

APPROVED



## Parker Performing Arts School

### Minutes

#### BOD Regular Business Meeting

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

Tuesday October 4, 2022 at 5:30 PM

##### **Location**

Parker Performing Arts School  
Room TBD  
15035 Compark Blvd  
Parker, CO 80112

##### **Meeting ID**

[meet.google.com/oda-whev-vkc](https://meet.google.com/oda-whev-vkc)

##### **Phone Numbers**

(US) [+1 435-574-4432](tel:+14355744432)

PIN: 141 848 371#

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##### **Directors Present**

C. Thomas (A, #5), C. Walker (E, #1), E. Remington (A, #2), K. McDonald (E, #4), R. Sanchez (A, #8), S. Cooke (E, #6)

##### **Directors Absent**

D. Hyland (E, #9), V. Olivas Smith (E, #7)

##### **Ex Officio Members Present**

P. Molfino

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## **Non Voting Members Present**

P. Molfino

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### **I. Opening Items**

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

R. Sanchez (A, #8) called a meeting of the board of directors of Parker Performing Arts School to order on Tuesday Oct 4, 2022 at 5:38 PM.

#### **B. Record Attendance & Introduce/Recognize Visitors**

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

- Read by Director K McDonald

### **II. Approval of Consent Agenda**

#### **A. Adoption of Agenda**

- Adoption of agenda proposed by Director R Sanchez
- Seconded by Director K McDonald
- Unanimously approved

#### **B. Approval of September 20th Working Meeting Minutes**

R. Sanchez (A, #8) made a motion to approve the minutes from 09/16/2022 BOD Working Session on 09-20-22.

E. Remington (A, #2) seconded the motion.

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

### **III. Public Comments/Scheduled Appearances**

#### **A. Open floor to Public Comments if any**

- Public comment by L Remington, student gives a thumbs up for how school is going thus far

### **IV. Administration Reports**

#### **A. PrinciPAL Update with Mr Molfino**

- Floor given to P. Molfino
- SPFs and what it means for organization
  - PD day 10/14/2022

- UIP updates but not required to submit due to being a performance school
- New coaching template is being used with the teachers
- Observations cycle for teachers from Fall to Spring Breaks
- Count day: 10/03 639 for count
- Vote in Nov on Mill Levy will decide on teacher compensation abilities for the school
  - after vote will be able to determine more of the long term funding/financials
- Vacation next week
- Waiting on report for the Compark taxation issue
  - potential funding for litigation will be looked at
- Town of Parker - grading bond for landscaping was met last week will get the bond back.
- Lost 2 teachers - replaced 1 teacher in the theater department,
  - 5/7 lit position now open
- Enrollment - exit interview has been implemented for employees
  - ITE is hovering 30-40% need to increase to min 50% to fill school
- Facilities - New renters Japanese school, still looking for more
  - window broke upper floor
  - electrical inspection done
    - waiting on insurance
  - arts - performance season is kicking off
  - fundraisers for thanksgiving and Christmas coming up
    - Costa Rica trip pitch was given on 10/04/2022 for Middle School students

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

- Prepared by T Maestas, read by Director R. Sanchez
- Sept finances reviewed on 10/12 and presented at Nov business meeting
- Auditors will present results on Nov 1st business meeting
- draft audit to district Sept 15th
- Sponsorship form being worked on by Director S Cooke

## **V. Actionable Items**

### **A. 23-24 School Calendar**

- Move to accept the 23/24 preposed school calendar by Director R. Sanchez
- seconded by Director K McDonald
- unanimously passed
- calendar is approved

- Notification sent to School Registrar Andrea to be able to publish calendar

## **B. Review of FAMLI decision**

- Previously passed to not participate
  - opened for addition comments or clarification requests
- Clarification on submission asked for by Director K McDonald
  - Resolution to not participation in FAMLI will be sent to P Molfino and Tiffany Maestas

## **VI. Committee Reports**

### **A. School Accountability Committee (SAC)**

- Floor given to Director K McDonald
- meeting will be held on 10/05/2022
  - May 22 implementation of initiatives by SAC response detailed for meeting

### **B. Marketing Committee**

- Floor Given to C Walker Erickson
- No meeting as of yet
  - working on the structure of the committee
  - meeting next week
  - focusing on pre k for trunk or treat participation
  - Potential communication with local dance studios
    - looking to leave marketing materials
  - Professional photog for Spooktacular hired to take pictures for social media
  - Turkey Trot participation with PPA branded outfits
  - Looking for opportunities for committee members can participate in and handouts
  - looking into business cards for board members with QR codes for the website
- Budget for marketing committee?
  - number provided by P Molfino and Director K McDonald
- Marketing to Community for Nutcracker

### **C. Grant Committee**

- floor given to Director C. Thomas

- first meeting 09/22
  - get to know you
  - committee purpose
- meeting the 3rd Thursday of every month
- school needs discussed
- research in identifying appropriate grants
- grant tracker for use and google doc
- Call to action to parents for projectors
- strategic funding plan and goals
- develop standard narratives to address standard grant needs

#### **D. Fundraising Committee**

- Floor given to Director S. Cooke
- haven't had meeting since the first one
- Gala timing
  - Concerns for the Gala burn out from volunteers in the Spring
    - suggested to do in Fall of 2023
    - meet with PCA for their buy in and address their concerns
  - Less fundraising activities/competing activities in the Fall currently
- currently have one person on the committee and buy in from 2 teachers
  - Gala sub committee has more interest
- Redone the sponsorship form
  - previous 100-500 tiers
  - bumped up numbers 250-5000 for corporate sponsorships
    - Star hall of fame on the red wall from sponsorship among other incentives provided based on tier
    - sent in for final review
- Spirit nights
  - Nov formal uniform day @ Panda Express
    - performance night asking if they are willing to cater from Panda to also take part in the fundraising night
  - Planned to tie with the formal days
- Budget for the Fundraising committee
  - Not specifically placed
- Sponsorships for specified programs that donors can specifically donate
  - in kind donation potential
- Kid based fundraisers community outreach
  - wrapping paper, butter braids etc
  - one a semester?
- Can departments communicate their fundraising needs

#### **E. Finance Committee**

- Floor given to Director R. Sanchez
- Finance looks to be in good place
- 10/12/22 meeting
- Compark issues still ongoing

## **VII. Other Business**

### **A. Other Business/Actionable Items**

- Reminder - check your sign ups for tours to make sure they are accurately reflecting due to the change from Thursday to Wed
- Newsletter sign up sheet to be sent
- CDE board training
- Fall Festival this weekend
- Next meeting scheduled for Oct 18th
  - Move to change working meeting to Oct 25th due to conflict with Fall Break
  - unanimously approved
- Director R Sanchez moved to adjourn meeting
  - seconded by Director S Cooke
  - Unanimously passed

### **B. Plans for Next Meeting**

## **VIII. 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 7:06 PM.

Respectfully Submitted,  
E. Remington (A, #2)

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## **Documents used during the meeting**

- Board Updates 22-23.pdf
- Business Manager Update - October 2022.pdf
- PPA 2023-2024 Calendar.pdf
- FAML I Resolution.docx
- 1107-226 Process and Notification of FAML I Program Declination.docx