

Academy of Urban Learning
BOARD MEETING
September 24, 2013
4:30pm at AUL

PRESENT FOR THE BOARD: Sabrina D'Agosta, Stephan Pfeifer, Katie Symons, Christine Snellar, Lori Powell, Fred Glick, Priya Burkett, Michaela Turner, Diane Deeter, Gina Nocera

ABSENT FOR THE BOARD: Gary Sanford (out of town)

PRESENT FOR THE SCHOOL: David Brown

I. Call to Order (4:42 p.m.)

Christine read the Mission: *The mission of the Academy of Urban Learning is to empower young people to become self-sufficient adults by providing a rigorous and individualized high school diploma program to youth who need extensive wrap-around services to succeed academically and socially.*

II. Approval of Minutes (from August 27, 2013)

Fred made a motion to approve, Stephan seconded, all voted to approve
Need to approve minutes for financial audit call that we held on September 16, 2013
(Sabrina took notes)

III. Acknowledgements (4:45-4:50 p.m.)

Priya acknowledged Fred for all of the work he did on the board bios
Sabrina acknowledged Christine for working with David on the dashboard

IV. Beanstalk proposal – Katie Symons (4:50-5:05 p.m.)

Katie had submitted a written proposal for the board to review prior to the meeting, describing the proposed partnership with Beanstalk and asking for board support to formally make AUL her project.

Margaret Casart, ED from Beanstalk, was present to give a further overview of the organization and answer any questions.

Board was supportive of Katie moving forward; we did not need to take a formal vote on this

V. Committee Reports – Sabrina D'Agosta (5:05-5:50 p.m.)

We started with a discussion about goals and how they relate to the committee work. Fred asked if each of the committees need to have goals in place in addition to the terms of reference (TOR)?

Each committee should look at the TORs annually to make sure that they are still relevant. The process should be to have every committee look at the committee structure and its TORs and then update

Governance Committee (Fred):

First asked where Board Recruitment should fall

Diane thinks that it should be a separate committee as opposed to falling under one of the committees we have now

Seems like having 11 people on our board at this point is a good size. Many more becomes unmanageable. We may discover, when we do our Board evaluation, that we have gaps and needs

Our current bylaws state that we will not have more than 10 people on our board so we need to revise the bylaws and then vote on the revised bylaws

Governance committee will take on the task of re-examining the bylaws

There are items that should be included in the board procedures handbook as well as calendar dates that Fred can add to the handbook

If anyone has anything to add, please send to Fred

With regard to needing to have a lawyer on hand to review documents and consult with on legal matters, Lori Deacon recommended two attorneys who have charter school experience. Fred has spoken with both of them and is doing reference checks. From there, the Governance committee will meet with them and figure out who will be the best fit. We would probably do a “fee agreement” with whomever we select (fee for service per hour)

Board bios are almost complete; please send changes to Fred so he can publish those. Also, please update a headshot to the Board Photos folder on Google Drive so Fred can use along with each members’ bio.

HR Committee (Lori):

Getting feedback from Mountain States on our handbooks and manuals- Employee Operations manual has been looked at and Lori has their feedback; (policies and benefits); still looking at staff (curriculum, classes) and student handbook (vision, calendar and wrap around services)

Principal goals are on Google Drive and there is now a comparison chart that looks at the goals David put into place as well as those the HR committee put into place

Fred asked if the HR committee is taking a look at the principal evaluation David will be meeting with MSEC on Oct. 4th to go over the handbooks in person with Diane Waters (attorney who is currently reviewing our manuals); will be working on combining operations with a lot of what is already in the employee handbook

Finance Committee (Stephan):

No current changes to the TORs.

Came up with 2 goals: finish the financial policies document and, by the end of this year, have the finance committee play a very large role in drafting the goal/actions/timeline, etc. in our strategic plan that is focused on finances.

Stephan mentioned the challenge of coming up against a 24-hour deadline when it comes to approving the financial audit. David said that we can’t run the audit until mid-July anyway and then it takes 60 days to run it. The question came up as to whether we should look at the capacity of the auditor’s

office we are working with and consider working with someone else if they can't get us the report back in less than 60 days. The finance committee will look at some other auditors and get some bids this year to see if there might be someone else who we could work with.

We do get audited two years later on the PPR and unfortunately, there is no appeals process, so we need to be very careful about looking at our numbers and what we report on Oct. 1st (Count Day; we are currently at 153)

School Performance Committee (Christine):

Gave an update from the last meeting that she, Gary, Barb and Sarah attended via conference call

Christine is working with David to get the dashboard into a template and plugging in current data we have access to; David will continue to update on a monthly basis

Ms. Wells is distributing a student survey to find out what the current and largest needs are of the students; will report back to the committee once she has the results

Fundraising/Development Committee (Gina):

Reported that she, Julie and David met via conference call. There are two areas of focus this year: school fundraiser and our holiday party. Gina will be sending some language to David with regard to what our message is going to be when we roll out our fundraiser at Family Night (Oct. 10th) and end our fundraiser on December 12th with our winter Holiday Party. Looking at a goal of \$7,500 from the fundraiser/Colorado Gives Day, etc. and another \$60k from grants and foundations

We want direct donations, but are also looking at a tiered approach (various levels of contributions); we also want to have a Wish List for specific items the school and the students are in need of

VI. Dashboard discussion (5:50-6:15 p.m.)

Christine and David discussed how this came about and what we are looking at in the dashboard document; this is definitely a work in progress

Please refer to the AUL Dashboard document (xcel spreadsheet) on Google Drive

VII. Principal's report and proposed goals (6:15-6:30 p.m.)

Sabrina explained the table that she made up that looks at a comparison of David's goals (that he came up with Renell) and what we have come up with as additional goals (from strategic planning, David's contract, HR, committee, and essential job duties, etc.)

David explained how he came up with his four main goals (mainly from the corrective action letter he received last Fall, the staff retreat and the 360 Evaluation); Lori talked about how the HR committee came up with their goals and then we discussed that the objectives outlined in David's contract are more for guidance. Lori suggested that these need to be tweaked a bit so that we can "marry" David's goals

with the other proposed goals so that there is alignment and David knows what is expected of him. Lori, HR committee and Exec committee will work on this. Need to work on firming up the goals vs. the measures. David will work with Renell and the HR committee on this before the next meeting. Then we'll be set for David's mid-year evaluation.

We'll work on finalizing these goals and the strategic planning goals by next meeting. David will update the dashboard to go along with his principal's report each month.

VIII. Action items (6:30-6:35 p.m.)

Review AUL Board Action list document on Google Drive

Reminder for all committee heads to get feedback on TORs to him (Oct. 1st is the new deadline)

Principal goals and report will be looked at during our October meeting

All Board members have completed their background checks- Thank you!

Board evaluation, as well as the Principal evaluation, is on for the May meeting

IX. Reminders:

- a. Family Night is on October 10th
 - i. David will send out what he needs from the Board
- b. Next Board meeting is on October 22nd at 4:30p.m.

X. Adjournment (6:35 p.m.)