

Carbon Valley Academy Board of Directors Meeting Minutes  
Wednesday, September 13, 2006

**Meeting Called to Order at 6:40 p.m.**

**Roll Call**

**Attendees:**

**Board Members** – Merrie Harper, Dustin Jones, Wes LaVanchy, Monique Miller, Anne-Marie Nichols, Jason Jones

**Principal** – Chad Auer

**Business Manager** – Tony Carey

**Visitors** – Bart Skidmore, Dan Schommer (Watkins & Schommer), Christie Villano

**Motions Approved:**

**1-Approval of Agenda**

Moved by MH, seconded by JJ  
Approved by unanimous consent

**2-Approval of Consent Agenda**

- Approval of Minutes from August 16, 2006 Regular Meeting
- Approval of Student/Parent Handbook as amended
- Approval of Volunteer Handbook
- Approval of New Hires
  - Robyn Kunick – MS Math/Science
  - Lisa Millian – 5<sup>th</sup> Grade
  - Connie Rabb – Elementary Spanish

Moved by MM, seconded by MH  
Approved by unanimous consent

**3-Motion to Authorize Jason Jones to sign form 2848 on behalf of CVA**

Moved by MM, seconded by DJ  
Approved by unanimous consent

**4-Motion to table discussion/action on Lottery Policy to regular meeting in October**

Moved by MM, seconded by DJ  
Approved by unanimous consent

**5 – Motion to Defer Discussion of Contracts & Hiring Policy to regular meeting in October**

Moved by WL, seconded by AMN  
Approved by unanimous consent

**Public Comment on Non-Agenda Items:**

- None

**Regular Business:**

**Financial Update and Review of 2005/2006 fiscal year audited financial statements:**

- Bart Skidmore introduced Dan Schommer who presented the Board with the results of our Audit
- Reiterated the importance of receiving trial balances from the SVVSD more frequently; ongoing issue in that they are still unable to separate CVA funds automatically so trial balances must be done manually
- Dan believes the process will be smoother next year
- Recommend we put hard copies of all minutes in one place – MH to follow up

**Principal Exchange Program:**

## Carbon Valley Academy Board of Directors Meeting Minutes Wednesday, September 13, 2006

- Oct. 9-13, Chad will participate in a principal exchange program with Lisa from Partnership Academy in Minnesota; Both will be at CVA on Monday and Partnership Academy on Friday; At each other's schools Tuesday, Wednesday and Thursday
- Phil Trejo will act as "Dean of Students" in Chad's absence

### **Colorado League of Charter Schools Discussion:**

- CLCS is strong in advocacy; Networking between Charter schools tends to happen with or without their involvement
- They have been proactive in fighting for capital construction fund for Charter schools and providing presentation in legal issues
- Consensus that we will not join this year, but will remain open to joining in the future

### **Waiting List/Lottery Policy Discussion:**

- Lottery policy required by Totonka funding – can't be substantially changed; also requires compliance with Federal guidelines
- Two extreme options – Wiping slate clean each year vs. multiple year advance lottery for Kindergarten
- Discussion of benefits of requiring a meeting to re-enter lottery each year
- Staff asked to make recommendation to Board

### **Library Discussion:**

- There have been many questions about the status of our library this year
- It was noted that many Charter schools do not have a library at all in their first few years of operation
- There is a need to communicate our intentions for the library program more clearly to the CVA community

### **Staff Reports:**

#### **Business Manager – Tony Carey:**

- Reviewing governance model and organizational chart; developing policy and procedure, job descriptions for administrative staff members
- Construction finished; Balancing of air handlers still needs to be done – getting bids
- Soliciting bids for new security system
- Updating hardware – beginning with testing computers
- Board retreat weekend of January 12, 2007
- Looking into continuing education for staff and board members
- Implemented new purchasing system – Purchase Order, Requisition and Invoice
- In conversation with Mark Pilmore about Special Ed audit. District has to credit back for anything we spend on Special Education; Also spoke with Ute Creek HS about Phil Trejo possibly mentoring their Special Ed teacher

#### **Principal – Chad Auer:**

- See attached report
- Attending a Principals' meeting with other Charter school principals on September 14, 2006

### **Board of Directors Reports & Committee Updates**

#### **Fundraising Committee – Merrie Harper:**

## Carbon Valley Academy Board of Directors Meeting Minutes

Wednesday, September 13, 2006

- Still building membership and leadership due to resignation of two key members; Met with Shannon Barton to discuss possibilities
- Fall festival is on track, planning for November 4, 2006 from 3-7 p.m. – Carnival being provided by Fun Services, Inc.
- We will do Holiday Gift Shop again this year – also provided by Fun Services, Inc. By booking this event ahead of time, we save about \$300 on the carnival
- Christine Karmendy will focus her energy on the golf tournament; investigating Fox Hill Country Club for the event this year

### **Public Relations Update – Merrie Harper**

- Working on campaign for t-shirts, bumper stickers and/or other 'swag' to engage our students and parents in our mission and goals
- Requested board input

### **Scholastic Book Fair Update – Anne-Marie Nichols**

- Thirteen volunteers signed up to work the Scholastic Book Fair
- Need cash register – can also be used for Fall Festival
- Flyer will go home in Friday folders

### **Facilities and Volunteer Survey Update – Wes Leachy**

- Wes developing volunteer participation and facility plan ideas
- Anne-Marie contacted volunteer connections in Boulder to possibly do a workshop for us

**Executive Session Scheduled for September 27, 2006 at 6:30 p.m. in the Harvard Room**

**Next Regular Board Meeting – October 18, 2006 at 6:30 p.m. in the Harvard Room**

**Meeting Adjourned at 9:37 p.m.**

**Board Packet Attachments:**

**Principal's Report**