



Compass Academy Board Meeting Minutes

July 30, 2015 | 3:30-7:30

The Gates Family Foundation | Denver, CO 80204

In attendance: Mary Seawell, Ken Greene, Jim Balfanz, Jeff Park, Annie Proietti, Marcia Fulton, Jen Savino, Carla Houghton, Manuel Aragon, Guy Pasquino, Pami Perea, Jason Guerrero (G & G), Dexter Korto, Mike Johnston

Phone: Bob Balfanz, Courtney Harter, Steph Wu, Courtney Harter

Absent: John Kechriotis, Kat Walsh

Mary called the meeting to order.

Ripples, Joys, and Appreciations

- Jim and Jeff visited Kepner and were able to see space and beginnings of furniture set-up.
- Manuel was able to meet our CA AmeriCorps Members on campus.
- Marcia shared how the CA leadership team was able to enjoy lunch together for the first time this week.

Minutes

- Jeff moved to approve June minutes, Jim seconded. Minutes approved.

Service Level Agreement

CY Partnership Agreement:

- Courtney intro; Guy elaborated on details.
- Marcia and Guy have written 3 year goals together in the City Year Partnership Agreement. This will be referred to 3 times per year. All CMs will have a copy.
- Within a district structure, the Impact Manager, Guy, and Principal would be the only ones involved in approving.
- Mary asked for clarification on the grievances section of the Partnership Agreement. Jim assured that this was standard procedure,
- DESSA -- CA is a pilot, so we won't be using this assessment, but instead the HSA.
- Jim moved to approve with the understanding that we have agreed that there are alternative assessments that CA will be using that vary from this document.

Service Level Agreement:

- Motion to approve statement of partnership asking the team to go back and make modifications around assessment: Ken motion, Dexter second. Motion approved
- Mary suggested that we modify the signature line to say Chair of the Board or Designee. Marcia edited the document.
- Mike asked Marcia what she thought about the \$100K partnership fee in the SLA. Marcia answered that she wanted to audit these services this year to see what we actually used.

- This document will be reviewed annually. Jim clarified that the partnership fee should have an earlier deadline. Annie suggested a mid-year review. Marcia agreed that we should audit earlier - suggested January to get started on audits, then the vote will still occur in April. Mary suggested that we map what we use when.
- Motion to approve CY Partnership Agreement: Dexter, Ken second. Motion passed.

Budget/Finance:

- Real teacher salaries, etc. have been added to the budget. Minimal changes made.
- Revised budget will be brought to board in November, after we have student numbers.
- Ken would like notes made on the budget of which grant funds are being used. (Daniels, Walton, and Carnegie).
- Jim asked what the fundraising gap is (until we get the per pupil funds). Jason responded: \$25K Year 1; \$50K Year 2; \$125K Year 3.

Updates:

- Facility Application
 - Lincoln HS - Waiting to hear; August 25th (6:00 p.m.) community meeting - perhaps attend/present.
 - Awaiting DPS clarification on application.
- CSP Compliance
 - We are on track.
- Data
 - Mary: What does DPS require for us to be able to stay at Kepner? Communication in writing concerning this data; Mary will send.
 - More data shared in the future to save time during current meeting.
- SAC (School Accountability Committee) Membership
 - Marcia call for Board Members to join -- we need at least one Board Member on Committee.
- Fundraising
 - Jim: GFF Grant to support school over first 2 years; teacher pipeline, build residency program. Continuing application, meetings. Encouraging progress.
 - Jim and John met to create a Compass Academy Founders' Circle fundraising plan.
 - Joy/Ripple: 100% Board participation in fundraising.
- School Design Change
 - Courtney will be transitioning to an Executive Director position at a MA school.

School Launch:

- General Updates:
 - PD Plans in place, starting Monday (8/3) with teachers. First week of school strongly planned. Furniture rolling in, wonderful tech support, 75 families registered (looking at placeholder spots with DPS) -- biggest challenge is enrollment.

- Mary motion to not have August Board Meeting because of the demands of opening school. Request Board Members to attend first day of school and/or Potluck at school on August 19th from 6:00 - 7:00 pm.
- Founder's Event at GFF on October 8th (evening); October 9th am - hoodies dedication ceremony at Kepner. Jeff suggested that the CY alumni in Denver be a part of the Founder's event.

Policies and Procedures:

- Financial Policies and Procedures:
 - Marcia and Jason asked to strike the debit card language in the Financial Policies, in order to support purchases. Discussion on general differences between debit and credit cards; Ken discussed ceilings to limit purchases, increased controls.
 - Mary and Ken agreed with Jason that anything we set up with the bank would not violate our Policy.
 - Ken will oversee this process with Marcia and First Bank.
 - Motion to approve the financial policies with a change to the amendment around debit/credit cards.
 - Ken: Motion to approve the financial policies with the proposed change concerning the credit/debit card; Jeff, Annie seconded. Motion approved.
- Personnel Policies and Procedures
 - Steph: Clarity concerning work days and personal days.
 - Motion to approve Personnel Policies and Procedures: Dexter. Pami seconded, motion passed.
- Student/Parent Handbook
 - Steph discussed that the handbook is an opportunity to articulate what the school experience would be like for students, and not just a repository for legal narratives. The writing is being edited for a 6th grade Lexile. Great team effort in writing this document.
 - Marcia suggested that the board would not need to revise the handbook every year, but if there are policy changes, those would be brought to the board for a vote. These major policies live at the end of the document.
 - It will be translated in Spanish.
 - Motion to approve the Student/Parent Handbook: Ken; Jeff and Dexter second; motion passes.

Governance:

- Annual Goals and Performance Measures -- Process and Timeline
 - Mary, Sally, and Marcia will flesh out metrics, goal statements for school. The accountability committee and school accountability committee will watch these goals.
- Reappoint the Executive Committee
 - Motion to reappoint the executive committee.
 - Jeff; Pami seconded; motion passes
- Board Meeting Schedule 2015-2016

- Motion to approve the CA GB meeting schedule with the amendment that there would be no meeting in August.
- Jeff; Dexter seconded; motion passes
- Meetings will be 4:30 - 6:30 at Kepner
- Review committee composition and scope/purpose
 - Marcia suggested that the finance committee should meet the 2nd Tuesday of every month. All agreed.
 - Mary suggested that the executive committee should meet quarterly. All agreed.
 - The finance committee and fundraising committee are similar, but the committee chairs will set the meeting dates.

Meeting Adjourned at 6:30 p.m.

Approved



Mary Seawell, President