

APPROVED



## Parker Performing Arts School

### Minutes

#### Public Board Meeting

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##### **Date and Time**

Tuesday October 8, 2019 at 6:00 PM

##### **Location**

Room 140, 15035 Compark Blvd, Parker CO 80134

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##### **Directors Present**

C. McMahan (E, #6) (remote), J. Jerome (A, #2), K. Wagner-Grull (E, #7), L. Money (A, #3), S. Wiggin

##### **Directors Absent**

*None*

##### **Guests Present**

Daniel Chapman, P. Molfino, T. Maestas

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#### **I. Opening Items**

##### **A. Call the Meeting to Order**

S. Wiggin called a meeting of the board of directors of Parker Performing Arts School to order on Tuesday Oct 8, 2019 at 6:06 PM.

##### **B. Reading of Vision and Mission**

Completed by Jamie Jerome

##### **C.**

## **Record Attendance and Guests**

### **D. Approve Agenda and prior meeting Minutes**

S. Wiggin made a motion to Meetings have passed.

L. Money (A, #3) seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **II. Executive Session**

### **A. Discuss action requested by employee**

Upon motion duly made by Director Wiggins and seconded by Director Jerome, the Board unanimously voted to enter Executive Session at 6:09pm.

Executive Session (closed meeting) for the purpose of discussing personal matters pursuant to C.R.S.§ 24-6-402 (4)(f)

The Board adjourned the Executive Session at 6:15pm

## **III. Highmark Update**

### **A. Execute Estoppel Agreement**

S. Wiggin made a motion to Approve Highmark Estoppel.

L. Money (A, #3) seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **IV. Board composition**

### **A. Appointment**

Lisa Neal-Graves replacement good through 2021

K. Wagner-Grull (E, #7) made a motion to Add Daniel Chapman to replace L. Neal-Graves position.

J. Jerome (A, #2) seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **B. Board on Track Update**

Tool is going well, onboarding current goals from 2019 planning session in August. Board chairs will need to add their own goals per their committees.

Questions to be addressed with BOT are:

1. Why is the people score not increasing despite all directors completing their profiles.
2. Why can we not upload docs into the goal section, example attach Jenn's goal numbers?

3. Spellcheck, does not appear to be working- why?
4. How do we assign tasks to directors while taking minutes during a meeting- We created a misc. goal section to be able to assign ownership, is there any easier way?

Items to do:

Add Daniel Chapman to BOT

Jamie Jerome to be co-admin with Kelly

Board will complete assessment tool by 10.23.19

### **C. Board member recruitment and onboarding**

Let's discuss appropriate next steps to recruit additional members. We also need to formalize procedures.

#### **• Board composition - Is 7 members the right size?**

Discussion around what the right size of our board should be- need to locate within the bi-laws of how many seats we want to host within this board. Sean to confirm, assuming no limit- we will move to fill 9 seats. Prompt Jenn to send out community invite for board members.

\* Future discussion to include what expectations we have about future board members fulfilling a committee role for 1 year prior to joining board, what expectations exist for executive seat positions.

#### **• Recruitment/Candidate requirements**

Sean to onboard Daniel with access card, name card, email address.

#### **\* Onboarding**

Sean to take pass at creating an on-boarding resource manual, check list

Lauren to create calendar

#### **• Succession**

Succession Planning- Incorporate and add to January board meeting prior to election cycle to highlight what was needed. Chris to chair this to create a proposal for us to review.

## **V. Updates to the Board**

### **A. Principal's Update**

Update to the Board October 8, 2019 Submitted by: Jennifer Burgess, Principal

NEEDS FACILITIES • There is damage to the stucco near the roof. Highmark was notified last year and has been working with Faurot to get it repaired. As of today, it is still not repaired and it appears to be causing a leak in some ceiling tiles. The damage is from original construction and should be covered by Faurot. We will continue asking for updates to the repair timeline.

FINANCES • See Tiffany's report • Special education True-up 2018-2019 and 2019-2020 ENROLLMENT • Current enrollment is 735, October count number 735

STAFFING • We are working with a Psychology Assessment consulting company to complete special education testing while we look for a school psychologist. Our mental health caseload is currently being covered by our counselor, social worker and social work intern. • Our choir teacher has resigned for personal reasons and we are currently looking to replace the position.

CULTURE/STUDENT LIFE • The Little Mermaid show opens November 7, 2019

ADDITIONAL ITEMS: • We are hosting the DCSD Board of Education Candidate forum on Thursday night from 6-8pm. Would be great if any of you can join us!

## **B. Business Manager's Update**

Business Manager Update – 10.08.19 September Financials • Will be reviewed by the Finance Committee on October 23th ? • Will be presented to the Board at the next meeting on November 12th ? October Finance Committee Meeting • Scheduled for 10/16 during Fall Break • Propose to move the meeting to 10/23 after Fall Break Item Due for Highmark • The September Marketing plan is due to Highmark on 10/15. If possible I would like to have the report by 10/11 prior to Fall Break  
Draft audit to Douglas County by 10/16 and final due to 10/31

## **VI. Principal Support and Evaluation**

### **A. Financial Goals**

Final goals for Principal for 2019/2020 will be:

1. Operating Margins will be set yearly and conformed to by the principal
2. Expenses will not exceed the budgeted amount
3. Student count compared to projections

Chris to review with Jenn for any final comments before goals are deployed. Anticipated review date will be February 2020.

## **VII. Finance**

### **A. Statement of Cash Flows**

New financial summary will be provided prior to each session- board agreed summary gives a good overview or highlights and can address questions or concerns as they arise.

## **VIII. Marketing**

### **A. Committee Update**

Marketing team met, several initiatives are in the works:

1. Video creation for common Questions/FAQ about our school, refer new parents to as well
2. Marketing strategy is being created by team for a 1 year deliverable plan
3. Marketing committee will ensure any PCA marketing person is involved
4. Parent testimonials will be included on website/videos etc.
5. Proactive Google Reviews will be supported

Next meeting will be 10/28

## **IX. Closing Items**

### **A. Next meeting agenda items**

Kelly to open up all future agendas proactively to allow documents to be added when needed.

Lauren to send out training link for all new board members.

### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:10 PM.

Respectfully Submitted,  
S. Wiggin