an inquiry regarding offering more concurrent enrollment options.

10.3 Foundation Report

- Next meeting is December 13.

10.4 Joint Use

- Erin missed the meeting so Dr. Gerner reported. The group discussed maintenance issues. Jarod received bids to remove the cat tails from the baseball field. We are contracting with an excavation company to come in for \$11,200.00.
- Animals are tunneling under fields so EnviroPest will be contacted to come in and set traps to avoid safety issues on the fields.

FUTURE BUSINESS

Conference Report

NEXT MEETING – December 14, 2016

ADJOURNMENT

Mike (Devin) moved to adjourn at 7:40pm. Motion passed.

REMINDERS:

November 21-22 – Conference/Comp Days – No School K-12

November 23-25 – Thanksgiving Break – School Closed

December 12 – Snow Show 5:00 pm & 7:00 pm

December 13 – Foundation Meeting – 7:00 am

December 13 – Kindergarten Concert – 6:30 pm

December 14 – 4th Grade Concert – 6:30 pm

December 15 – 2nd Grade Concert – 6:30 pm

University Schools Board of Governors December 14, 2016 Minutes

Board Members Present: Eric Carlson, Erin Clark, Rodney Constance, Trevor Garrett, Kara Harvey, Christopher Hughes, Dana Jones, Mark Jones, Bill McAdams, Devin Moses (Faculty), Jeff Weber

Board Members Absent: Paul Medina (Student), Mike Vaardahl

Staff Present: Sherry Gerner, Michael Mazurana, Sue Toricelli, Jeanne Lipman, Ed Clark, Don Hurt, Nancy Lightfoot, Ryan Wehrman

Guests Present: Stephanie Lucero

CALL TO ORDER

Rodney called the meeting to order at 6:02pm. A quorum was present.

ADOPTION OF THE AGENDA

- Rod recommended that Item 6.1 2017-18 Calendar Proposal be added to the agenda following the USPTO report to accommodate the faculty presenters. Mark (Chris) moved to amend the agenda. Motion passed.
- Chris (Mark) moved to approved the amended agenda. Motion passed.

APPROVAL OF MINUTES

Mark (Devin) moved to approve the minutes of November 9, 2016. Motion passed.

COMMUNITY DIALOGUE

- None

SAFETY/SECURITY – Ed Clark, Security Director

- Ed demonstrated how the new cameras can be viewed online. He will keep the analog cameras as well. Everything is backed up on servers and retained for 5-6 weeks.
- On December 2, we had a lockdown drill at which Brad Styles, Emergency Response Outreach Consultant who works with threat assessment programs, was in attendance. He indicated that what we have in place is very thorough. They observed a couple of noise issues with some classrooms and dealt with those immediately so the kids understand the importance of the drills and how to behave during a real emergency.
- The Police Department and Fire Department walk through regularly to check how things are going.
- The security team has come up with a folder for substitutes to have when they are in the building since they are unfamiliar with our safety procedures.
- The Safety/Security staff are always looking for ways to keep the school community safe.

USPTO – Stephanie Lucero

- USPTO is trying to have guest speakers at their monthly meetings. At the September meeting Christy Hardwick from the police department talked about internet safety. She covered areas that parents should be aware of to keep their children safe. The presentation was well received.
- The big fundraiser was held in September. Sales were very good this year partly because they added the family plan for the limo ride. Total sales were \$91,432 and USPTO's earnings were 42% or \$38,632. All items were delivered in October. They are very pleased with the fundraiser although they are planning to revise the distribution day and procedure. Teachers also earned incentives for their participation. Two hundred sixty kids got Limo rides this year.

- In November, they held the Chili Cook-off. They hired a DJ and the kids really liked that.
- Teacher Appreciation for both schools was also a November activity. It was very well received by the faculty and staff.
- The grant committee has met to evaluate the 32 applications. USPTO was able to distribute funds to several areas and fund some unique proposal requests. A little over \$26,000 was awarded. They were not able to fund all the requests but in most cases funded at least some of each proposal.
- USPTO is now looking forward to planning for the spring carnival.

6.1 2017-18 School Calendar Presentation

- Don Hurt assisted by Nancy Lightfoot reported on the committee's work. Don thanked Amanda Haas for all the work she does each year to prepare the calendar for the committee and then finalize the format and details.
- The committee meets 4 or 5 times as a group as well as collecting feedback from their colleagues. The calendar is usually the same from year to year with only a few changes.
- For 2017-18, the changes include:
 - Added Middle School conference windows to accommodate their new quarters.
 - New Year's Day is on Monday so the holiday break is one day longer with faculty inservice on Tuesday and classes beginning on Wednesday. Therefore, the last day of school in May will be on Wednesday rather than Tuesday to make up the day.
 - Spring break will be the same time as Aims, UNC and School District 6 in 2018.
 - The Feb 1 and 2 days off are so teachers can attend the CCIRA (Reading) conference. This will be the 3rd year this has been included in the calendar.
- Don thanked the Board for the faculty holiday gift and expressed how much everyone appreciates it each year.

STAFF REPORTS

7.1 Director's Update

- Thank you to Mrs. Sims and her Catering class for providing tonight's refreshments.
- Steve Black was asked to speak to the administrators and counselors on November 17 about the local drug task force and drug issues in the schools.
- We conducted a lockdown in the main building on December 2 similar to the lockdown last spring in the Middle School. Mr. Clark also addressed this drill.
- Winter sports are well under way. High School cheerleaders and the poms team participated in the State Competition on Friday and Saturday, December 9 and 10, and we are proud of our 3A State Poms champions. We are certainly appreciative of the efforts of the coaches and athletes on both teams.
- Brian Lemos from District 6 came to University on December 8. We discussed student transfers, securing substitutes for our special education teachers when needed and the January meeting with Dr. Pilch.
- Griffin Malm will be honored as the Rotary Student of the Month on January 5 at the Greeley Country Club.
- The January Inservice agenda is included in the packet. The morning inservice is divided into levels and the afternoon allows teachers time to work in their rooms with other optional opportunities.
- We received one of our short buses on November 30 and hope to receive the other one in February or March.
- Thanks to our Calendar committee for their work on the 2017-18 school calendar.
- Thanks to the music teachers for this year's Snow Show. It was excellent and very well received.

7.1.1 Track Update – Ryan Wehrman

- We have been soliciting bids to replace the track surface. We need to remove the rubber and put on a new navy blue asphalt surface on the track oval, jump runways and small high jump pad.

- Bids came back from two companies, ProTrack and General Acrylics. We were unable to contact Renner, the original company that put in the track.
- Striping is included in the bids.
- ProTrack will make subsequent repairs at no additional cost.
- Ryan's recommendation would be to go with ProTrack. They have been very accommodating including allowing us to make suggestions and discuss the project with them. If we decide on one of these companies, we could get the work done this summer.

7.2 Principal's Update

- Music performances for Kindergarten were last night. In order to get all the parents (approximately 500) into the Auditorium that has a capacity of about 350, the concert was broken into two performances. Tonight is the 4th grade concert. Tomorrow is 2nd Grade. The new music teacher is a gem and has done a terrific job with the kids.
- Conferences have wrapped up. A printout of all the numbers for all the levels is provided with the Board packet. Teachers have worked very hard to get all of their parents to come in and only a few have not been able to meet with every parent.
- The Giving Tree was a big success. The elementary counselor manages this by contacting families who might need support, getting ideas and then having elementary classes try to provide what is needed for these families.
- The Christmas parties are this week.
- The USPTO grants focus this year was STEAM – Science, Technology, Engineering, Arts and Math. Grants were funded for such things as robots and other science and technology projects.
- The January 2 guest speaker is Mark Overmeyer. He has worked with our faculty before and will be doing writing assessment with the elementary teachers.

7.3 Business Manager's Update

- The year-to-date surplus is \$291,355. At this time of year, we should be at 41.6% of budget. Revenues are at 43.17% and Expenditures are at 41.13%.
- We are looking at 6 categories where expenses are running high, in particular Special Education and some Administrative Costs. There will be a budget revision in January to include these items along with the updated student count.

ITEMS FOR ACTION

8.1 Consent Agenda:

7.1.1 Personnel

- Dana (Chris) moved to approve the personnel changes. Motion Passed.
 - Recommended for Hire:
 - Juan Gutierrez III – Assistant Middle School Wrestling Coach
 - Approvals of Volunteers:
 - Joel Geers – Volunteer High School Wrestling Coach
 - Erick Palamino – Volunteer High School Wrestling Coach

ITEMS FOR DISCUSSION/POSSIBLE ACTION

9.1 2017/2018 Calendar – First Reading – Calendar Committee

- There was no further discussion on the proposed 2017-18 Calendar.
- Devin (Mark) moved to approve the adoption of the 2017-18 Calendar on first reading. Motion Passed.

9.2 Conference Surveys

- The First Trimester Conference handout shows the number and percentage of conferences held at each level followed by the results of survey questionnaires returned by parents.
- The survey was created so parents could comment on their conference(s).

- Overall the parent response rate was good.

9.3 Class Fee Request

- Two courses have requested fee increases. The cost of German workbooks has increased from \$18 to \$20. The American Red Cross has increased its cost for the certificates. Therefore, the cost of the First Aid/CPR class fee needs to increase from \$30 to \$32.
- Chris (Mark) moved to approve the class fee request. Motion passed.

10.0 EXECUTIVE SESSION - Property Negotiations C.R.S. § 24-6-402(4)(a)(I)

- Erin (Dana) moved at 7:22pm to go into executive session for the purpose of:
 - conducting discussions regarding the purchase, acquisition, lease, transfer or sale of property C.R.S. § 24-6-402(4)(a), and
 - Conducting discussions regarding the school's positions and strategies related to contract negotiations and instructions given to negotiators related to ongoing negotiations with Frontier Academy C.R.S. § 24-6-402(4)(e). Sue, Eric and Sherry were invited to stay. Motion passed.
- Erin (Chris) motioned to move out of executive session at 8:43pm. Motion passed.
- Regular session resumed at 8:44pm. Mark (Erin) motioned in next negotiation meeting to ask Frontier to provide a buyout offer to our BOG. Motion passed.

BOARD REPORTS/COMMUNICATION

11.1 BOG Report

- No Report

11.2 Communication from the Board

- Erin thanked Rod and Chris for their work on the negotiations.
- Dana shared both verbal and written thank you comments from the staff in regards to the King Soopers gift cards.
- There was one submission to the BOG form. No action was requested.
- Dana commented on the wonderful program and crowd turn out on the recent band/choir Snow Show concert.
- Eric thanked the Board for the card.
- Devin thanked the Board for the gift card and appreciated the personal touch of hand delivering these to staff.
- Devin reported that faculty is ready for break and wished a Merry Christmas to everyone.
- Devin commented that this is his last year on Board and how much he learned as well as appreciated the time and effort of the Board. He appreciated serving on such a functional board.
- Sherry commented that there is much trust for this Board and wished everyone a Merry Christmas.
- The Board also thanked Sue for her hard work and diligent efforts.

11.3 Foundation Report

- Foundation ordered plaques to hang in the HS, MS and to provide to Noble Energy in regards to the new bus.
- Gala is scheduled for April 21.
- Shannon is selling scrip cards which provide a small percentage back to the Foundation.
- Alumni is being contacted via email for donations.
- Evaluation for this position is coming up.

11.4 Joint Use

- Next meeting January 11 at 8:15 AM.

FUTURE BUSINESS

- Director's Evaluation with goals due next meeting. Board will get a director's survey to complete in February.

NEXT MEETING – January 11, 2017

ADJOURNMENT

- Devin (Kara) moved to adjourn at 8:55pm. Motion passed.

REMINDERS:

December 15: 2nd Grade Concert – 6:30pm
December 19-January 2: Winter Break – School Closed
January 2: Staff Inservice
January 3: School Resumes
January 11: Joint Use – 8:15am

University Schools Board of Governors January 11, 2017 Minutes

Board Members Present: Eric Carlson, Erin Clark, Rodney Constance, Dana Jones, Bill McAdams, Devin Moses (Faculty), Mike Vaardahl, Jeff Weber
Board Members Absent: Trevor Garrett, Christopher Hughes, Kara Harvey, Mark Jones, Paul Medina (Student)
Staff Present: Sherry Gerner, Holly Sample, Sue Toricelli, Jeanne Lipman
Guests Present: Kevin Hannum

CALL TO ORDER

Rodney called the meeting to order at 6:02pm. A quorum was present.

ADOPTION OF THE AGENDA

Devin (Michael) moved to approve the agenda. Motion passed.

APPROVAL OF MINUTES

Erin (Devin) moved to approve the minutes of December 14, 2016. Motion passed.

COMMUNITY DIALOGUE

- None

POMS PRESENTATION/3A STATE CHAMPIONS

- Postponed until February meeting.

JUNIOR BULLDOGS – Kevin Hannum

- Jr. Bulldogs is in the middle of wrestling and basketball right now.
- There are 50 kids out for wrestling so they have been divided into two groups. George Thompson is the coach and Kevin is very excited to have him on board.
- George is also the event director for Jr. Bulldogs. He is planning a basketball tournament. University is hosting 3rd and 4th grade boys on Sunday, February 5 and 3rd and 4th grade girls on February 12th. They have 4 teams signed up so far and are only charging \$165 per team. Volunteers are needed to come help at the tournament.
- Their leadership has been organizing for the scholarship and will be getting information out to juniors and seniors. They want to give 2 scholarships, one to a girl and one to a boy.
- Discussion followed about including the kids in high school matches/games and inviting the kids to attend the events.

STAFF REPORTS

7.1 Director's Update

- We've had only eight school days since the last Board meeting.
- Inservice went very well last Monday. We met in levels in the morning with optional opportunities in the afternoon. Nurse Jane held mandatory reporting training. We also had a short bus driving school on the new small buses.
- Griffin Malm was recognized as the Rotary Student of the Month last Thursday at the Country Club. One student will be chosen as Student of the Year in the spring. Griffin's parents and Devin were also in attendance.
- Holly, Paul, Mike and Sherry will attend a meeting on Thursday at District 6 with Dr. Pilch. We will

meet with other charter representatives.

- We will conduct our first lottery drawing for 2017-18 on Thursday. Dr. Vaardahl will help us with the drawing.
- The school closure on Friday occurred because of the cold weather. We posted on our website, Facebook, our school phone message and text message to parents, and by GroupMe to staff. The District also posted the closing.
- Sue and Sherry met with Mr. Shirazi and Vickie Steiner last month to discuss their merger. The email from Vicki is included on pages 11 & 12 for your information.
- On Thursday, administrators met with Pat Fay from the Exchange Club to discuss a dedication for the replica documents hung in the hallway. Brochures about the Exchange Club and the project are included with the Board packet.
- Sherry will attend the CASE finance workshop on February 1 in Denver.
- University High School has been honored by the University of Northern Colorado as a School of Teacher Education Secondary Partner School Award. The letter we received is on page 10 of the Board packet. Sherry thanked Mr. Betz for all his work as teacher education coordinator with UNC, which helped us earn this award.
- Kerry Breen, P.E. teacher, received notification that University Schools is No. 10 in the world for cup stacking participants. The letter is on page 13 of the Board packet.
- Tyler Sylvy met with Holly and Sherry on Monday to discuss diversity at University and how it compares favorably to district growth. He is working on an article for future publication. Of the Greeley charter schools University is the most diverse. Tyler will no longer be the education reporter as he is assuming city/county government coverage for the Tribune at the end of January.
- The school has received \$50,000 from an anonymous donor. The funds will be sent to the Success Foundation to support professional development and computers for Blended Learning. We expect up to receive up to \$120,000 from this donor.
- There are reminders at the end of the agenda for upcoming closures.

7.2 Principal's Update

- A committee has been talking about changing how we rank students or possibly doing away with class rank. Students who take fewer classes total get a better ranking than those who take a full load. The committee believes that ranking students can discourage them from taking a challenging schedule and promotes competition to gain status rather than challenging one's self to develop their talents. Students were surveyed to get their perspectives. Parents are going to be surveyed next. The committee is ongoing and will take their determination to policy committee who will then take it to the Board.
- Poms State Championship recognition, and hopefully a demonstration, will occur during the February Board meeting.
- Holly reminded the Board to view the 130 senior projects displayed in the southwest hallway. Senior Boards are on April 18 and Board members were encouraged to take part.
- New courses approved for next year: Leadership, Wealth Management, AP Psychology, AP World History, Sociology and College Algebra. Some of these are concurrent enrollment classes with Aims Community College and will be taught on site at University.

7.3 Business Manager's Update

- The surplus year-to-date is \$413,951.
- Accounts Receivables are at \$128,730, but \$125,000 will be reimbursed from the Project Fund primarily for the two new short buses.
- Revenues are a little higher than normal at 51.38%.
- Expenditures, not including the Contingency line, are a little below normal at 49.1%.
- The Capital Fund statement is only year-to-date interest.
- The PERA benefit that we pay will be increasing in January 2017 from 19.15% to 19.65%, an increase of 0.5%. This is less than the 0.9% increase of the past few years.

- The Solar City/Xcel Energy comparison over the past 33 months have saved us just over \$26,000.

ITEMS FOR ACTION

8.1 Consent Agenda:

8.1.1 Personnel

- Dana (Michael) moved to approve the personnel change. Motion Passed.
 - Recommended for Hire: Wanda Eady – Gifted and Talented Specialist

ITEMS FOR DISCUSSION/POSSIBLE ACTION

9.1 Director's Evaluation Notification and Goals Summary

- Sherry provided the required written statement to the Board informing them of her intention to continue her employment. The Board must notify her by March 30 if their intention to retain her.
- Additionally, she submitted a summary of goals for the 2016-17 school year including the narrative of accomplishments and supporting documentation for the Board to review during January.
- Rod thanked Dana, Devin and Sherry for their work in making the evaluation process more appropriate and timely. He also asked for board members to learn the process to take over for Dana and Devin after this year.
- Erin (Michael) moved to accept the Director's notification and goals summary documents. Motion passed.

9.2 Revised Budget – Sue

- Sue explained the revised budget included in the Board packet. The changes mostly reflect actual figures since the beginning of the fiscal year. She pointed out line-item updates some of which are:
 - The final student count ended up with 3 more students and PPOR came in \$15 more per student.
 - Purchased service costs with District 6 went up and were passed on to us.
 - Some revenue items were adjusted, such as investment income (decreased), rentals (increased), Capital Construction (increased), Oil and Gas revenue (increased) and Vocational Education (decreased).
 - Some expenditures that changed include special education (increased), the prior year reconciliation (increased), building maintenance (increased), some technology and copying costs (increased) and electricity (increased).
 - Overall we are still within original budget.
 - Dana (Michael) moved to approved the revised budget. Motion passed.

9.3 Travel Request

- The first of two 5th Grade end-of-year trips to the Southwest was presented for approval. Danie Soucek, Dave Folsom and Kaleigh Forney are planning to travel to southern Colorado, eastern Utah and western Colorado with their classes.
- Dana (Erin) moved to approve the out-of-state travel request. Motion passed.
- Board members discussed changing the policy that the Board approves out-of-state requests. These should be approved by the Director and then reported to the Board. Sherry will take that suggestion to the Policy Committee for consideration.

9.4 USPTO Report

- No report. Financials are included in the Board Packet.
- Devin (Michael) moved to accept the USPTO financial reports. Motion passed.
- Devin commended USPTO for all they do to help our kids.

BOARD REPORTS/COMMUNICATION

10.1 BOG Report

- A thank you note for the holiday gift cards was reported.

10.2 Communication from the Board

- Dana suggested personnel hires approved in the consent agenda be included in a new Board approval policy along with out-of-state field trips. Sherry and Eric will check the legality of that, since the Board signs all employment contracts.
- The Board discussed looking at our insurance again. Sue explained how premiums are determined based on revenue, salaries and the proportion the school contributes for staff members. This discussion will probably come up again.
- Devin, who has been attending the League of Charter Schools conference, suggested to Sherry that other teachers be given an opportunity to go. Two teachers applied and will go this year. Devin also commented that things have gone smoothly since returning from the holiday break.

10.3 Foundation Report

- Next meeting is February 14, 2017.

10.4 Joint Use

- Joint Use was cancelled. Both athletic directors were at another meeting and unable to attend.
- Administrators were given a demonstration of the lights for the auditorium and will be putting in an order. It should take about 2 days to install but they will have to schedule around performances, plays and other activities. Frontier will share the cost of paying for the lights.

FUTURE BUSINESS

- Pom Presentation/3A State Champions
- Director's Evaluation

NEXT MEETING – February 8, 2017

EXECUTIVE SESSION - C.R.S. § 24-6-402(3)(I)

- Erin (Michael) moved to enter into executive session at 7:35pm for the purpose of:
 - conducting discussions regarding the purchase, acquisition, lease, transfer or sale of property C.R.S. § 24-6-402(4)(a), and
 - Conducting discussions regarding the school's positions and strategies related to contract negotiations and instructions given to negotiators related to ongoing negotiations with Frontier Academy C.R.S. § 24-6-402(4)(e). Eric and Sherry were invited to attend. Motion passed.
- Erin (Devin) moved to adjourn the executive session at 7:54pm. Motion passed.

ADJOURNMENT

- Mike (Erin) moved to adjourn at 7:55pm. Motion passed.

REMINDERS:

January 16 – Martin Luther King Holiday, School Closed
February 2 – Elementary Workday, No School K-5
February 3 – School Closed

University Schools Board of Governors February 8, 2017 Minutes

Board Members Present: Erin Clark, Rodney Constance, Kara Harvey, Christopher Hughes, Dana Jones, Mark Jones, Bill McAdams, Devin Moses (Faculty), Mike Vaardahl, Jeff Weber
Board Members Absent: Eric Carlson, Trevor Garrett, Paul Medina (Student)
Staff Present: Sherry Gerner, Paul Kirkpatrick, Sue Toricelli, Jeanne Lipman, Ryan Wehrman, Dave Wertz
Guests Present: Tamara Strang

CALL TO ORDER

Rodney called the meeting to order at 6:02pm. A quorum was present.

ADOPTION OF THE AGENDA

Bill (Mike) moved to approve the agenda. Motion passed.

APPROVAL OF MINUTES

Erin (Mike) moved to approve the minutes of January 11, 2017. Motion passed.

COMMUNITY DIALOGUE

- None

POMS RECOGNITION / 3A STATE CHAMPIONS

- The University Schools 3A State Champion Pom Squad was introduced by Activities Director Ryan Wehrman. Dr. Gerner, who attended the competition in Denver, congratulated the girls and described their routine as flawless. After the girls introduced themselves and responded to questions from the Board, the meeting adjourned to the gym for a performance of the winning routine.

Team Members	Grade	School Student Attends
Sydney Buckles	10	University
Rowan Dunning	10	University
Elise Dunning	11	University
Victoria Fuentes	10	University
Madysen Gilpin	09	University
Renee Grauerholz	09	University
Faith Hoffman	11	University
Mackenzie Hora	10	University
Samantha Hora	12	University
Savannah Jones	09	Frontier Academy
Macy Lattimer	09	University
Hannah Leloup	10	Homeschool Student
Sydney Martin	10	Frontier Academy
Sydney Mathiot	09	University
Caitlin Pankey	09	Union Colony
Kortney Potter	09	University
Paige Risser	09	University
Kiana Williams	10	University
Savannah Wurl	11	Destinations Career Academy

TECHNOLOGY – DAVE WERTZ

- Three more Chromebook labs are now set up and being used for a blended learning pilot program with some of the 3rd grade classes.
- The school now has a total of 710 Chromebooks, which surpasses the number of PCs in the buildings.
- There are 20 mobile labs. State testing begins soon and will be administered on the Chromebooks.

- There is very little maintenance on the Chromebooks. They have a 5-year life span so Dave and Jeff are preparing a rotation plan to keep the labs up-to-date.

BOOSTER CLUB – TAMARA STRANG

- All Booster Club officers are up for election this spring. Tamara is stepping down as president but will continue to be involved. She sent out an email to let parents know and encourage them to get involved.
- Bingo is doing well but is down about \$15,000 from last year. They have added a 2nd progressive and have had two MustGo's all of which are bringing in good money.
- The Booster Club meeting will be held tonight at 6:30pm so no financial statements were available. The financial statements listed on the agenda are USPTOs, so Mark (Devin) moved to adjust the agenda to move Item 7.1 Financial Statements to Item 10.3. Motion passed.

STAFF REPORTS

8.1 Director's Update

- January 12, Mike, Paul, Holly and Sherry met with Dr. Pilch and the other Charter School administrators to discuss the Mil Levy Override and some of the things we learned from the initiative. The district is going to go forward with the MLO again in the fall.
- Dr. Pilch will be attending the May 10 Board of Governors meeting.
- We conducted our first lottery on January 12 with the help of Dr. Vaardahl and Mrs. Naughton. There were 178 student names drawn for Kindergarten (108), 6th grade (45), and 9th grade (25). Thanks to Karoleigh for managing the applications and the process.
- We conducted a lockdown at the middle school on January 19. Students and staff did a great job. We conducted an evacuation drill at the middle school on January 30 and an evacuation drill for the main building earlier in the month. We do an evacuation drill every month.
- Sherry attended a CASE finance workshop on February 1. The presenters discussed the economy, the education fund and the outlook for education for 2017-18. Originally Governor Hickenlooper had recommended a 2.4% increase. We will wait to see what the legislature agrees upon in the next several weeks.
- Frontier is moving along with their construction. We will move our buses so they can set their crane in place. We have a Joint Use meeting scheduled for 8:15am on February 15.
- We are also interviewing staff who are interested in moving into some of our open positions. Per policy, internal applicants are given consideration before external candidates.
- We had a high school assembly on Tuesday to honor our winter athletes.
- We are also planning the dedication for our historical documents. The dedication will take place on February 28 at 1:00pm in the hallway next to the replica documents provided by the Exchange Club.
- Our 3rd graders will sign the National Anthem at the boys' basketball game on Friday, February 10, at 6:00pm. Emily Coleman will sing the National Anthem.
- Sherry was asked to check on the practice of the Director approving personnel and out-of-state trips. Bill Bethke recommends that if the Board would like Sherry to approve personnel and handle employment matters, that it pass a resolution dedicating the responsibility to the Chief Executive Officer. Eric and Rodney and Sherry discussed this as well. Bethke recommends that if the Board chooses this direction, there must be a process in place for grievances, which we have. School District 6, Poudre School District and Glenn McClain at Platte Valley reported that all personnel matters in these districts go to their Board for approval.
- On the Director approving out-of-state trips, Bill Bethke said that some charters and districts look at a threshold for using school funds if the group were requesting funds from the school, which doesn't occur.

8.2 Principal's Update

- Last week we did our awards assembly and honored 60 students who achieved straight As and 130 students who achieved all A/Bs.
- Last week we held the school spelling bee. Our winner qualifies for state and the top ten will compete in the league meet next week.
- Girls Basketball is going on now. The 7th grade girls are 5 and 3 and the 8th grade girls are 7 and 1.

- NAEP testing will be on February 14. The testing involves about 60 random 8th grade students in math or reading. All materials, equipment and proctors are provided by NAEP.
- PARCC and CMAS achievement test training was today. The testing is similar to past years where some tests will be on-line and some will be paper and pencil. The State goal is 95% participation but this year opt-outs no longer count against the school scores.
- Virtual Reality labs are being used by teachers in science classes and in the media center with Amanda Haas. Students use 3D virtual reality goggles to study a wide variety of content.

8.3 Business Manager's Update

8.3.1 Financial Reports

- The surplus for January is \$47,623, bringing the year to date surplus to \$461,574.
- Accounts receivables consist mainly of billings to USPTO for \$10,534 and the Success Foundation for \$18,579. We received payment on both during the first part of February.
- We should be at 58.33% of budget. Revenues are up 1.48% and expenditures are down 2.04% which creates the year-to-date surplus.
- Tax forms have been mailed, including the ACA Form 1095. There are 7 employees who do not meet the income threshold for affordability. If any of these faculty went to the exchange to get insurance and received a subsidy, we could be subject to a penalty. The maximum penalty would be \$21,000 (\$3,000 for each), which is still cheaper than paying our portion of health premiums for them all year. Sue estimates that we will only have to pay for one person.

ITEMS FOR ACTION

9.1 Consent Agenda:

9.1.1 Personnel

- Dana (Kara) moved to approve the personnel changes. Motion Passed.
 - Resignations
 - Natalie Boyd – 4th Grade Teacher
 - Justin Boyd – High School English Teacher
 - Retirements
 - Donna Gonzales – High School Counselor
 - Don Hurt – 5th Grade Teacher
 - Carol Riggs – Elementary Master Teacher
 - Adell Ryel – Health Clerk
 - Jane Weber – School Nurse
 - Sherry Winder – Counseling Secretary/Registrar
 - Recommended for Hire:
 - Ashley Doss – Assistant Middle School Track Coach
 - Brooke Dannar – Assistant Middle School Track Coach

ITEMS FOR DISCUSSION/POSSIBLE ACTION

10.1 BOG Election Timeline

- The timeline for Board of Governors elections follows Board policy. Eric has reviewed the timeline.
- The election was announced in the Bulldog News. Terms that are ending are Dana, who is term limited, Kara and Michael. The Faculty Representative's three-year term is also up for election this year as is the Student Representative's one-year term.
- Chris (Mark) moved to approve the timeline. Motion passed. Erin volunteered to help count.
- Nomination forms are available as of February 7 with completed forms are due by 4:00pm on February 28. The Meet the Candidates Forum will be March 29 with ballots due by 4:00pm on April 18. For a detailed list of the election timeline contact the main office.

10.2 5th Grade Outdoor Education – Wyoming, South Dakota and Montana

- Mr. Hurt's and Ms. Wojurfin's 5th grade classes request permission to takes their out-of-state year end field trip to sites in South Dakota, Montana and Wyoming. They will be visiting Mount Rushmore, Yellowstone and Grand Teton National Parks as well as other historic sites from May 15 through May 20.

- Dana (Mark) moved to approve the out-of-state trip. Motion passed.

10.3 USPTO Financials

- No report. Financials included in the Board packet.
- A short discussion ensued. In the future, no action will be taken on financial reports from USPTO, Booster Club and Jr. Bulldogs.

BOARD REPORTS/COMMUNICATION

11.1 BOG Report

- There have not been any discussions with Frontier. There will be a work session on Friday.
- A communication was received by the Board but no action will be taken since none was requested.
- The school put \$80,000+ down to get on the schedule for the track repairs. Frontier has been billed for their portion of the down payment.

11.2 Communication from the Board

- Dana received a communication from the Cancer Society about volunteers. The Board will not respond at this time.
- Bill reported that this year's Mock Trials competition will be on March 3 and 4 in Brighton. The tournament is open to the public and he encouraged members to attend.
- Devin reminded everyone that next Friday is the end of the Trimester. Things are going well and it's nice to see so many people who come into the building to help our students. He thanked Sherry for her assistance over the past three years in his position as Faculty Representative.

11.3 Foundation Report

- No report. Meets Tuesday, February 14, at 7:00am in the large conference room.

11.4 Joint Use

- No report. Meets February 15, at 8:15am in the large conference room.

FUTURE BUSINESS

- None

NEXT MEETING – March 1, 2017

EXECUTIVE SESSION

14.1 C.R.S. § 24-6-402(4)(f)

- Chris (Michael) moved to enter into executive session at 7:17pm for the purpose of conducting the school Director's contract discussions per C.R.S. § 24-6-402(4)(f). Motion passed. Sherry was invited to attend.
- Dana (Chris) motioned to move out of Executive Session at 8:37pm. Motion passed.

DIRECTOR'S CONTRACT 2017-18

- Dana (Michael) moved to renew the Director's contract for 2017-2018. Motion passed unanimously on a roll call vote.

ADJOURNMENT

- Mark (Kara) moved to adjourn at 8:39pm. Motion passed.

REMINDERS:

February 14 – Foundation Meeting – 7:00am
 February 15 – Joint Use Meeting – 8:15am
 February 17 – End Of 2nd Trimester
 February 20-21 – Faculty Work Days, No School K-12

University Schools Board of Governors March 1, 2017 Minutes

Board Members Present: Eric Carlson, Rodney Constance, Trevor Garrett, Kara Harvey, Christopher Hughes, Dana Jones, Mark Jones, Bill McAdams, Devin Moses (Faculty), Jeff Weber

Board Members Absent: Erin Clark, Mike Vaardahl, Paul Medina (Student)

Staff Present: Sherry Gerner, Michael Mazurana, Sue Toricelli, Jeanne Lipman

Guests Present: Kevin Hannum

CALL TO ORDER

Rodney called the meeting to order at 6:02pm. A quorum was present.

ADOPTION OF THE AGENDA

Item 3.1 February 18, 2017, minutes were adjusted to read February 8, 2017. Mark (Chris) moved to approve the adjusted agenda. Motion passed.

APPROVAL OF MINUTES

Dana (Mark) moved to approve the minutes of February 8, 2017. Motion passed.

COMMUNITY DIALOGUE

- None

JUNIOR BULLDOGS – Kevin Hannum

5.1 Financial Statement

- The February Basketball Tournament has wrapped up. A total of 21 teams competed. Kevin thanked the University parents who volunteered and made it such a huge success. The tournament earned Junior Bulldogs \$4,880.
- The first wrestling tournament this winter had 214 wrestlers 23 of whom were Jr. Bulldogs. We will be hosting our Wrestling Tournament on March 25. All University kids will be eligible to wrestle. The tournament could have well over 300 kids competing. The wrestling program is really growing as there are 47 kids now compared to 27 last year.
- Junior Bulldogs set a big fundraising goal this year to raise money for the purchase of a wrestling mat. The success of the fundraising will enable them to get the thicker mat so cheer can also use it. They are very close to the goal but still have some fundraisers coming up including the Wrestling Tournament, a movie night, Bingo and the summer sports camps. They hope to order in October and have the mat delivered by December.

USPTO

6.1 Financial Statement

- In Stephanie's absence, Dana reported for USPTO.
- Teacher grants were awarded in the amount of \$25,366. Some teachers have asked to use the money for summer programs/projects so not all the funds have been distributed.
- The spring Carnival will be on May 12 from 6 to 8 pm. USPTO has sent out information so teachers and classes can get their games and silent auction basket information to USPTO soon.
- USPTO provided breakfast to appreciate the teachers and staff at the end of the first and second trimester. They hope to continue this as it was well received.
- USPTO has also included guest speakers to present at each monthly meeting.

STAFF REPORTS

7.1 Director's Update

- We conducted an evacuation drill of both buildings on February 9.
- With several retirements this year, we have internally posted positions and have been able to fill some of our openings with current staff. Other positions we have posted externally.
- Our winter high school and middle school sports seasons are wrapping up with high school girls' and boys' basketball continuing this week. We are very proud of all our student athletes and coaches.
- Our poms team will be officially recognized by the Weld County Commissioners on March 6 at 9:00am.
- Paul, Holly, Tonya VanBeber, Garner Agone and Sherry attending the Colorado League of Charter Schools Conference last Thursday and Friday. There were many great breakout sessions and keynote speakers from the Student Data Privacy Act to School Safety to ESSA (Every Student Succeeds Act).
- On Tuesday, our official dedication of the Freedom Shrine took place with members of the Union Colony Exchange Club and our Advanced Placement U.S. History class which accepted the plaque. Mrs. Remington had the students write about each of the documents and the class voted on the top two. Those were then given to the Exchange Club.
- Our School Profile has been shared with each Board member. This is the document that we use at job fairs and when parents ask about our school. It gives a lot of current information about us and provides us with a record of each year.
- Kelsey Angstman shared an email of comments made by the staff of the Ft. Collins Museum of Discovery. Following the field trip the staff complimented our students indicating they were the most well behaved school they have had all year and praising their respectful behavior.
- Congratulation to Mike Mazurana for receiving the Outstanding Administrative Leadership in Reading Award. He was recognized in February at the CCIRA Conference with a plaque and \$500 which will be donated to our school library.
- The recent loss of students at Eaton and Frontier school prompted Sherry to offer them counseling assistance. Since the Frontier funeral was today, we took lunches over to Frontier for their staff.

7.2 Principal's Update

- Michael commented on the 2nd grade field trip to Ft. Collins. We often get emails about our students that indicate how well behaved they are.
- Our 4th Graders will be going to AmeriTown on March 8. They have been studying economics in preparation to take on the roles of business people for the day. Although teachers and parents share chaperoning duties, the kids do all the work. It is really quite impressive.
- Judge Kopcow was here to talk with the 4th graders and the kids gave their speeches. They also gave the speeches to their high school buddies.
- Sharon Wright, a blended learning coach in the District, has worked with our staff. After break, we will have Dr. Harding from UNC
- Gary Hogg, author and writing instructor who has previously been to our school, will be here Monday and Tuesday working on writing in all the 2nd and 3rd grade classrooms.
- Conferences have begun and will continue past spring break.
- The elementary students were challenged to read 17,000 titles. The principal agreed to give them a reward if they reached the goal. They surpassed it by reading nearly 20,185 books. On March 2, we will have the reading celebration. Michael invited special speakers to come to the school and read to the kids in their classrooms. Some of the people who are scheduled to come are DA Rourke, Rockies representative Rollins, Denver Nugget Mark Randall, Broncos Cheerleaders, Mayor Protem John Gates, Police Chief Garner, alumni and Judge Tom Quammen and a couple of members of the Board of Governors. It should be a day for the kids to remember. Senator Michael Johnston will be the keynote speaker at the assembly.
- The school received a \$50,000 donation for the blended learning implementation.

7.3 Business Manager's Update

7.3.1 Financial Reports

- Accounts are only posted through February 24 because of this early meeting.
- The District report showed a small rescission from the state of \$1.74 per student for a total of \$3,012.
- The year-to-date surplus is \$498,713.
- Sue thanked the Foundation for paying \$6,000.00 towards the stadium lights.

ITEMS FOR ACTION

8.1 Consent Agenda:

8.1.1 Personnel

- Chris (Kara) moved to approve the personnel changes. Motion Passed.
 - Recommended for Hire:
 - Marshall Milbrath – High School Track Coach
 - Alyse Craven – Volunteer High School Track Coach
 - Justin Anderson – Volunteer High School Track Coach
 - Amie Bray – Volunteer High School Track Coach
 - Robert Kirby – Volunteer High School Track Coach
 - Jacob Garcia – Volunteer High School Baseball Coach
 - Allen Cook – Volunteer High School Baseball Coach
 - Scott Seeley – Volunteer High School Girls Tennis Coach
 - Ashley Doss – Middle School Track Coach
 - Brooke Dannar – Middle School Assistant Track Coach
 - Internal Transfers:
 - Michelle Ramirez – from Middle School Administrative Assistant to Counseling Secretary/Registrar
 - Melissa Stapleton – from K-5/9-12 Counselor to High School Counselor
 - Debbie Bangs – from Second Grade to Fourth Grade
 - Cora Halmo – from Fourth Grade to Elementary Master Teacher
 - Carole Merriman – From Middle School English to High School English
 - Karen Dufault – from First Grade to Second Grade
 - Resignations:
 - Marlen Salabarria – High School Spanish Teacher

ITEMS FOR DISCUSSION/POSSIBLE ACTION

9.1 5th Grade Outdoor Education – Wyoming/Montana Request

- Mark (Chris) moved to approve the out-of-state field trips for the 5th Grade Outdoor Education Corps of Discovery students to Wyoming and Montana on Thursday, March 9 through Saturday, March 11, and to Glendo, Wyoming on April 7 and 8. Motion passed.

9.2 Approval of Board of Governors Election Ballot

- Two applicants submitted paperwork to fill 3 open positions. The Board of Governors can appoint a member if someone is willing to serve. One option would be to appoint the Financial Advisor discretionary position to fill the vacancy. Board members discussed dispensing with the election and certifying the two candidates. The election for the faculty rep will continue as scheduled.
- Chris (Dana) moved to certify the 2017 BOG Election Ballot as presented. Motion passed.
- Devin (Chris) moved to appoint the two Board candidates – Michael Vaardahl for a second term and Tina Whitcomb for a first term – to the Board. Motion passed. The Board will dispense with the remainder of the election procedures for the Board of Governors openings.
- Dana (Chris) moved to certify the faculty election ballot. Motion passed. The faculty election will be held between April 7 and April 18 per the approved 2017 Election Dates, and election results will be certified at the regular meeting of the Board on May 10, 2017.
- Eric recommended amending the Bylaws to have the election earlier so that it can be certified at the regular April meeting rather than adding a special meeting in April. He will prepare a draft of the Bylaws change.

9.3 Appointment of Board Member to Serve on Budget Committee

- Chris volunteered to serve on the Budget Committee. Mark (Devin) moved to approved Chris as the Board member to serve on the Budget Committee. Motion passed.

BOARD REPORTS/COMMUNICATION

10.1 BOG Report

- None

10.2 Communication from the Board

- Dana will be working with USPTO, Booster Club and Jr. Bulldogs to help with Teacher Appreciation during the first week of May. She also sent out kudos for the high school play. It was a very unique production and our kids did well.
- Trevor has begun working for a school in Parker and apologized for missing some meetings.
- Bill reported on the Mock Trial that was held February 10. We had 2 teams compete and earned the top witness. The kids had a lot of fun and performed quite well. Although our teams didn't win the competition they are looking forward to doing it again next year.
- Devin reported on the Senior trip at the YMCA near Grandby on Sunday and Monday. The students were very respectful and well behaved. Mr. Casey's interaction with them was great to watch. Devin also encouraged the Board to make sure the stadium lights are paid for so we always have them.

10.3 Foundation Report

- The Gala is April 21 at the Country Club. Individual price is \$100. Tables of 8 get a discounted price.
- The Foundation renewed Shannon's contract in January. She has been doing a lot of advertising by email as well as Facebook announcements and a quarterly newsletter.

10.4 Joint Use

- Cancelled.

FUTURE BUSINESS

- Bylaws amendment to change election dates.

NEXT MEETING – April 12, 2017

SPECIAL MEETING – Approve Election Results – April 19, 2017

- Cancelled

EXECUTIVE SESSION - C.R.S. § 24-6-402(4)(a)(I)

- Chris (Jeff) moved to enter into Executive Session at 7:08pm related to ongoing negotiations with Frontier Academy for the purposes of:
 - Conducting discussions regarding the purchase, acquisition, lease, transfer or sale of property C.R.S. § 24-6-402(4)(a)
 - Conducting discussions regarding the Schools' positions and strategies related to contract negotiations and instructions given to negotiators. C.R.S. § 24-6-402(4)(e)Eric, Dr. Gerner and Sue were invited to join the Executive Session. Motion passed.
- Chris (Kara) moved to exit out of Executive Session at 8:30pm. Motion passed.

FRONTIER ACADEMY CONTRACT NEGOTIATIONS

- Trevor (Chris) moved to offer Frontier \$25,000 for their property including the triangle in the NW corner inside our playground fence, Frontier's ¼ interest of the shed on the joint use property and a property swap including our portion of the joint use property that Frontier uses as a playground for the portion of Frontier's property on which our softball field sits. Motion passed on a Roll Call vote.

ADJOURNMENT

- Trevor (Devin) moved to adjourn at 8:33pm. Motion passed.

REMINDERS:

March 7 –Choir Concerts
March 8 –Band Concerts
March 9-10 – Conference/Comp Days – No School K-12
March 13-17 – Spring Break – School Closed
May 9 – Foundation Meeting – 7:00 am

University Schools Board of Governors April 12, 2017 Minutes

Board Members Present: Eric Carlson, Erin Clark, Rodney Constance, Trevor Garrett, Kara Harvey, Christopher Hughes, Bill McAdams, Devin Moses (Faculty), Mike Vaardahl, Jeff Weber

Board Members Absent: Dana Jones, Paul Medina (Student)

Staff Present: Sherry Gerner, Holly Sample, Sue Toricelli, Jeanne Lipman, Ed Clark, Amanda Haas

Guests Present: Shannon Ceccoli, Jacob Skowsen

CALL TO ORDER

Rodney called the meeting to order at 6:04pm. A quorum was present.

ADOPTION OF THE AGENDA

- Item 8.3 Funding for Teacher Appreciation Week was added to the agenda and Deisy Galicia, Middle School/High School Spanish, was added to Recommendations for Hire on the Consent Agenda Personnel page.
- Erin (Michael) moved to approve the agenda as amended. Motion passed.

APPROVAL OF MINUTES

Chris (Devin) moved to approve the minutes of March 1, 2017. Motion passed.

COMMUNITY DIALOGUE

- Jacob Skousen introduced himself and indicated his interest in the open position on the Board of Governors. Jacob is an assistant professor in the Educational Leadership and Policy Studies program at the University of Northern Colorado. After his introduction, Jacob responded to questions from the Board.
- Shannon Ceccoli, Foundation Development Director, invited the Board to the Gala on Friday, April 21 at the Greeley Country Club. Two tables were donated by Martinez Roofing so all the Board members and staff in attendance were given a ticket. Since some Board members are unable to attend, they asked that their tickets be donated to a teacher. Mark Randall of the Denver Nuggets will be the keynote speaker.
- Shannon also reported that she is developing a book that lists all the businesses who have donated to the Foundation. This can serve as a reference of businesses that have invested in our school.

SAFETY/SECURITY – Ed Clark

- All our fire drills are not done. We do them every month throughout the year and both schools have effectively evacuated their buildings.
- We had a real lockout in January after being informed by the Greeley police of a fugitive in the neighborhood.
- We held a lockdown drill in the Middle School and the students did a fantastic job. They had to be in lockdown for nearly 30 minutes so the administration and security team took time to talk to the kids about their concerns.
- In an admin/counselors meeting, we practiced a table top exercise. We will be practicing other kinds of possible scenarios in the future to improve our decision making.
- We need to improve the intercom system throughout the main building as not all areas can hear announcements. Ed has received a reasonable bid to complete the work.
- The school has moved on the new entry vestibule and we should receive the bid soon. The Board was given a diagram showing how the entry will look after the alterations.
- The new cameras the Board approved are working very well and the security team is able to identify issues quickly and easily.

- The security team completed more firearms training in March in their efforts to continue to enhance their firearm skills.
- All the administrators are doing Incident Command Systems (ICS) training so that the leadership is prepared in the event of an emergency.

STAFF REPORTS

6.1 Middle School Librarian – Amanda Haas

- Battle of the Books is going on at the elementary and middle school levels. Elementary has two 3rd, two 4th, and two 5th grade classes who will be competing at the district battle at Heiman Elementary School. In middle school, we will be hosting the district battle on April 24.
- A new curriculum in the middle school is the Virtual Reality program. A USPTO grant funded half of the technology needed for the program while another donor funded the other half. A private donor gave 6 more iPod touches, bringing the total to 18 iPod touches and 24 goggles.
- Amanda passed out iPads to demonstrate what the kids do and how the teachers manage the curriculum. Companies such as Google and the New York Times provide projects that students can use in class to learn about topics. The goggles, when attached to an iPod touch, show 3-D virtual pictures of topics in the lessons. The teacher can follow each of the students to make sure they are doing one of the lessons.
- The program requires some training for the teachers so they can manage the classrooms and the technology.

6.2 Director's Update

- The 5th Grade Outdoor Ed trip approved by the Board for April 7-8 has been moved to April 28-29.
- Sherry has contacted our new Board members, Tina Whitcomb and Dr. Vaardahl. As there was only one candidate, Abbe Flores was appointed by the student body to serve as the new student representative. The faculty representative will be determined April 18 when all ballots are due. The results will be presented to the Board at the May meeting for final approval.
- We have been conducting interviews the last several weeks and will continue to do so until positions are filled.
- Our Inservice is Monday, April 17. Attached is an agenda for the Board to review. In the afternoon, there will be an optional session that is also Tayler Collins' senior project.
- The survey regarding Sherry's performance was sent to the staff on April 3. It will be compiled by UNC and Sherry will use the results to set goals for 2017-18.
- Mike, Paul, Holly and Sherry attended the UNC Job Fair (Teacher Employment Days) on April 6 and 7. We interviewed 45 candidates and accepted resumes from others.
- We have had two open houses – one for 5th graders entering 6th grade and the other for our incoming kindergartners.
- Graduation information is in the packet. Administrators and assistants will meet at the UCCC on April 19 to discuss the ceremony and Sherry will let you know next month if there are any changes.
- We are in the month of testing. We've had some technology issues that Dave and Jeffrey have been working to resolve. Sherry commended the staff and students for their patience.
- The 1st Budget meeting will be April 20 and we hope to have a budget proposal for the May Board meeting.
- Our 5th grade students and teachers are having their overnight lock-in this Friday. It's a good way to practice for their upcoming trip.
- There are several reminders of upcoming meetings and events in the packet.
- We have several upgrades planned for the summer using our capital funds including resurfacing the track, finish carpeting in all classrooms in the main building, updating the library furniture and upgrading our technology. We received our second short bus in March.
- We have a charter meeting at District 6 tomorrow. Paul, Mike, Holly and Sherry will attend with other charter representatives.
- Dr. Pilch let us know that she would like to attend our May Board meeting arriving around 6:30pm.
- The packet includes an article about Senator Michael Johnston reading at our school during National Reading Day.
- Conference data for all levels is included in the packet. In the elementary, all teachers achieved 100% conference attendance.

6.3 Principal's Update

- The UNC Job Fair was wonderful. Holly saw many young teachers ready to go out into the world. She felt there were several viable candidates and has already found prospective teachers for some of the high school openings.
- The high school is in the midst of testing yesterday and today. The computers worked well even as PSAT, SAT and 9th grade testing all occurred in one day.
- Senior Boards will be held on April 24. BOG members Jeff, Michael and Kara will be helping to evaluate and seniors are preparing their presentations.
- JoEll Matthews and her team is putting together a Day of Service for the Friday after Senior Boards. This activity will be in place of the advisee dodgeball tournament. Advising groups will be doing service for half of the day and other activities the other half day. At the end of the day there will be a final dodgeball competition between the students and the faculty.
- Music Fest is the same evening, April 28. It is a student-led music program that has been growing over the years. It's an opportunity for students who are in music as well as those who are not to showcase their talents.
- The High School Awards night will be May 8. It has been updated so that we are honoring achievement differently than in the past. Awards for Excellence with specific criteria will be given. There will also be awards for Rising Stars in each academic area (students making great improvement). Thanks to Denise Vaardahl for organizing both the Awards night and Graduation events.
- Inservice on Monday will include teacher training for Senior Boards and then Standards-based grading. Teachers will examine counterproductive grading practices.

6.4 Business Manager's Update

6.4.1 Financial Reports

- The year-to-date surplus is at \$554,490.
- The Accounts Receivable amount of \$37,714 is primarily for cameras/DVR installation, the remaining mini bus cost and a Chromebook cart. The project funds will reimburse \$34,850.
- This time of year, we should be at 75% of budget. Revenues are a little over that by about 1% and expenditures are at 71.2% of budget. However, people are starting to use their budgets up before year-end. If the Contingency Line item was not included, we would be at 72.7% of budgeted expenditures.
- A meeting is scheduled with a health insurance broker tomorrow who works with a co-op. This is just another option to look at in addition to Cigna. Next week Sherry and Sue will meet with Shirazi to see where we stand for the year and what potential premium increases might be.

ITEMS FOR ACTION

7.1 Consent Agenda:

7.1.1 Personnel

- Erin (Michael) moved to approve the personnel changes. Motion Passed.
 - Recommended for Hire:
 - Jolene Timm – Fifth Grade Teacher
 - Scott Protain – Fourth Grade Teacher
 - Laura Hodgson – Elementary/High School Counselor
 - Deisy Galicia – Middle School/High School Spanish
 - Internal Transfers:
 - Kristin Mann – From Middle School Electives to Middle School English/Math Interventions
 - Julie Falconer – From Kindergarten to First Grade
 - Resignations:
 - David Edwards – Middle School Math
 - Anne Martinez – 6-12 Vocal Music
 - Ryan Aguirre – Elementary General Music
 - Julie Fraser – Health Clerk

- Myrna Remington – High School Social Studies
- Fanny Chacon de Vargas – High School Spanish

ITEMS FOR DISCUSSION/POSSIBLE ACTION

8.1 Funding Continuation – Foundation Development Director

- Rodney updated the current Board members on how and why the position was initially funded for 3 years.
- Chris then gave an update:
 - Two people have been in the position since inception: Trevor Garrett for two years and currently Shannon Ceccoli.
 - The position has brought in a \$150,000 CNG bus, about \$20,000 yearly in cash, updates to the alumni database and inclusion of parents of alumni, a good presence on Facebook and the creation of some high profile annual events that so far are not big money-makers including a golf tournament, the Gala and color fun-run.
 - We currently have an opportunity for another CNG bus donated by Noble Energy.
 - Unfortunately, annual giving and large donors are still a goal that has not been met and the position and Board funding are probably a break-even proposition at this point.
 - The BOG grant is approximately \$37,000 including expenses.
- Trevor fully supports the position, but until the director can be freed up to go after the big donors, the position is unlikely to be successful. As an independent contractor, much of the pay has to go to taxes and insurance, so the person in the position has to hold other jobs.
- A lengthy discussion then ensued about the merits of the position, how it could be changed to meet the goals of the Board of Governors and the Foundation and whether the position should be continued.
- Rodney proposed extending the position through June of 2018 while putting together a committee to rewrite the contract and the goals of the position.
- The agenda item was tabled until the May meeting. Chris, Erin, Michael and Trevor will constitute the committee to review the position of Foundation Development Director with Chris serving as chair.

8.2 Board Vacancy

- One person, Jacob Skousen, has shown an interest in the open position on the Board of Governors. All new Board members, including the faculty and student representatives, will be certified at the May 10, 2017, meeting at which time the appointment to the open position will also be made.

8.3 Funding for Teacher Appreciation Week

- Teacher Appreciation Week is May 1-5. Dana is coordinating with Junior Bulldogs and Booster Club to provide snacks and lunches for the staff during the week. They are planning a box lunch one day and are soliciting parents to help with breakfast.
- There is \$1,000 remaining in the Board budget and Sue has received \$250 each from Jr. Bulldogs and Booster Club.
- Erin (Kara) moved to approve up to \$1,000 from the Board budget to fund Teacher Appreciation Week. Motion passed.

BOARD REPORTS/COMMUNICATION

9.1 BOG Report -- Chair

- Officers will be elected in July and Rodney reminded the Board to think about whether and what offices they might be interested in holding.
- The school received a thank you from Special Olympics for allowing them to use our basketball courts. They provided a plaque to the school in appreciation.

9.2 Communication from the Board

- Chris and Rodney attended a City Council meeting and learned that there is money available for grants to Greeley entities including schools. Frontier Academy, for example, received funds to build athletic fields. Whatever the funds are used for must include public access. This opportunity will be further investigated.

- Devin reported things are going well and senioritis is in full swing. Mr. Rivera will be the faculty speaker at graduation. This year's testing schedule is going well in the high school.

9.3 Foundation Report

- No report. Next meeting is May 9.

9.4 Joint Use

- No report. Next meeting is April 19.

FUTURE BUSINESS

- Funding of Foundation Development Director Position
- May meeting – Ballot Certifications and Appointments for 2017-18 Board of Governors

NEXT MEETING – May 10, 2017

EXECUTIVE SESSION - C.R.S. § 24-6-402(4)(a)(I)

12.1 Frontier Negotiations

12.2 Oil and Gas Lease

- Jeff (Trevor) moved to enter into Executive Session at 8:51pm related to ongoing negotiations with Frontier Academy and discussions regarding oil and gas leases for the purposes of conducting discussions regarding the purchase, acquisition, lease, transfer or sale of property under C.R.S. § 24-6-402(4)(a). Dr. Gerner and Eric Carlson were invited to attend. Motion Passed.
- Devin (Chris) moved to exit Executive Session at 9:20pm. Motion passed.

ADJOURNMENT

- Devin (Kara) moved to adjourn at 9:21pm. Motion passed.

REMINDERS:

April 17 – Faculty Inservice – No School K-12
 April 19 – Joint Use Meeting – 8:15am – Main Building Conference Room
 April 20 – Budget Committee Meeting – Main Building Conference Room
 April 21 – University Foundation Gala – 7:00pm – Greeley Country Club
 April 24 – Senior Boards – 1:30pm – Main Building - Classrooms
 April 25 – 1st Grade Concert – 6:30pm - Auditorium
 April 26 – 5th Grade Concert – 6:30pm - Auditorium
 April 27 – 3rd Grade Concert – 6:30pm - Auditorium
 April 28 – Music Fest – 7:00pm - Auditorium
 May 8 – Awards Night – 6:30pm – Middle School Gym
 May 9 – Foundation Meeting – 7:00am – Main Building Conference Room

University Schools Board of Governors April 12, 2017 Amended Minutes

Board Members Present: Eric Carlson, Erin Clark, Rodney Constance, Trevor Garrett, Kara Harvey, Christopher Hughes, Bill McAdams, Devin Moses (Faculty), Mike Vaardahl, Jeff Weber

Board Members Absent: Dana Jones, Paul Medina (Student)

Staff Present: Sherry Gerner, Holly Sample, Sue Toricelli, Jeanne Lipman, Ed Clark, Amanda Haas

Guests Present: Shannon Ceccoli, Jacob Skowsen

CALL TO ORDER

Rodney called the meeting to order at 6:04pm. A quorum was present.

ADOPTION OF THE AGENDA

- Item 8.3 Funding for Teacher Appreciation Week was added to the agenda and Deisy Galicia, Middle School/High School Spanish, was added to Recommendations for Hire on the Consent Agenda Personnel page.
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APPROVAL OF MINUTES

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FUTURE BUSINESS

- Funding of Foundation Development Director Position
- May meeting – Ballot Certifications and Appointments for 2017-18 Board of Governors

NEXT MEETING – May 10, 2017

EXECUTIVE SESSION - C.R.S. § 24-6-402(4)(a)(I)

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ADJOURNMENT

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 April 21 – University Foundation Gala – 7:00pm – Greeley Country Club
 April 24 – Senior Boards – 1:30pm – Main Building - Classrooms
 April 25 – 1st Grade Concert – 6:30pm - Auditorium
 April 26 – 5th Grade Concert – 6:30pm - Auditorium
 April 27 – 3rd Grade Concert – 6:30pm - Auditorium
 April 28 – Music Fest – 7:00pm - Auditorium
 May 8 – Awards Night – 6:30pm – Middle School Gym
 May 9 – Foundation Meeting – 7:00am – Main Building Conference Room

University Schools Board of Governors May 10, 2017 Minutes

Board Members Present: Erin Clark, Rodney Constance, Trevor Garrett, Kara Harvey, Dana Jones, Mark Jones, Bill McAdams, Devin Moses (Faculty), Mike Vaardahl, Jeff Weber
Board Members Absent: Christopher Hughes, Paul Medina (Student)
Staff Present: Sherry Gerner, Sue Toricelli, Jeanne Lipman, Jeff Casey, Ed Clark, Casey Doss, Paul Kirkpatrick, Michael Mazurana, Carol Riggs, Holly Sample, Dave Wertz
Guests Present: Frank Jones, Dr. Deirdre Pilch, Jacob Skousen, Tamara Strang

CALL TO ORDER

Rodney called the meeting to order at 6:02pm. A quorum was present.

ADOPTION OF THE AGENDA

Item 5.2 Booster Club was added to the agenda. Mark (Kara) moved to approve the amended agenda. Motion passed.

APPROVAL OF MINUTES

Absent members inadvertently left off the April minutes will be added to the final version. Michael (Devin) moved to approve the amended minutes of April 12, 2017. Motion passed.

COMMUNITY DIALOGUE

- Dr. Deirdre Pilch, Superintendent of Schools for Greeley-Evans District 6, gave a short presentation about the district. She has been reaching out to all the charter school boards as she understands that relationships have not always been cordial. She is hoping to work together in the future for the benefit of all the children in the district. Dr. Pilch is a strong supporter of school choice and wants our parents to believe we have enough options that they don't have to leave the district to get an excellent education.
- Dr. Pilch also would like to encourage us, as well as all the charter schools, to get involved in the campaign to bring the Mil Levy Override question to the population again this fall. She would very much like to have a member of the Board of Governors or the school staff to be on the campaign committee that is being formed to research the issues. The committee will have a retreat beginning next Monday and she would like it to have wide representation. A couple of the other charter schools have already stepped up to have representation on the committee. Our needs are the same throughout the district and the committee hopes to set goals for the campaign at the retreat.
- She then opened the discussion up for questions.
 - Dr. Pilch shared some precinct information from the failed ballot proposal of last fall so the committee knows where to target information.
 - She reported the two primary reasons the community voted the MLO down: 1) the community still doesn't trust the new administration to use the additional money the way they proposed, and 2) people just don't want their taxes to go up. One thing that might affect this fall's ballot issue is that property values have recently gone up adding to the taxation problem. The community needs a better understanding of what happens to those taxes when it comes to school funding.
 - The committee will not go to the Board of Education until August to give the staff more time to prepare for the campaign.
 - Anyone who is interested in being on the committee can contact her at dpilch@greeleyschools.org or let Sherry know and she will get their information to Dr. Pilch. Michael volunteered to be on the committee.
 - Devin congratulated her on her leadership in the District and all the positive things she has brought to Greeley.

- Dr. Pilch thanked the school for all our contributions within the district and for helping to make the district better.
- Frank Jones recently indicated an interest in serving on the Board of Governors. He introduced himself to follow up on the information he submitted in his biographical statement. Frank will be Booster Club President next year, he was instrumental in starting the Jr. Bulldogs organization several years ago and he has his own business farming in Weld County. He sees this as an opportunity to get involved with the school in a different way.

SPECIAL PRESENTATIONS

5.1 Technology – Dave Wertz

- The school now has 4 more mobile labs which puts our total Chromebooks at 814. There are three mobile labs of 18 iPads each for use in the primary grades. We have three 3-D printers in high school science and one in the middle school.
- The IT department is looking at budget items that will need attention over the summer including infrastructure upgrades, printer replacement and upgrades to technology in the conference rooms.

5.2 Booster Club – Tamara Strang

- Officers for next year will be Tamara Strang, Chairman of the Board; Frank Jones, President; Diane Hoffman, President Elect; Kim Potter, Secretary; Tamara Yost, Treasurer.
- Booster Club gave 4 scholarships this year – two for \$1000 and two for \$500.
- The operating balance as of May 3, is \$6204. Merchandise did well this year. Concessions suffered from a lack of volunteers so that didn't do as well. It affected spend down money so they will use a lot of that to update the concession stands for next year.
- With bingo, they were worried the accounting change to a different fiscal year would affect revenues. It was down a little but is still doing well. They had 3 major Mustgos in the past 2 months and the current balance after expenses is \$46,684.

STAFF REPORTS

6.1 Director's Update

- We are having a great ending to the school year with concerts, plays, field trips, the art show, field days and spring sports. Our Principals are here to tell about happenings at each level and conference feedback for your review.
- Josh Packard at UNC has sent out surveys to the staff to evaluate the director and principals. The parent surveys will go out in a few days.
- Administrators are finishing evaluations and goals meetings with the teachers.
- Sherry has been meeting with the Professional Development and Policy Committees. We are working on a survey for staff to determine which trainings would be most beneficial for professional development and the Policy Committee is creating guidelines for the use of the sick leave bank. Both committees have received feedback from staff.
- Thank you to Booster Club, Junior Bulldogs, USPTO, the Foundation and the Board for providing refreshments during Teacher Appreciation Week.
- Congressman Buck was at University on Tuesday to meet with students who might be interested in attending one of the military academies. The students were able to ask questions of the congressman.
- We have a charter meeting at District 6 on Thursday with representatives of all the charter schools.
- Casey Doss will talk about the budget process later. Teachers at the beginning of the year choose a committee on which to serve – one committee is the Budget Committee. We also invite a member of the School Accountability Committee. We meet as a group and review a draft budget, the committee then discusses needs of the school and takes the information back to staff for feedback in their faculty meetings. Feedback is then used for the proposal before to the Board. This proposal is built on consensus from the staff.
- Tony Arguello, former Board of Governors member, has asked if he could present his daughter's diploma at graduation. This request generated a lot of discussion. Although there was no consensus, the Board felt there should be detailed procedures for requests such as this. The Board directed Sherry to make the decision and notify Tony.

6.2 Principal's Updates

- Elementary – Michael Mazurana
 - Testing is almost over. We are wrapping up STAR and DRA2 testing to compare with results from the fall testing. The 1st grade had an animal fair. The students do projects, go to the zoo and make a 3D presentation. Parents come in to see the projects. The 5th grade field trips leave next week. Carol will be going with the Utah group. Field days begin this week and continue through the first part of next week. Michael invited the Board to come and see these activities. Carnival is Friday. USPTO raises a lot of money to support classrooms and it gives the community an opportunity to just get together and have a good time.
 - Conference Survey results – Elementary had only positive comments. There were not as many responses as they would have liked – only 70 – but the results were great.
- Middle School – Paul Kirkpatrick
 - Conference Survey results -- Also disappointed with the number of responses – only 47. Parents are satisfied with the conferences in general but several would like to talk to more teachers than just the advisor. Next year they might look at a different model for conferences at this level.
 - Paul also commented on the richness of the 5th grade field trips and the impact they have on the students. Middle School is finished PARCC testing. Participation was high – only 5 opted out. We are now doing the final comparative MAP testing that was started in the fall. In sports, they just finished track – 75 students went out. They don't have numbers yet, but feel the change of electives from trimesters to quarters allowed students to get more offerings during the year.
 - Sherry thanked Paul for his service to the school and wished him success in his new position.
- High School – Holly Sample
 - Conference Survey results – The high school also had a small return of only 52 parents. Overall conferences went well, but a few parents would like to have met with teachers as well as the advisor and a couple felt their questions were not adequately addressed.
 - The faculty is doing its best to keep the students busy. Senior project day was wonderful and Holly thanked the Board members that judged for their participation. About 92% of those who judged say they thought the kids did very well. Faculty felt the vast majority of the projects have improved in quality over the past two years. Awards night was Monday. We gave out 736 awards to 292 students. The procedures changed this year and everyone felt the result was very positive. Last night was Ann Martinez's final concert and it was wonderful. The band concert is tonight. Tomorrow is National Honor Society induction. NHS students don't just get the honor, they also must do a lot of service to maintain their membership. Today was senior ditch day, although several seniors actually came to classes. Their last day is the 17th. Yearbooks will be given out that afternoon. They are continuing their tradition, a campout, to occur on the 21st on the school grounds. Girls' Tennis went off to the state meet today. Baseball and track will attend their tournaments after their last day on the 17th. Finally, University Schools has been recognized as the 7th best charter school in the state as reported on Channel 7 News. Go to their website to read the comments from our alumni.

6.3 Business Manager's Update

- We are at 83.3% of budget. Revenues are 1% over while expenditures are 3.8% under. However, without the contingency line item, we would be at 80.5% of budget which is 2.8% under.
- The year-to-date surplus is at \$602,137.
- Accounts Receivables look high but \$34,850 is still due to be reimbursed from the Capital funds.
- The deadline for ordering for this year was May 2 and for reimbursements was May 9, so next month we will see the dollars for classroom fee materials and classroom allocations line items increase substantially as teachers order items to finish out budgets.

ITEMS FOR ACTION

7.1 Consent Agenda:

- **7.1.1 Personnel**
 - Mark (Jeff) moved to approve the personnel changes. Motion Passed.
 - Recommended for Hire:
 - Mandy Alvarez – School Nurse

- Denise Anderson – High School Spanish
- Brigitte Brawner – Health Clerk (Main Building)
- Mark Chambers – Middle School Electives .45 FTE
- Deisy Galicia – Middle School/High School Spanish
- Michael Hobbs – Campus Monitor
- Amy Lee – Middle School Health Clerk
- Lauren Martinez – Kindergarten
- Meredith Stockum – Elementary Music
- Internal Transfers:
 - Nancy Pedigo – From Library Aide to Middle School Administrative Assistant
- Resignations:
 - Paul Kirkpatrick – Middle School Principal
 - Nina Rivera – Campus Monitor

ITEMS FOR DISCUSSION/POSSIBLE ACTION

8.1 Budget Proposal – 2017/18

- Casey Doss reported on the budgeting process. The committee includes representatives from each level and some outside people. Sue took everyone through the school's needs and then the committee began its discussions. During the two-day process members talked about salaries, the library, technology and preparing a list of all the needs together. Then they shared the proposals in level meetings to get feedback from teachers and staff. Finally, they went back to the committee and discussed what we could keep. Sherry directed the meetings and Casey complimented her on her ability to run a productive meeting.
- The budget allows for a 2.1% increase for faculty. There was about \$122,000 left over after that and the faculty preferred to take an additional 1% increase. PPOR from the legislature is increasing this year with a potential of an additional \$98,000 to the school. Based on the Budget Committee's recommendation, an additional 1% was added to salaries putting the total salary increase at 4.1%.
- Sue responded to questions from the Board on specific line items.
- Sherry added that we also get Title II funds which we have used for various things over the years. We are keeping some of that back this year to fund a new position, Curriculum and Instruction Specialist.
- Some of the things discussed that didn't get funded with the additional \$98,000 -- grounds maintenance to help Jarod out, capital funds projects that won't come out of this year's funds, paraprofessionals, the Bus Driver position, additional technology and online resources for teachers. Much of this will be picked up by the Capital funds. Prospective teachers normally take a pay cut to come here so the salary increase, as well as benefits, is important for the school.
- State law allows schools to retain only 15% of total annual budget for contingency surplus. With our current surplus, we will be significantly over that amount. We want to pay a one-time additional salary payment to the contracted staff. PERA, the state pension fund, sent a letter outlining the requirements for giving such an additional salary payment. It must go to all employees, and the payment must be pre-approved in order for PERA to include it as salary for HAS calculation. This year we did not have prior approval from PERA. The remainder of our surplus up to the 15% threshold will go into the Capital funds for future building repairs or other capital needs. Sue doesn't have numbers yet, but needs to have Board approval for this year's payment. Particulars will be presented at the June 2017 meeting. However, preapproval allows PERA to include the additional salary payment in the HAS for upcoming retirees. Therefore, the Board was asked to include a provision in the motion to approve the 2017-18 budget to allow for any future payouts to be considered as includible salary under PERA rules.
- Michael (Dana) moved that each year we approve the proposed gross budget as presented by the Budget Committee for the 2017-18 school year, including a provision that if a one-time, non-performance-based payment is made to staff at the end of the fiscal year, which is dependent upon budgetary standing, the payment shall be considered includible salary as defined by Colorado PERA and shall meet the following criteria:
 - The payment in no way is considered a bonus, but rather a payment in lieu of a permanent salary increase;
 - The payment shall be a flat dollar amount or flat percentage to all employees in a

- particular class without regard to length of service; and,
 - In no way is this payment designed to manipulate Highest Average Salary (HAS).
- The motion passed unanimously on a roll call vote.

8.2 Graduation – May 26 – 6:00 PM – UCCC

- Board members should arrive by 5:15pm. Review the parking map for downtown. Board members should indicate their intention to be at the ceremony so the stage can be set up in advance. Please contact Denise if there is a problem. Retiring Board members will be recognized at the ceremony.

8.3 Board Member Vacancy Discussion

- Two people so far have shown an interest in the open Board position - Jacob Skousen and Frank Jones. This will be voted upon at the June meeting. Anyone who adds their name for consideration needs to provide a biographical statement for the Board to review.

8.4 Development Director Position Discussion

- The committee created at the last Board meeting met to discuss the position and the funding for the Foundation Development Director. Rodney talked to Eric Carlson and Board members were cautioned not to talk about the person who is currently in the position, only the position expectations. The question before the committee and the Board is whether to renew the funding and what direction we want the position to go. Trevor reported on the recommendations of the committee:
 - The position should only be funded through December of 2017 when the current contract expires. Ideally the contract should be matched to the fiscal year.
 - In 2018, the Board and Foundation should review the purpose and funding for the Development Director position to:
 - Establish well defined fundraising goals
 - Clearly define methods the Development Director should employ
 - Review the appropriate level of compensation for the position
 - It should be up to the Foundation Board to determine what will happen until June 2018.
 - The current contract ends in December 2017, but there is only funding until June 2017.
 - The position has many benefits but they need to be better defined.
 - It might be difficult to reach some of the goals in only 6 months.
- Erin (Kara) moved to extend funding for the current contract ending December 31, 2017. Motion passed.

8.5 Out-of-State Travel Requests

- Pamela Wilhelm is requesting permission for she and two students to travel to the International Thespian Festival in Lincoln, Nebraska, on June 19-24, 2017, so they may perform their qualifying event.
- Jessie Kern is requesting permission to accompany two students who will compete at the National FBLA Conference in Anaheim, California, from June 28 through July 2, 2017.
- Normally students must do fundraising or pay their own way to these events since department/activity budgets do not include funds to pay for students who qualify for national competitions. Sherry indicated the school might be able to donate some funds for these requests.
- Dana (Jeff) moved to approve both out-of-state travel requests. Motion passed.

8.6 Approval of Election Results – Faculty and Student

- Elections for the final two Board positions were completed in April. Devin (Michael) moved to certify the following new Board members:
 - Amy Elliott, Faculty, three-year term beginning July 2017 through June 2020
 - Abby Flores, Student, one-year term beginning July 2017 through June 2018
- Motion passed.

BOARD REPORTS/COMMUNICATION

9.1 BOG Report

- Rodney thanked Michael for volunteering to be on the Mil Levy Override committee Paul for his service to the school and Carol on her retirement.

9.2 Communication from the Board

- Dana reported that Teacher Appreciation Day was handled differently this year and there was a lot of cooperation by USPTO, Boosters, Jr. Bulldogs and the Foundation. Parents helped out a lot so there wasn't a big expenditure from any group. She also indicated her appreciation for the emails being sent out to communicate events to parents.
- Dana, Michael and Jeff all commented on Senior Boards and said it was very enjoyable to be a judge.
- Trevor echoed his thanks to Paul and Carol for their service to the school.
- Devin expressed how exceptional the choir concert was and how impressed he was by the students' performances. It is so important that our students get to take part in the many creative endeavors offered at University and a testament to our students' talents.
- Sherry pointed out the information handout showing completed Capital Funds projects to date.

9.3 Foundation Report

- The Foundation met yesterday. Items discussed were the Gala, which earned about \$5200, the upcoming Golf Tournament on July 31 that will have silent auction items and a registration of \$100 per golfer and a discussion about the fall Color Run. Shannon is going to move the date up a little and might try a different format. There was also some discussion about an Alumni Newsletter to encourage donations.

9.4 Joint Use

- Joint Use met and primarily talked about putting up the new lights in the Auditorium. There has been no movement on the track repairs. It also looks like their construction is behind schedule and they may have to rent some of our facilities again next year.

FUTURE BUSINESS

- Expectations of the Foundation and a report to the Board
- Continue Development Director discussion
- Vote on vacant Board position

NEXT MEETING – June 14, 2017

Since the administrators were all in attendance, Rodney thanked them for all they do for our school.

ADJOURNMENT

- Erin (Michael) moved to adjourn at 8:41pm. Motion passed.

REMINDERS:

May 11 – NHS Induction Ceremony
May 12 – USPTO Carnival
May 17 – Last Day for Seniors
May 23 – Last Day of School K-11 – Early Dismissal
Elementary and Middle – 11:00am
High School – 11:15am
May 26 – Graduation (Arrive At 5:15pm)

University Schools Board of Governors June 14, 2017 Minutes

Board Members Present: Eric Carlson, Erin Clark, Rodney Constance, Kara Harvey, Christopher Hughes, Dana Jones, Mark Jones, Bill McAdams, Devin Moses (Faculty), Mike Vaardahl
Board Members Absent: Trevor Garrett, Jeff Weber
Staff Present: Sherry Gerner, Sue Toricelli, Jeanne Lipman, Charlene Baumgartner, Amy Elliott, Amanda Haas, Cora Halmo
Guests Present: Steve Noe

CALL TO ORDER

Rodney called the meeting to order at 6:01pm. A quorum was present.

ADOPTION OF THE AGENDA

- The agenda was amended to remove Item 5.0 USPTO and add Item 9.4 Transfer of Excess General Fund Surplus to Capital Projects Fund
- Mark (Erin) moved to approve the agenda as amended. Motion passed.

APPROVAL OF MINUTES

Michael (Chris) moved to approve the minutes of May 10, 2017. Motion passed.

COMMUNITY DIALOGUE

- Steve Noe introduced himself and indicated an interest in being a candidate for the open Board position. Steve is a parent and has been actively involved in the school since 2007 serving as President of Booster Club, games manager for Bingo, 6 years of representation on the Budget Committee and 5 years of service on the School Accountability Committee.

USPTO

No report. The Financial Statement as of May 31, 2017, is included in the packet.

SAFETY/SECURITY – Ed Clark

- Ed has joined the Colorado Association of School Safety. He was able to attend their meeting, meet the organization leadership and network with other members.
- The school has installed new cameras in the Middle School like the ones installed at the main building last summer.
- The security staff is doing training with the administration on the National Incident Management System so we become familiar with the language and procedures they use. Everyone will take three classes that will give them an understanding of what goes on at the state and national levels during an emergency.
- The art hallway door is still a weak area for security regarding student access. An intercom system is going to be installed to monitor entry through that door. Students who come to the door will be able to buzz in.
- We received a bid to put a gate in the back fence. That is another security weakness so the gate will allow us to move students away from the building by that access.
- The intercom is being updated in all areas of the main building so that now everyone will be able to hear announcements. It will include an outside intercom much like the Middle School system has.
- We still continue to address the weaknesses at the front entrance. A bid to re-construct the front door is too cost-prohibitive to do this year.

STAFF REPORTS

7.1 Director's Update

- Our end of the year activities went really well. Thank you to the Board for your participation at graduation.

- On May 8, because of the hail storm, we had \$280,781 damage done to the main building's 171 windows. The windows will be repaired beginning in mid-July. It is covered by insurance and will take 1½ to 2 weeks to install.
- Our vans and buses were also inspected and we haven't heard anything yet from the adjuster.
- This summer we are finishing carpeting in the main building of 36 rooms/areas and the main office.
- Additional capital projects include:
 - Track repair beginning July 10, \$260,000 for 2 to 3 weeks
 - Refinishing of all gym floors beginning today for 3 to 5 weeks
 - Ordering new computers, chrome books and flat panels
 - New math materials for K-5
 - Drain on elementary playground
 - New lighting in the Auditorium on July 18 (this is a Joint Use project)
- Elementary teachers moved classrooms on May 25 to better cluster grade levels.
- Summer reading camp began on June 5 and will end on June 29. We have 4 teachers for students in grades 1 to 6. We are also hosting Camp Invention this week for K-5 (6th can volunteer) with 4 interns. Amy Elliott and Jamie Schneider are supervising the 40 students participating in Camp Invention.
- Credit recovery for high school students will have 2 sessions this summer.
- We have completed most of our hiring with just a few positions to fill.
- There is a copy of a letter in the packet requested by Dr. Pilch of our interest as a school participating in the MLO. We are using the same guidelines as we used last year.
- We are grateful for the service of Dana, Kara and Devin on the Board of Governors and Jeanne serving as Recording Secretary to the Board. Thank you to the four of you for all that you've done to support our school. Your work and time are sincerely appreciated.

7.2 Business Manager's Update

- We should be at 91.6% of budget. Revenues are a little above that and Expenditures are about 3% below. That leaves a surplus of \$490,327.
- We still have billing to do for some grants – Title IIa (\$18,600), USPTO carnival and grants (\$10,919), Success Foundation (\$31,481), and Bonds Capital (\$19,371) for a total of \$80,371.
- We do have Capital funds projects occurring and will bill those out for reimbursement as they are completed.

7.2.1 Insurance

- We received a proposal from Willis Towers Watson insurance brokers for insurance coverage with the Colorado Employer Benefit Trust (CEBT). They offer insurance through Rocky Mountain Health Plans.
- We have not received the renewal for the Cigna plans yet. Shirazi is still preparing that.
- We checked with Eaton and Platte Valley who have CEBT coverage and received favorable reviews from them.
- We tried to be consistent with both plans being evaluated so it isn't a big change for the staff. There are three plans proposed which are comparable to the current Cigna Base, Choice and High Deductible plans and premium costs are considerably less because we will be in a trust pool with other businesses, school districts and municipalities. We will have a side-by-side comparison for the Board's approval at the July meeting.
- CEBT will do the ACA reporting that is required by the school at no additional cost.

ITEMS FOR ACTION

8.1 Consent Agenda:

8.1.1 Personnel

- Mark (Michael) moved to approve the personnel changes. Motion Passed.
 - Recommended for Hire:
 - Sarah Mildenstein – 6-12 Vocal Music
 - Louis Uribe – High School Social Studies
 - Lisa Rothe – High School/Elementary Library Aide

- Ashley Yeh – Middle School Mathematics/Technology
- Nick Kintz – Middle School Principal
- Resignations:
 - Jeanne Lipman – Board of Governors Recording Secretary
 - Troy Rivera – High School Language Arts Teacher
 - Nikki Bridgmon – Third Grade Teacher

ITEMS FOR DISCUSSION/POSSIBLE ACTION

9.1 Sick Leave Bank Guidelines – Committee Members

- Cora Halmo, the new Master Teacher, and Amanda Haas reported on the work of the policy committee on the revised Sick Leave Bank Guidelines.
- 2016-17 was our first year to have the Sick Leave Bank. It allows faculty to apply for additional sick days when all their discretionary days have been used up. The committee looked at Greeley District 6, St. Vrain, Adams 12 and Valley to review what other schools are doing. They looked for commonalities to include in our procedures. Some schools have a committee to approve days but our committee chose to just have Dr. Gerner make the decision.
- The policy must be for staff only. Teachers have to fill out an application and provide a doctor's note. They can apply for up to 10 days from the bank and have 10 school days following their return in which to apply.
- The sick leave bank would cover any elimination period required and defined by the short-term disability carrier. If someone is accessing the bank for injury/accident, they must also file a short-term disability claim.
- The bank is dependent upon yearly budget allocations. For 2017-18 it has been increased from 50 to 65 days because all of last years' days were used up.
- The Board does not need to approve as policy as the number of days may be adjusted each year.

9.2 Board of Governors' Vacancy

- Three persons have indicated an interest in the open Board position – Frank Jones, Steve Noe, Jacob Skousen. Board members voted by written ballot. Frank Jones is the appointee to the Board.

9.3 One Time Additional Pay Resolution

- The one time additional pay proposal, discussed at the May meeting, was brought forward with two alternative pay proposals – a flat rate of \$1396.75 per employee or a percentage rate of 3.2% of 2016-17 contracted amount.
- An excess of General Fund monies has been accumulated as a result of capital funds being used for facilities upgrades. The state limits the amount of General Fund surplus that schools can maintain, so a one-time additional salary payout to staff is being requested to use part of this excess General Fund surplus.
- A discussion ensued about who are contract employees, the difference between the flat rate and percentage amounts and how the funds would be paid out.
- PERA will not be paid on the amount because that required prior approval with the 2016-17 budget.
- Mark (Kara) moved that we pay to contracted staff employed during the 2016-17 school year 3.2% of each employee's contracted amount out of the excess General Fund surplus on or before June 30, 2017. Motion passed on a roll call vote, 4 in favor, 1 against, 3 abstentions.

9.4 Transfer of Excess General Fund Surplus to Capital Projects Fund

- Because the one-time additional salary payment will not be enough to use up all the excess surplus in the General Fund, it is in the best interest of the school to transfer the remaining excess to the Capital Fund for future building needs.
- Devin (Chris) moved that we transfer all remaining surplus funds over and above the 15% contingency reserve allowed by law from the General Fund, after payment of the one-time pay to staff, to the Capital Fund to be used for future building repairs and improvements. Motion passed.

BOARD REPORTS/COMMUNICATION

10.1 BOG Report

- Rod added his thanks to Jeanne, Devin, Dana and Kara for their service to the school and the Board.

10.1.1 Board of Governors Officers/Committees – 2017/18

- Rod asked the Board to indicate their interest in being in a leadership position for next year. A form is provided for each Board member to fill out.

10.1.2 Building Corporation Volunteers

- The Bylaws of the Building Corporation require the current Board of Directors to meet prior to June 30 to elect a new Board and approve the budget for expenditures out of the project fund.
- The Building Corp Board has been served by the same three members since inception in 2002 and they are looking for people who are interested in taking over those positions. Ron Eberhard has indicated an interest. Chris Hughes also indicated his interest. New members would begin their terms upon election at the annual meeting.
- Sue will work with the current Board to get the necessary required actions to be done by June 30.

10.2 Communication from the Board

- Dana gave kudos to Tonya VanBeber and her husband for their planning of the Washington D.C. trip. Sixty-two people went on the trip and all had an exceptional time. They also received great comments from their guide and bus driver for the kids' behavior.
- Mike echoed Dana's comments. He was on both the 5th grade field trip and the Washington D.C. trip. Additionally, he is communicating with the MLO committee on which he agreed to serve.
- Kara thanked the school for the flowers and stated that it has been a pleasure to be on the Board.
- Devin commented on all he has learned while being on the Board and appreciates the work the Board does for our school.
- Jeanne echoed the comments of Kara and Devin

10.3 Foundation Report

- The next meeting is July 11.
- Chris report on upcoming events:
 - the Golf Tournament is July 31, with a 7:30am shotgun start. Shannon is working to get sponsors.
 - She is also planning to meet with the Peak-to-Peak Foundation to learn about their fundraising efforts.
 - Finally, we have an opportunity to get another CNG bus and we will be working on that during the coming year.

10.4 Joint Use

- No report

FUTURE BUSINESS

- None

NEXT MEETING – July 12, 2017

EXECUTIVE SESSION - C.R.S. § 24-6-402(4)(a)

13.1 Contract

- Mark (Chris) moved to enter into executive session at 7:27pm for the purpose of discussions regarding the purchase, acquisition, lease, transfer or sale of property pursuant to C.R.S 24-6-402(4)(a) and (e). Motion passed.
- Mike (Erin) move to exit out of Executive Session at 8:46pm. Motion passed.

ADJOURNMENT

- Erin (Dana) moved to adjourn at 8:47pm. Motion passed.

REMINDERS:

Board of Governors reorganization – July meeting