



Animas High School Board of Directors Meeting 01/17/2018

I. Board Members Present/Absent

Board Member	Present	Absent
Ann Laffaye	x	
Jeff King	x	
Colleen Dunning	x	
Linda Fitts-Liberman	x	
Mary Polino	X	

Staff: Sean Woytek, Ashley Hein, Curt Pattinson (Teacher Rep)

Guests: Jason Caplin, Tom Morrissey

II. Preliminaries (5:30-5:33)

- Call to Order
- Adoption of the Agenda –

Recommendation: That the Board adopts the agenda as presented (and/or amended).

III. Adoption of Consent Items (5:33-5:35)

(Consent items are placed in the consent portion of the agenda. If Board members have any questions concerning these items, they should be directed to the President of the Board or Head of School prior to the board meeting. If discussion is required on any one of the items, it may be removed from the consent agenda.)

Consent Items:

*Board Meeting Minutes from 12/13/2017 prepared by Linda Fitts-Liberman

IV. Public Participation and Correspondence (5:35 - 5:35)

(This time is set aside for correspondence, comments, and questions from the public. There is a 3 minute time limit per person.)

V. Discussion Items (5:35 – 7:35)

1. Fundraising results & update – Ashley

- *Direct Mail letter - \$10,000 budgeted (\$2,000 cost), received 2 donations to date, there seems to have been an issue with mail as some letters are just being received.*
- *AHS still hasn't been paid for some of the items from the auction so the total amount raised for that event may change*
- *Ashley met with Juniper School to discuss a joint fundraising event this spring*
- *Smiley Cafe would like to sponsor an art-sale fundraiser with AHS*
- *Upcoming grant proposals*
 - *LPEA*
 - *Century Link (tech for classrooms)*
 - *Colorado Health Foundation - funding for mental health, could potentially fund counselor's salary*
 - *Daniels Fund - AH spoke with them last year, they are interested in career readiness and LINK program*
 - *Coutz&Clark may fund staff person*
 - *Looking to finalize funds to potentially purchase 2 vans*

2. Budget Review and finalization – Christine

- *Christine shared Budget vs actual balance sheet(CSI's format) and ,*
- *Budget is confusing because it takes our Fund Balance into account, which is not usually counted in our budget*
- *Focusing on expenditures, we are 3% over, this equals about \$90,000 primarily because we haven't received \$22,000 IDEA grant and Mill Levy Revenue, it is a timing issue, that is anticipated to balance out by the end of the fiscal year*
- *Expressed the difficulty in accurately forecasting and budgeting for enrollment every year. Every year we approve a budget for the next year based on the number of students that was projected. If we miss this target than we have to figure out how to compensate for PPR we received and have to give back to the CDE at the end of the year.*

Linda Fitts-Liberman made a motion that the Animas High School Board of Directors release Board Restricted funds in the amount of \$80,000 to cover operating expenses in response to the budget deficit. All or a portion of the funds will be transferred back to the Board Restricted bank account should that be possible by June 30th, 2018.

Colleen Dunning seconded the motion

Motion approved unanimously.

- Ashley Hein is counting on raising \$75,000 by the end of the fiscal year to meet the total fundraising goal for the year.
 - We should be political subdivision for tax purposes, we are hoping this happens soon
 - Christine will be on the agenda every month, if there are no major changes or updates she will submit written report/budget.C
 - Budget for next year will begin in February, Ann recommends discussing and aligning our Budget Principals, Ann asked Christine to submit basic budgeting principals that we will operate on going forward
3. Academics Update – Linda
- Ashley Carruth will continue as Lead Staff Contact for Academic Goals, while on sabbatical she will be working on examining overlap of the Arc of the Osprey and the Academic Goals and making sure one supports the other
 - Linda will update and consolidate Academic Template, then
 - Linda is meeting with Sean and Tom Morrissey to finalize draft goals, timeline and staff lead/contact for each goal
 - Linda will give High Level update in April
4. Board Right Sizing & Recruitment – All
- Christina Knoel has resigned from the board so another finance person to serve as treasurer and chair of Finance Committee should be recruited
 - Ann rolls off the board in June, we need to think about officers
 - What current members whose terms roll off in fall (Mary, Linda, Colleen) want to remain on the board? Typically for renewal, term is 3 years, but that can be negotiable
 - Five members seems like a good number of members on the board.
 - Fundraising or Facilities were needs identified on board matrix needs assessment as new skillset for next incoming board member, fundraising is priority
 - Timing - Determined that it would be ideal to have some overlap - get new members before the seat is truly vacant so they can attend some meetings, attend board member orientation and learn more about board responsibilities
 - Next Steps - Linda will send Libby a blurb this week. Linda will reach out to John Beekman about coming on the board. Colleen and Ann will reach out to potential contacts as well. Ann will make a second contact to discuss responsibilities and gage interest.
 - Board members to pollinate the spreadsheet on Google Docs with possible recruits
5. Based on December discussion and recommendation from Sean Woytek to formalize policies and align with CSI requirements:

Colleen Dunning made a motion that it be resolved by the Board of Directors of Animas High School State Charter School that the Animas High School attendance policy be changed to include that Families need a doctor's note after 3 full days or 21 total absences.

Jeff King seconded the motion

Motion passed unanimously

Mary Polino made a motion that it be resolved by the Board of Directors of Animas High School State Charter School that the Animas High School enrollment policy change to include language about student cap numbers, full-time enrollment requirement, Change in language [Requested (not required) to complete an information session, phone call, our tour; Families will have two weeks to complete and submit the online registration information; Board member requirement], Lottery Date (Change for 2019 - First Monday in March)

Jeff King seconded the motion

Motion passed unanimously

Colleen Dunning made a motion that it be resolved by the Board of Directors of Animas High School State Charter School that Animas High School adopt the Student Information Privacy and Protection policies.

Jeff King seconded the motion

Motion approved unanimously

6. Future Board Meeting Topics– 15 Minutes - All

I. Future Dates & Agenda Items

A. Future Board Meeting Dates

Board Meeting Date	Agenda Items	Agenda Sent (Friday)	Agenda Items Or Handouts to AML (Thursday)
13-Feb-18	<ul style="list-style-type: none"> ● Capital Campaign – Guest/Ashley ● Finalize Budgeting Principals – Christine ● Scot Davis Presentation (30 minutes) 	8-Feb-18	6-Feb-18

	<ul style="list-style-type: none"> ● <i>Review Enrollment proposals – Sean</i> ● <i>Facilities Framework Proposal - Sean</i> ● <i>Cash Flow Monthly Update - Christine</i> 		
<i>14-Mar-18</i>	<ul style="list-style-type: none"> ● <i>Capital Campaign – Guest/Ashley</i> ● <i>Cash Flow Monthly Update - Christine</i> 	<i>9-Mar-18</i>	<i>7-Mar-18</i>
<i>18-Apr-18</i>	<ul style="list-style-type: none"> ● <i>Future Board President Role (AML terms ends in June)</i> ● <i>Capital Campaign – Guest/Ashley</i> ● <i>Cash Flow Monthly Update – Christine</i> ● <i>Update on Academics (Linda & Ashley) – Update Leigh Bright</i> 	<i>13-Apr-18</i>	<i>11-Apr-18</i>
<i>16-May-18</i>	<ul style="list-style-type: none"> ● <i>Facilities Framework Final - Sean</i> ● <i>Cash Flow Monthly Update - Christine</i> 	<i>11-May-18</i>	<i>9-May-18</i>
<i>20-Jun-18</i>	<ul style="list-style-type: none"> ● <i>Review of final CSI Renewal application</i> ● <i>Cash Flow Monthly Update - Christine</i> 	<i>15-Jun-18</i>	<i>13-Jun-18</i>
<i>25-Jul-18</i>		<i>20-Jul-18</i>	<i>18-Jul-18</i>
<i>Future Items (TBD)</i>	<ul style="list-style-type: none"> ● <i>9R Plan to share Mill Levy \$\$ (tbd)</i> ● <i>Board Recruitment (skills gap)</i> 		

Motion to Adjourn –

