

APPROVED



# Lake George Charter School

## Minutes

### Board Meeting

September Board Meeting

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#### Date and Time

Tuesday September 20, 2022 at 4:30 PM

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Topic: LGCS Board Meeting

Time: September 20, 2022 @ 5pm

#### Join by (link)

<https://us02web.zoom.us/j/7023293608?pwd=aVM0a2dSUFVQRGowR25CM2UyTDFLdz09>

#### Join by (app)

Meeting ID: 702 329 3608

Passcode: LGCS2022!

#### Join by (phone)

- +1 719 359 4580 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 669 444 9171 US
- +1 669 900 9128 US (San Jose)
- +1 646 558 8656 US (New York)
- +1 646 931 3860 US
- +1 301 715 8592 US (Washington DC)
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)

+1 386 347 5053 US

+1 564 217 2000 US

Meeting ID: 702 329 3608

Passcode: 877912509

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**Directors Present**

F. Zuercher, J. Geffre, J. Gilley, M. Normandin, S. Bernstetter

**Directors Absent**

*None*

**Directors who arrived after the meeting opened**

S. Bernstetter

**Ex Officio Members Present**

L. Wade, T. Townsend

**Non Voting Members Present**

L. Wade, T. Townsend

**Guests Present**

Ann Wallace, Julie M. Gilley, K. Snare (remote), Rick Favinger, Shelley Wing, Tonia Montgomery

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**I. Board Work Session 4:30 PM**

**A. Work Session**

Beginning of year

**II. Opening Items**

**A. Call the Meeting to Order**

J. Geffre called a meeting of the board of directors of Lake George Charter School to order on Tuesday Sep 20, 2022 at 5:00 PM.

**B. Record Attendance and Guests**

**C. Pledge of Allegiance**

**D. Approve Agenda**

F. Zuercher made a motion to approve the agenda for September 2022.  
J. Gilley seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
S. Bernstetter arrived at 5:12 PM.

**E. Approve previous meeting minutes - August 2022**

M. Normandin made a motion to approve the minutes from August Board Meeting on 08-16-22.  
J. Geffre seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**F. Personnel Changes**

J. Gilley made a motion to Approve personnel changes.  
M. Normandin seconded the motion.  
New Hires:  
Brian Goodwin - Maintenance  
Changes:  
Terminations/Resignations/Retirements:  
Phillip Morey  
Gloria Watson  
Open Positions:  
4th Grade Teacher  
The board **VOTED** unanimously to approve the motion.

**III. Administration Reports**

**A. Administrator Report**

See attached

**B. Preschool Director's Update**

Shelley Wing spoke about using Creative Curriculum. The preschool is using the same writing and reading as K-2. Teaching sign language.  
Shelley has made a brochure about the preschool to get out to the public

**C. School Expansion Update**

Update by Jen Geffre and Lee Wade

Spoke to Jim Griffin at USDA about expansion. Offered two options strategic growth counseling & build counseling - Jen let him know we're closer to second option, but not quite there yet. They will provide help and resources to navigate grant and loan options for build.

Community Training & Assistance Center if offering free start-up/expansion coaching -  
Applied for on 17 Sept.

Zoom meeting with Gina Faford (BOT) wherein she gave ideas on fundraising for  
expansion.

Submitting request for grant from Tanner Coy.

Review of rural expansion project grants. One deadline is passed.

Meeting 12 September with Lions Pride to begin fundraising efforts for expansion and for  
Washington DC project.

#### **D. SPED update**

Ann Wallace spoke about the SPED program.

We currently have 16 students needing Special Education intervention. 9 speech, and 7  
others. There are 6 referrals and 10 being watched for GT.

Several staff attended Professional Development in Buena Vista.

The grant for K-8 math has been awarded.

#### **E. IT update**

Noel Sawyer spoke about IT.

All the equipment for Starlink has been purchased.

The website went down because it was sold to Microsoft. Noel went ahead and  
bought .com instead. So now the website is lakegeorgecharterschool.com

It will be another couple of weeks before the phones are fixed.

Setting up a new network for staff.

Running out of laptops for teachers. Noel has rebuilt some.

He has ordered power adapters for Chromebooks

Working on the security cameras.

In tech class for the older kids, he is teaching them to take apart their computers and put  
them back together. If they can do it, they get an 'A'. Also teaching them to install  
Windows.

### **IV. Committee Reports**

#### **A. Lions Pride**

#### **B. Finance**

Still catching up with financials from July and August 2022.

#### **C. Policy Committee**

Julie M. Gilley went over policies that have been discussed.

#### **D.**

### **Security & Facility**

The committee hasn't met.

The Sheriff would like to put a box on the school sign by the highway, that would hold keys to the school.

### **E. Development Committee**

Discussed grants, phones and the possibility of installing a system on the front door for office staff to easily let people in the building.

### **F. BAC**

Please see attached minutes

## **V. Board Communications**

### **A. Comments**

Susan Bernstetter announced that she will be leaving the board as soon as she can be replaced. This leaves 2 open positions for 2-year terms, and 1 open position for a 1-year term.

### **B. Owner's Representative update/process**

The board still needs to interview candidates.

## **VI. Public Comments**

### **A. Comments**

N/A

## **VII. Old Business**

### **A. Policy - Second Reading**

F. Zuercher made a motion to approve the second reading of the following policies.

J. Geffre seconded the motion.

EBCC-E - Bomb Threat Report

EC - Buildings/Grounds/Property Management

ECAC Rev. 2 - Vandalism

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

## **VIII. New Business**

### **A. Policy - First read**

M. Normandin made a motion to approve First reading of the following policies, with some changes.

J. Geffre seconded the motion.

ECAA Rev. - Security Firearms

ECA-ECAB Rev. 3 - Security Access to Buildings

ECAD Rev - Armed School Personnel

EDB Rev 2 - Maintenance and Control of Materials and Equipment

EDC Rev. 2 - Authorized use of School Owned Material or Equipment

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

**B. Approve Emergency Response update**

N/A

**C. Ice Maker**

J. Gilley made a motion to approve the purchase of an ice maker.

S. Bernstetter seconded the motion.

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

**D. Fire Alarm Control Panel**

S. Bernstetter made a motion to approve the bid to fix the Fire Alarm Control Panel.

F. Zuercher seconded the motion.

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

**E. Sub Pay**

S. Bernstetter made a motion to approve the increase to substitute pay rate.

J. Geffre seconded the motion.

Daily: \$122

Long-term: \$153

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

**Roll Call**

J. Geffre Aye

J. Gilley Aye

S. Bernstetter Aye

F. Zuercher Aye

M. Normandin Abstain

**F. Committee Membership**

M. Normandin made a motion to approve committee members.

J. Geffre seconded the motion.

BAC: Fred Zuercher, **Julie M. Gilley**, Mary Doty, Kathleen Ogden

Development: Dr. Wade, Tonya Townsend, **Michelle Normandin**, Amanda Redd

Facility: Dr. Wade, **Tonia Montgomery**, Susan Bernstetter, Rick Favinger

Finance: Dr. Wade, Tonya Townsend, Jen Geffre, **Julie A Gilley**

Policy: Dr. Wade, Kris Snare, Fred Zuercher, **Julie M Gilley**

Security: Dr. Wade, **Shawn VenRooy, Lance Geffre**, Susan Bernstetter

Task Forces:

Insurance: Jen Geffre, Dr. Wade, Tonya Townsend

Health, Vision, Dental, Hiring

Will last for 4 months, until January 20, 2023

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

## IX. Record of Email Votes

### A. Bank Changes

J. Geffre made a motion to approve the Bank Changes listed below.

J. Gilley seconded the motion.

Add Tonya Townsend to Park State Bank account; remove Gloria Watson from all online account access & cash management. Add Tonya Townsend to Colorado Trust account: remove Gloria Watson.

Date: Aug 25, 2022

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

#### Roll Call

J. Geffre Aye

M. Normandin Aye

F. Zuercher Absent

J. Gilley Aye

S. Bernstetter Aye

J. Geffre made a motion to add ADP for payroll.

J. Gilley seconded the motion.

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

#### Roll Call

J. Gilley Aye

F. Zuercher Absent

S. Bernstetter Aye

M. Normandin Aye

J. Geffre Aye

## X. Executive Session

### A. Enter Executive Session

M. Normandin made a motion to enter into Executive Session at 7:32 pm.

J. Gilley seconded the motion.

"Specialized details of security arrangements or investigations." per C.R.S. 24-6-402(4) (d).

Attendees: Board Members, Dr. Wade & Tonya Townsend

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

**B. Exit Executive Session**

S. Bernstetter made a motion to exit Executive Session at 8:56 pm.

M. Normandin seconded the motion.

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

**C. Votes pending outcome of Executive Session**

J. Geffre made a motion to approve insurance premium reimbursements.

J. Gilley seconded the motion.

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

S. Bernstetter made a motion to approve getting bids for internal audit of records.

M. Normandin seconded the motion.

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

S. Bernstetter made a motion to approve overtime for Tonya Townsend through December.

J. Geffre seconded the motion.

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

**XI. Closing Items**

**A. October Work Session Items**

TBD

**B. Top 3 Communication Items**

Committees

Board Elections

**C. Adjourn Meeting**

J. Geffre made a motion to adjourn the meeting.

J. Gilley seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:59 PM.

Respectfully Submitted,

K. Snare