



**Governing Board Meeting Minutes for:
Wednesday, November 16, 2011
Wellness Room
5:30 p.m. – 8:00 p.m.**

GB Present: Brandon Wyskynski, Ryan Frazier, Joshua Raines, Barbara Johnson, Kevin Miller, Quanda Singleton

GB Absent: Bryan Gieszler

Others present: Terry Croy Lewis, Annette Sloan, Stacey May, John Lee, Jessica Berry

- I. Call to order – BW called the meeting to order at 5:50 p.m.
- II. Approve Agenda – TCL asked to postpone the bylaws revision until December and also wanted to add three approval items: 1) purchasing cards for two staff members, 2) the 2010-2011 audit, and 3) the Organization Resolution and Agreement for Credit Card program. RF moved to approve the agenda with the changes, KM seconded. Motion passed unanimously.
- III. Approve meeting minutes of October 19 – KM motioned to approve the minutes from Oct 19, JR seconded. Motion passed unanimously.
- IV. Student Showcase – none.
- V. Public Comment – none.
- VI. Discussion Items
 - a. Title I and Title III Audits – TCL gave an update on both audits, which took place in October. The Title III audit went well. The feedback we received included the recommendation that we don't pay 100% of our ELL teacher's salary from ELL funds. They also said we aren't meeting the right staff-student ratio, but they didn't let us know what that ratio should be. They said that our English Language Acquisition Plan should specify that whoever we hire for an ELL position must speak and read English proficiently. These are all minor things and overall the audit went well. We haven't received a report on the Title I audit yet.
 - b. Strategic Planning matrix – BW said that the strategic planning matrix is still a work in progress. They have made a lot of progress in the past couple of months and the board will continue to work on it.
 - c. TCL said that the school has been getting quite a few Safe2Tell reports, so many that they're thinking about coming up with an internal system for use within HPA. Currently, the police are being notified about all of the Safe2Tell reports, which isn't necessary. Also, because Safe2Tell is completely anonymous by law, it can limit HPA's ability to effectively handle complaints. BW asked that everyone brainstorm ways to address this issue and we will continue the conversation.
- VII. Executive Director Report – TCL gave her report. See attached.
- VIII. Director of Communications Report – Annette gave her report. See attached. She asked for the board's guidance on how to spend on the money donated on Colorado Gives Day. The board decided that they would like all funds to go toward library improvements.
- IX. Financial Report – JR reported that HPA is currently about \$40,000 under budget. The governor's preliminary budget report recently came out and it looks like PPR numbers will be declining again next year by 2.5%. BW said that the 2010-2011 audit is almost complete and it will need to be approved tonight.
- X. New Business & Action Item Update
 - a. Approval Items

- i. Governing board candidates – the board will discuss the new GB candidates in executive session.
- ii. Wellness Policy – Stacey presented the changes to the wellness policy. Discussion occurred around the procedure for making future changes and around the fundraising policy. They talked about making it a rule that all fundraisers need to be approved by either administration or by the board. The board decided that they would like to approve the wellness policy with the one change of eliminating any language about fundraising. RF made the motion to approve, QS seconded. The motion passed unanimously.
- iii. Parent/Staff Interaction Policy – RF asked about the language “in a serious light.” That phrase comes up several times in the policy and he would recommend changing it. The board agreed to change the phrase “will be viewed in a serious light” to “will be addressed by the procedures of this policy.” The board also asked that the phrase “bad-mouthing” be changed to “derogatory statements.” BJ moved to approve the policy with the above changes, JR seconded. Motion passed unanimously.
- iv. Social Media – The board discussed the social media policy. KM moved to approve the policy; BJ seconded. Motion passed unanimously.
- v. Treasurer Appointment – BW moved to appoint JR as treasurer. KM seconded. Motion passed unanimously.
- vi. Bylaws Revision – postponed until December.
- vii. Obtaining purchasing cards for two additional staff members (Annette Sloan – Director of Communications and Brad Martin – Facilities Manager). Each card will have a \$2,000 limit. BW moved to approve the additional purchasing cards; QS seconded. Motion passed unanimously.
- viii. 2010-2011 Audit - JR motioned to approve the audit; BJ seconded; motion passed unanimously.
- ix. Organization Resolution and Agreement for Credit Card program – KM moved to approve the program, QS seconded. Motion passed unanimously.

XI. Committee Reports

- a. Curriculum & Accountability – TCL said they’re working hard on a unified improvement plan, which will be sent out soon.
- b. Wellness – discussed earlier.
- c. Technology – the technology committee meeting was moved to Nov 28.
- d. Marketing & Public Relations – discussed in Director of Communications report.
- e. Facilities – BW said that HPA is coming up on its one-year warranty for the new building. The garden is almost done. Annette is still working on the grant for the playing field (deadline is in February).
- f. Finance and Accounting – discussed above.
- g. Strategic Planning & Governance – discussed above.
- h. High School Planning – postponed until December.
- i. Legislative Issues – JR said that Prop 103 did not pass. The governor came out with a draft of the budget for the 2011-2012 school year (discussed above). No new news on Race to the Top.

XII. Adjourn Meeting – At 7:50 p.m., BW made a motion to adjourn the open meeting and move to executive session to discuss personnel issues. BJ seconded. Motion passed unanimously. TCL was invited to participate in executive session.

XIII. General Session resumed at 8:45 p.m. QS motioned to approve Ricky DeAargon as a new governing board member for a term of 3 years (per the Governing Board By-laws). KM seconded, motion passed unanimously. At 8:50 p.m. BW motioned to adjourn the meeting, KM seconded, motion passed unanimously.