



## Parker Performing Arts School

### Minutes

#### BOD Working Session

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

Tuesday June 2, 2020 at 11:00 AM

##### **Location**

Join with Google Meet:

Meeting ID

[meet.google.com/apz-gjbk-fap](https://meet.google.com/apz-gjbk-fap)

Phone Numbers

(US) +1 417-647-1327

PIN: 369 730 184#

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##### **Directors Present**

C. McMahan (E, #6) (remote), D. Chapman (A, #5) (remote), J. Jerome (A, #2) (remote), K. Wagner-Grull (E, #7) (remote), L. Money (A, #3) (remote)

##### **Directors Absent**

*None*

##### **Guests Present**

Tracy Montooth

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

##### **A. Record Attendance**

##### **B.**

## **Call the Meeting to Order**

K. Wagner-Grull (E, #7) called a meeting of the board of directors of Parker Performing Arts School to order on Tuesday Jun 2, 2020 at 11:10 AM.

## **II. Executive Board Committee**

### **A. Specific Responsibilities of the Governance Committee May Include:**

Should we establish a governance committee instead? Directors agree it is necessary and Lauren will set up first meeting with deliverables by the existing 5 directors. Will be necessary as we expand our board.

As a note, specific Responsibilities of the Governance Committee May Include:

- Promoting and providing education to new and tenured board members about the school, education reform, the community, and governance
- Assessing the school's governance needs, including periodically reviewing the size of the board, the strategic composition of the board, the committee structure and charters, and recommending changes as needed
- Developing and nominating board members to serve as officers including, as appropriate, Chair, Vice Chair, Secretary, and Treasurer
- Leading the board in the identification, cultivation, and nomination of new board members to ensure a strategically composed board
- Ensuring new board members are effectively oriented to the charter school, the board, the community, and the responsibilities and expectations of board service
- Monitoring the ongoing performance of current board members and evaluating performance before renewing board terms
- Conducting a board self assessment every one to two years
- Planning the annual retreat
- Reviewing and recommending changes to the bylaws every two years or as needed
- Set yearly goals and monitor against them

### **B. High Performing Governance Committees Will Also Do the Following:**

Should we establish a governance committee instead? Directors agree it is necessary and Lauren will set up first meeting with deliverables by the existing 5 directors. Will be necessary as we expand our board.

High performing Governance Committees will also do the following:

- Attend Charter Board Partners' trainings and events
- Present a short educational segment at every board meeting on the mission, school, and community or governance practices
- Invite special guests, school leaders, or Board Chairs from other charter schools to talk with your board to bring new lenses into the boardroom
- Talk with other charter school boards' governance committees to learn more about how they are overcoming their challenges

### III. Finance

#### A. Updates from 5/20/20 & 5/29/20 Finance Committee Meetings

Anticipated decrease was 7-10% reduction in budget is anticipated from district. Budget was prepared with original 5% decrease and have offered additional adjustments.

Highlights Include:

- \* 7% Reduction anticipated in PPR
- \* Relief of 3 positions will be eliminated and 5 Furlough days
- \* Additional CARES dollars will help offset school adjustments for temperature checks, nursing checks/stations, PPE geared for teachers and special needs assessment.
- \* Debt services changes to Rosemawr is taking into consideration all changes

#### B. Other Finance Updates

#### C. 2020-2021 Budget Approval

L. Money (A, #3) made a motion to Be it resolved by the Board of Education of PARKER PERFORMING ARTS SCHOOL Adopted June 2, 2020 that the amounts shown in the following schedule be appropriated to each fund as specified in the PROPOSED REVISED BUDGET for the ensuing fiscal year beginning July 1, 2019 and ending June 30, 2020.

C. McMahan (E, #6) seconded the motion.

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

### IV. Board Performance

#### A. Start, Stop, Continue Exercise

Exercise outcomes to be address in annual planning session steps:

What are 3 things we should START doing as a PPA Board of Directors Team?

- Utilizing reminders to enforce deadlines
- We should start...searching for well-rounded qualified board candidates
- Revisiting our goals regularly
- Hosting at least one meeting a month remotely

What are 3 things we should CONTINUE doing as a PPA Board of Directors Team?

- Respectfully discussing difficult subjects. We do a great job of respecting each other and making board service less stressful by keeping the environment positive, even when things are dire.

- Researching relevant information outside of meetings and coming to the meetings prepared.
- Keeping our focus on our kids and the strengths of our school
- Improving communication--we've made great progress!

What are 3 things we should STOP doing as a PPA Board of Directors Team?

- Procrastinating and revisiting the same topics, preventing us from moving forward as a board
- Spending time during meetings on work that should be done prior to meetings
- Taking a reactive approach rather than a proactive approach

#### **B. FY20-21 Board Assessment**

Action: Please complete assessment in Board On Track, currently have 3/6 completed.

Areas that need the most work so far:

- Board meeting effectiveness
- Open meeting law knowledge & compliance
- Board composition
- Board recruitment
- Financial policies, procedures, & compliance
- Development
- Succession planning

#### **V. Board Policies Review Schedule**

##### **A. Recommendations**

Board agreed to complete a policy review each June special meeting and then host a strategic planning session in July. Working meeting scheduled for June 23rd, 2020 would be used to review policies. Directors responsible to review and post edits by Friday June 19th, 2020. \* Update the SY 20/21 Policy edits

#### **VI. Alliance of Douglas County Charter Schools**

##### **A. Additional Items for Discussion from Meeting**

Kelly/Jamie to get added for regular attendance

#### **VII. Strategic Planning**

##### **A. Meeting Preference**

- \* Board agrees to do Strategy Planning session in person
- \* SWOT analysis
- \* Consider attending the BOT training offered for the BOD retreat/strategic planning

- \* Strategic Planning set for 7/11 from 9-4pm

## **VIII. Board Election & Officer Positions**

### **A. Discussion on Officer Positions**

All positions holding until we bring on new directors are onboarded in future election

### **B. Election Timeline**

Anticipated September election, will have to review schedule - Chris to own timeline. We can go up to 9 possible seats, still seeking community members.

## **IX. Board Training Plan**

### **A. CDE Board Fundamentals on 5/29/20**

Links from School of Choice Virtual Spring Board Fundamentals, docs all found under HOME>BOARD DOCS>Virtual Spring Board Fundamentals Material 5.2020

#### **Event Recording:**

[https://us02web.zoom.us/rec/play/tMYvJLyvrDI3SNeWsQSDVKV8W9W4fK2s0CNNq\\_AExE-yV3QHOwKjb7JHYOc-EJgOQ1ma4nr\\_xisL0edC?continueMode=true](https://us02web.zoom.us/rec/play/tMYvJLyvrDI3SNeWsQSDVKV8W9W4fK2s0CNNq_AExE-yV3QHOwKjb7JHYOc-EJgOQ1ma4nr_xisL0edC?continueMode=true)

**Schools of Choice Unit event page for upcoming events occurring in early June.** <http://www.cde.state.co.us/cdechart/chartregstart>

**The Enrollment Playbook by Empower Community High School can be**

**found here.** <https://docs.google.com/document/d/1zxTwIFRpzqMMNeibF6ndUGcZnvzESovvebYsLKyF5Xc/edit?ts=5ed11c66>

<https://docs.google.com/document/d/1zxTwIFRpzqMMNeibF6ndUGcZnvzESovvebYsLKyF5Xc/edit?usp=sharing>

### **B. Other Board Training Opportunities**

Review options and send to Lauren if you come across any sessions which may be of value.

## **X. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:08 PM.

Respectfully Submitted,  
K. Wagner-Grull (E, #7)

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### **Documents used during the meeting**

- PPA Finance Committee Meeting Minutes\_2020 05 20.pdf
- PPA Finance Committee Meeting Minutes\_2020 05 29.pdf
- 40-year bond counter-offer\_5.27.20.pdf
- PPA Financial Covenant Analysis\_SA\_5.27.20.pdf
- PPA FY21 Proposed Budget 5.29.20.pdf
- Virtual Spring Board Fundamentals REVISED FINAL 5272020.docx
- 2020.5.29 Jorgensen Finding Solutions to Gov Challenges Bootcamp\_FINAL.pdf
- Checklist\_ Governing in a Crisis (1).pdf
- Governing in Unprecedented Times (2).pdf
- RootED CDE Budget Presentation 05272020.pdf