

North Routt Community Charter School  
54200 RCR 62  
Clark, CO 80428  
School Board Regular Meeting Minutes  
January 11, 2011

**In Attendance:** Christy Belton, Chris Gander, Roy Powell, Rick Boese, Colleen Poole, Amy Cosgrove, Doug Kenyon and Carol Twittchell.

**Call to Order:** Meeting was called to order at 6:12pm by Belton

**Approval of Agenda:** *Gander made a motion and Belton seconded to approve the agenda with the following addition, Formal Board Thank You to the Eagles and the removal of School Improvement Plan. The motion passed unanimously.*

**Approval of School Board Minutes:** *Powell made motion to approve the December 14, 2010 meeting minutes as written, and the January 4, 2011 minutes as amended. Board Reports: #3. There are new guidelines from the State for the Owners Rep. Administrative Policy- second bullet, Add a line item to the budget for school board governance expenses. Allergen Guidelines- Communication- Director and School Board President will be holding meetings every other week to set up agenda and prepare for next board meeting. The motion passed unanimously.*

**Request to address the Board:**

Public Input- Carol Twittchell spoke on the Allergen Guidelines and shared information on State requirements, policies and guidelines and provided the cover letter to go with guidelines.

**Student/Teacher Report:**

- OA&W has started the Nordic unit; the OA&W calendar for the remainder of the school year went out to parents.
  - The upcoming Expeditions are K-2 studying wetlands with Ks learning about a bird species and 1-2 learning the life cycle of frogs. 3-5 will be finishing up their Colorado Geology unit with power points and next expedition will be the Colorado Gold Rush and how Colorado became a State. 6-8 is finishing their expedition on Natural Disasters and they will be working on research, speech and presentations. Then they will be moving on to Man-made Disasters for their next expedition.
  - ELOB is something that the staff would like to continue with
  - Math groups will be changing to address some staff concerns, math groups will be working on some recognized missing concepts.

**Director Report:**

**BEST update- Owners Rep.-** Scott Newell informed Director the we do not have to go back out and advertise Owners Rep. There will be an email sent out to current 20 Owners Rep candidates to give new guidelines, then they will have a week to respond, and the

plan is to have an Owners Rep hired by February 8<sup>th</sup>.

**Policy Explanation-**

- **Board Policies-** Director provided a break down
  - **Administration Policies-** Director will be reviewing and updating Administrative policies as needed and make available to board

**Allergen Guidelines, Policy and Law-** Director provided a break down

**Outdoor Education and Wellness Curriculum-** The curriculum is complete and waiting to be printed

**Old Business:**

**Occupancy Permit-** Planning Depart review meeting will be on January 13 for a capacity of 85 people on NRCCS campus.

**Formal Board Thank You for the Eagles-** *Powell made a motion and was seconded by Gander to approve up to \$300 to be spent on five personalized thank you plaques*

**ELOB-** Sheet showing designated funds in YVB account.

- Jamie Lindahl will be our representative for the Fund Board and the DAC  
*Gander made motion and was seconded by Belton to give ELOB \$5,000. The motion passed unanimously*

**School Board Vacancies-** Still looking for candidates

**Proposed Amendment to Charter Contract for District Accounting-** Tabled

**Allergen Guidelines** Ready to go to parents

**Board Discussion:** Permits are filed and it was recommended to up the water limit to 5 acre feet on both the well and shared Pre-school permits.

**Budget-** Reviewed budget vs actual to 12-31-11 and budget vs actual fy

**Board Policy Review-** Reviewed Governance Process GP1, GP2 and GP3 with no changes. Reviewed Board Director Linkage BDL1, BDL 2, and BDL3 with no changes. Changed: BDL4 to reflect in section 3 to read “the Director is authorized to establish all *administrative policies and procedures* and make all decisions,” *Changed:* BDL5 to reflect in section 4 to read” Financial Planning/Budgeting Frequency to be *monthly* and Financial Condition & Activities Frequency to be *monthly*. *Reviewed Ends1 and Ends 2 with no changes.*

Discussion to:

- Revise review schedule to match management style of board
- Include all Ends Policies in Staff Handbook and Parent/Student Handbook
  - Prepare new board members with School Board Policy Handbook
  - Hold School Board planning meetings in the Spring and Summer then monitor through-out the year
  - Gander will take over Secretary duties for School Board

**Action Items:**

Adoption of Amendment to Charter Contract/Accounting Services- Tabled

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**Executive Session:**

None

**Adjournment:**

The North Routt community Charter School Board of Education meeting adjourned at 9:07pm

**Next meeting:**

Capital Construction Meeting Wednesday January 12<sup>th</sup>

Executive Session Meeting Wednesday January 19<sup>th</sup> 8:00am

SST Meeting Thursday January 20<sup>th</sup> 4:30pm

Regular School Board Meeting February 8<sup>th</sup> 6:00pm

**Items to be done from 1-11-11 meeting:**

- Review School Strategic Plan
- Poole will check into MVB LOC to see if it can be renewed again in April, and wait to the end of project to pay off LOC
  - Poole will contact Scott Newell and get email confirmation on the monies if the project is finished under budget
  - Poole will send out to board members final Audit
  - Create a calendar of when items are due and or done such as audit, 990 etc...
  - Poole to get copy of Directors contract and job description to board members
  - Belton will send out the rest of BDL5 policies to Anderson
  - Anderson and Belton will write a thank you letter to Eagles and Belton will check into plaques.