

Compass Academy Board Meeting Minutes

March 19, 2015 | 4:30-7:30 | 789 Sherman Street – Denver, CO 80203

Ripples, Joys, and Appreciation:

- Appreciation for Marcia joining us as E.D.
- Jeff shared a joy around recruitment and the teamwork and leadership by Kat

Minutes:

- Jeff motioned, Ken seconded, all approved.

Updates:

- Student recruitment: 15 seats potentially added by DPS for next year, 127 students on our roster, Carla explained ELL Levels of students
- Teacher recruitment: 100+ applicants, 2 hired who have CY experience and speak Spanish, final rounds of interviews continuing over the next month. Total goal: 6
- DPS Deadlines: have met them successfully (replacement policies for waivers are in place), student and employee handbooks, school calendar and other founding documents
- Banking updates from Ken, registered bank account with DPS
- Walton & CSP: Mary and Sally met with Colorado League to discuss funding opportunities and deadlines as well as next steps. CSP from November \$645,000 over 36 months, Sally reviewed with staff at CDE and made a plan to get items in by April 1.

Fundraising update:

- Checking account set up at First Bank
- Line of credit option: Ken thinks terms are fair for \$100,000. Bank needs letter of who could sign for line of credit, who from DPS would communicate legitimate uses of the funds (Brittany and Nancy Conner). We'd copy DPS on request and provide DPS and bank a list of expenses, approve and send to CDE. Takes 2 weeks to issue promissory note.
- Motion to approve opening account by Jeff, seconded by Jim. All approved.
- Motion to approve line of credit by Annie, seconded by Dexter. All approved.
- Motion for Ken to be signatory made by Steph, seconded by Annie. All approved

ELL Plan:

- DPS is continuing to work with Compass Academy on our ELL plan
- Marcia/CA is going to bring in an ELL consultant.
- The board discussed the plan, including topics such as what level of support students will need and how we will meet that with staffing and schedule.
- Mary suggested that CA staff ask Corps Members in our feeder schools to take a sample of language spoken by students - they will do this at CMS and Castro.

- Sally suggested that teachers being bilingual will most benefit our community.
- The group agreed that Sally will edit the memo/working draft for return to DPS.
- The board voted to approve Mary to create a contract to hire the ELL consultant, and share that information with board members, Ken motioned and Pami seconded. Passed with all in favor.

Budget Update:

- Sally presented updates - Average staff salary = \$48,000.
- Big driver in this budget is human capital. 6 core instructional staff. We've added an Executive Director and a principal.
- Sally clarified the staffing plan and the assumption tab, as well as specifics around social workers and the family engagement coordinator.
- The board discussed the range of needs for next steps, including building a streamlined budget and a fundraising plan based on school needs each year.
- Sally and the team will continue to work on the budget in preparation for the CSP submission, and will bring the budget back at the next board meeting for approval.

Vendor Review for Year Zero:

- Courtney shared draft contract offers from several vendors, and suggested that the board approve moving forward with selection.
- Motion to accept for Courtney and Ken to negotiate and work on contracts and sign off on creating contracts with these vendors. Passed unanimously.
- Courtney clarified the information on benefits. We would need to decide between Hub and Moody. We already have a vendor relationship with Hub, and RMP suggested them.
- Marcia, Courtney, Ken, and Sally will determine vendors and brokers for benefits. Annie motioned for approval; Ken seconded; Passed unanimously.

Principal/Principal Fellow:

- The board discussed the ongoing search for a principal/fellow.
- Provide feedback to Courtney by this weekend on ideas on hiring for these positions. She will send the Job description back out for distribution
- Dexter, Jim, Annie, and Jeff volunteered to be part of the interview committee. Marcia will work with Courtney on requirements, things beyond interviewing (observations, data exercises, coaching live at Marcia's school).
- Change: Feedback goes to committee, but the ultimate decision is Marcia's.

Career Pathway Proposal:

- Sally shared the draft for review and asked that the group notify Courtney, Mary, or Marcia with anything that needs to be changed.

Reviewing Compass Academy Support:

- Really fortunate that we have all of the support from CY and JHU; helping us accelerate our progress. Without this support, we would be behind schedule.

Fundraising Update:

- Jim: Fundraising Committee will work together with Finance Group; sketch out a campaign. Stem from the budget work to look for our fundraising needs. Approach events programmatically. Clarity and structure around what we need to raise and focus on first two formal events introducing CA. Connect fundraising efforts to have a Service Day to improve the aesthetics of our space at Kepner; this will be our first major event. Set precedent for subsequent ones. Open invitation to join the Fundraising Committee.

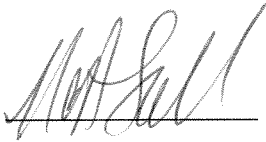
Board Module Check-In:

- Kat: Modules need to be done by the May Board Meeting (May 14).
- Steph: 3-hour training by June 30th needs to be completed.

Board Retreat: Request for dates. Steph: Do retreat after Marcia is here full time (July 1).

Waive Standing Executive Session.

The meeting adjourned.

A handwritten signature in black ink, appearing to read "Mary Seawell", written over a horizontal line.

Mary Seawell, President