

Minutes / 8-12-20

Location: P.A.S.S.

A. Attendance: Marcos Martinez, Nick Avila, Hannah Bussell, Ann Redman, Maira Marcum, Rande Pouppirt

B. Approval of Agenda

1. Hannah motion to move Executive Session to the top of the agenda (7:12pm); affirmed unanimous
2. Bob motion to add discussion of 457 Deferred Compensation plan to the agenda (7:13pm); affirmed unanimous

C. Approval of Minutes

1. Hannah motion to approve minutes (7:13pm); affirmed unanimous

D. Public Comment

1. No public comment at this time.

E. Executive Session

1. Hannah motion to enter executive session (7:13pm); affirmed unanimous
2. Ann motion to exit executive session (7:49pm); affirmed unanimous

F. School Update

1. School's Re-Opening Plan
 - a. School is starting off in Tier 1 with in-school classes
 - b. School will open to students on August 24th
 - c. A remote learning option will be offered to students who opt to stay home
 - d. Once they chose remote option, must wait until 2nd quarter to return to class
 - e. Students can transition to remote learning whenever they want
2. Avila worked with the Admin team to develop a list of modifications to the school as precautions to COVID 19
 - a. This includes limited movement, social distancing measures, screening protocols, face covering requirements, and construction of barriers between desks.
 - b. The school is prepared to move to a hybrid learning plan, or to close school entirely if any confirmed cases are identified
3. Hannah: Adapted Plan in the spring was a success
 - a. Started off a bit rough at first
 - b. Things improved once teachers and parents got on the same page
4. Maira: Where do parents get COVID tests?
 - a. Marcos: from the any local clinic or the hospital

5. Hannah: What if families don't have insurance or can't afford a test?
 - a. Marcos: The school's social worker can assist in seeking out resources
6. Maira: What if one of the school's teachers get sick?
 - a. Marcos: The school will call in a sub or use an in-house para
 - b. Hannah read that LCSD1 is bringing in additional subs in preparation for the school year

G. Financial Briefing

1. Marcos: Next month the school will need to adjust the budget
 - a. School will not qualify for Title I
 - b. PASS will receive relief from the CARES ACT
 - i. Roughly \$30,000
 - ii. Relief is limited but still significant
2. The Board will need to review a revised budget in late September, and then a final budget in November or December.
 - a. More expenses may emerge
3. The school's conservative financial approach will help maintain stability even with low enrollment this year

H. 457 Deferred Benefit Plan

1. The school is considering offering employees the option to contribute to their own 457 retirement accounts.
 - a. This account is managed by the State of Wyoming, very reputable
 - b. Account will be in addition to the defined Pension account they already have which the school contributes to
 - c. Employees decide how much to contribute and whether it is drawn before or after tax
 - d. Many state employees have a 457 account
2. Ann motion to authorize the adoption of the Wyoming 457 Deferred Compensation Plan (8:24pm); affirmed unanimous

I. Lease Authorization

1. Marcos requests Board authorization to enter into a revised lease between PASS Academy and Pouppirt Properties, to include the gymnasium expansion
2. Ann: Who will the school use to notarize the lease?
 - a. Rande – 1st Bank
3. Ann motion to revise lease agreement to correct typo on page 1 (8:26pm)
 - a. Amend "is indicated" to "as indicated"
 - b. Affirmed unanimous
4. Ann motion to revise school address on page 8 (8:27pm)
 - a. Currently reads as PODER's address on Morrie
 - b. Amend to reflect 1100 Richardson
 - c. Affirmed unanimous

5. Hannah motion to approve lease with Rande Pouppirt with proposed amendments (8:28pm); affirmed unanimous

J. Next Board Meeting

1. Thursday, October 1st (6:00pm) – PASS

K. Adjourn - Maira motion to adjourn (8:30pm); affirmed unanimous

Minutes / 6-4-20**Location:** Google Meet

A. Attendance: Marcos Martinez, Nick Avila, Hannah Bussell, Ann Redman, Trish Linton, Maira Marcum

B. Approval of Agenda

1. Trish motion to approve agenda (6:06pm); affirmed unanimous

C. Approval of Minutes

1. Hannah motion to approve minutes (6:08pm); affirmed unanimous

D. Public Comment

1. No public comment at this time.

E. School Updates

1. Prom – An event was held online in lieu of regular scheduled prom
 - a. Prom cancelled due to lockdown
 - b. Not a large turn-out but event was first of its kind
2. Staff is adjusting for return to school
 - a. Modifications are forthcoming to maintain safety
 - b. School will watch for guidance from the state
 - c. School has plans to stagger or alternate student days if necessary
 - d. As of now, back-to-school is still on as planned
3. Trish: What about ACT for junior students?
 - a. Marcos: School was able to get that rescheduled, speak with Mr. Vaughn
 - b. The AP courses have been re-scheduled
 - i. Test is substantially less time than other tests
 - c. Hannah: PASS students are accustomed to structure, making the return to school less of an adjustment for returning students
 - d. Maira: Can PASS choose to stay with regular schedule even if the district has adopted a modified one
 - i. Marcos: PASS has flexibility to adopt its own school schedule, but will likely follow guidance from the Superintendent and Governor

F. PASS Budget 20-21'

1. Marcos: Preparing for cuts to funding, not sure how large these cuts will be
 - a. Other states have already started making cuts, seems inevitable in Wyoming
 - b. Marcos recommends that Board table approval of the budget until more information is received

2. Hannah motion to table discussion of the PASS Budget 20-21' until next meeting (6:17pm); affirmed unanimous

G. Financials Review (April 20')

1. Marcos: sitting very healthy, will end year with strong reserve
 - a. Approx. 1.2 million in the bank, will not get revenue during the summer
 - b. Times like these are why we carry a large reserve
2. Ann: how did we get the revenue in April?
 - a. Marcos: PPR was the main source
3. Trish motion to approve April financials (6:20pm); affirmed unanimous

H. Executive session

1. Ann motion to enter executive session (6:20pm); affirmed unanimous
2. Hannah motion to exit executive session (7:32pm); affirmed unanimous

I. CEO Salary Increase Resolution

1. Board ratings of CEO performance based on the state approved tool
 - a. **Standard 1:** Living a Mission & Vision focused on results – scored between Excellent and Proficient
 - b. **Standard 2:** Leading and Managing Systems Change – scored between Proficient and Needs Improvement
 - c. **Standard 3:** Improving Teaching and Learning – scored between Needs Improvement and Proficient
 - d. **Standard 4:** Building and Maintaining Collaborative Relationships – scored Proficient
 - e. **Standard 5:** Leading with Integrity and Professionalism – scored Excellent
 - f. **Standard 6:** Creating and Sustaining a Culture of High Expectations – scored Proficient
2. Overall Rating – scored Proficient
3. Marcos: Requests a salary increase of 7.5% per standard employee increase
4. Hannah: Both schools are paying equal portions?
 - a. Marcos: correct
5. Hannah motion to approve 7.5% salary increase (7:40pm); affirmed unanimous

J. Next Board Meeting

1. Wednesday, August 5th (6:00pm) – PASS

K. Adjourn - Trish motion to adjourn (7:49pm); affirmed unanimous

Minutes / 2-19-20

Location: PASS

A. Attendance: Marcos Martinez, Nick Avila, Hannah Bussell, Ann Redman, Trish Linton, Maira Marcum

B. Approval of Agenda

1. Trish motion to approve agenda (6:00pm); affirmed unanimous

C. Approval of Minutes

1. Hannah motion to approve minutes (6:00pm); affirmed unanimous

D. Public Comment

1. No public comment at this time.

E. New Board Member Vote

1. Marcos nominates Maira Marcum for new Board Member vote
 - a. Spoke with her at length about the school and its mission
 - b. Initially referred by Ann Redman
 - c. Was working at LCCC when Ann met her initially
2. Ann also fully endorses this nomination, is confident that Maira is a good fit
3. Hannah further endorses Ann's recommendation upon
4. Maira – Believes in the power of education, wants to do what she can to further this mission
 - a. Worked in education in Venezuela, married a teacher in Venezuela
 - b. Currently taking classes at UW
5. Trish: Her resume speaks for itself, will also endorse the nomination
6. Ann motion to confirm nomination (6:05pm); affirmed unanimous

F. School Update

1. New teachers are getting more comfortable in the classroom
2. Academic score projections are looking positive although not as high as last year
3. Students participated in the Wyoming academic challenge
4. Spelling Bee – almost qualified for state competition; 1st year participating
5. Colorado State chess tournament – 2nd and 3rd place team finishes
6. PASS students will team up with South High for soccer season
7. U.S. Deputy Secretary of Education – visit to PASS
 - a. Visited with the governor in the morning prior to PASS

- b. Trish: visit was a good way to promote choice, also nice advocacy for the PODER schools
- c. Hannah: thought it was really re-affirming for the kids at the school
 - i. Good for kids to see the success
- d. Ann: article in the paper was good exposure
- e. Marcos: PASS was picked because academic growth at the secondary level is tough to accomplish, school was a good example
 - i. He toured the classrooms, students were nervous but well behaved
- 8. Ann: Is school having a junior Prom? Has contact for dresses
 - a. Marcos – Prom from 9-11pm (everyone in high school)
 - i. May 16th
 - ii. A few girls will need help getting dresses
 - iii. Get in touch with Jessica Rader who is in charge of planning
 - b. Wanted to have it downtown but venue was too expensive
 - i. Will be held at Little America instead, contract is signed
 - ii. Starting to advertise with signs and tickets
 - c. Hannah – likes the timeline for prom
- 9. ACT prep – school is prepping and will offer in spring and again in the fall
- 10. New website for each school will be rolled out

G. Financials Review (December 20')

- 1. Marcos: sitting very healthy, will end the year with just over a million dollars
 - a. Current ytd balance – just under a million
- 2. Ann: how do you handle it when expenses exceed revenue
 - a. Marcos: put aside a 5% contingency as a safeguard
- 3. Hannah – Are we going to see the same trend with regard to book balance going into spring?
 - a. Marcos: balance will go down, board needs to anticipate this
- 4. Trish: Are we still waiting for reimbursement from the state?
 - a. Marcos: Yes but this is not an issue; no concerns about this payment
- 5. Ann motion to approve December financials (6:30pm); approved unanimous

H. PASS 20-21' Budget Review

- 1. Marcos: similar budget to the preliminary one the board reviewed
 - a. School is on ADM, not October count day
 - b. Federal Title I – we may lose this funding
 - i. School is attracting wider swath of families, free & reduced percentage has gone down steadily
 - ii. Furthermore, District has defined our school as a high school, does not allocate money to high schools
 - c. Ann: Will anyone at the federal level vouch for our middle school students
 - i. Marcos: not likely

- d. Trish: do we know the timeframe?
 - i. Marcos: No, the Title funding situation is still unclear
 - ii. Needs only a handful of students to be eligible but District has right to allocate funds however they choose as long as its equitable
 - e. Marcos: We don't qualify for foundation or new facility money
 - f. Ann: are you planning an open house to boost enrollment?
 - i. Marcos: usually do something in August
 - ii. Will be doing tabling and outreach
 - g. Trish – touch base with the Airman Family center to recruit families
 - h. Ann: may want to speak with Visit Cheyenne to include in their brochure
2. Trish motion to approve the Budget 20-21' (6:48pm); approved unanimous

I. Executive session

- 1. Hannah motion to enter executive session (6:48pm); approved unanimous
- 2. Ann motion to exit executive session (7:15pm); approved unanimous

J. Next Board Meeting

- 1. Wednesday, April 15th (7:18pm) – The Office

K. Adjourn - Trish motion to adjourn (7:21pm); affirmed unanimous

Minutes / 12-9-19

Location: PASS

A. Attendance: Marcos Martinez, Nick Avila, Hannah Bussell, Ann Redman

B. Approval of Agenda

1. Hannah motion to approve agenda (6:07pm); affirmed unanimous

C. Approval of Minutes

1. Ann motion to amend minutes: In G3, strike “May go back to LCCC next year”
 - a. Amend to “Latina Youth Conference has been held in Laramie the last few years”.
2. Ann motion to approve minutes w/ amendment (6:09pm); affirmed unanimous

D. Public Comment

1. No public comment at this time

E. School Update

1. One more week left in the 2nd semester
2. One more week of tutoring until Winter Break
3. NWEA MAPS testing will begin after Winter Break
4. Student culture – PASS had a rough start with lots of new teachers and students but has begun turning things around
 - a. Loss of returning teachers is tough but constant re-building is inevitable
5. After School Clubs – School has offered spelling bee, academic bowl, chess, tennis, and gaming clubs
 - a. New clubs offered in 3rd quarter
6. New Board members – Looking for a new board member so keep an eye out for prospective candidates

F. Financials Review / Approval

1. Marcos: PASS has a healthy reserve and is hitting spending projections
2. Board will need to approve new budget at next meeting
 - a. Prior budget expired
3. Ann: Can we make the font bigger and easier to read?
4. Hannah: Why was net income through Oct was negative? Cause for concern?
 - a. Marcos: Net income will even out as budget is readjusted to reflect income in arrears and prior count date, expense vs. revenue will even out
5. Hannah motion to approve October financials (6:19pm); approved unanimous

G. Audit

1. Marcos: To reiterate, no findings were found in audit

- a. Past years had minor findings, not this year
2. Ann: Who does the school work with in the district?
 - a. Marcos: Jed Cicarelli
3. Hannah: Board had a chance to review the audit and are prepared to approve
4. Hannah motion to approve the audit 18-19' (6:22pm); approved unanimous

H. Executive session

1. Ann motion to enter executive session (6:23pm); approved unanimous
2. Hannah motion to exit executive session (6:39pm); approved unanimous

I. Next Board Meeting

1. Monday, February 3rd (6:00pm) – The Office Bar & Grill

J. Adjourn - Hannah motion to adjourn (6:43pm); affirmed unanimous

Minutes / 10-17-19

Location: PASS

A. Attendance: Marcos Martinez, Nick Avila, Trish Brown, Hannah Bussell, Ann Redman

B. Approval of Agenda

1. Hannah motion to approve agenda with the addition of the Latina Conference, New Board Member Nomination, and PASS Prom (6:17pm); affirmed unanimous

C. Approval of Minutes

1. Hannah motion to approve minutes (6:18pm); affirmed unanimous

D. Public Comment

1. No public comment at this time.

E. New Board Member Nomination

1. Ann Redman – was a founding board member of PODER Academy, served for roughly six years. She has a large presence in Cheyenne and is a long-time resident. She is active in the community and has led many organizations such as HOPE and the Latina Youth Leadership Committee.
2. Trish motion to approve nomination of Ann Redman (6:20pm); approved unanimous

F. School Update

1. Good but challenging year for PASS so far
 - a. Lots of new teachers presents challenges for the school
 - b. Race against time to train teachers, keep student progress stable
2. Beautification Award from the Mayor – PASS won this award for its facility
3. Fall Dance
 - a. School got positive feedback, went well
 - b. May want to start looking at larger venues for the future
4. Student body – lots of new students
 - a. Many parents view PASS as a turn-around school. PASS is actually more demanding than many district schools
 - b. Scores may not be as high this year with so many new students
 - c. Admin is trying to make the tutoring program more rigorous
5. Ann: Do we have a Parent Committee?
 - a. Marcos: we do but the turnout is low, about 2 parents attend meetings regularly

G. Wyoming Latina Conference

1. Ann: 19th year of the conference
2. Targeted to Latinas but no one is turned away

3. Latina Youth Conference was held in Laramie the last few years
4. Covers issues related to women empowerment and mental health
 - a. Grade 5 and up through high school are invited
5. Need more participation from Cheyenne, but attendance was good
6. Can provide scholarships and sponsorships for lodging and travel
7. PASS kids were well behaved

H. Financials Review (September 19')

1. Budget is stable with just under a million dollars
2. Healthy reserve
 - a. Uncertain about legislative changes and how they might impact school
3. School is on track with budget projections
4. Expenses large at the onset of the year but even out as the year goes on
5. Hannah motion to approve the financials (6:44pm); approved unanimous

I. Audit Review

1. Marcos: Don't need to approve the audit today
2. Clean audit, no findings
3. Had minor findings in the past but these were rectified
4. Ann: where is this auditor based?
 - a. Marcos: He is based out of Brighton, CO
 - b. He did the audit last year
 - c. His fee is literally half of that charged by the last auditors
5. Trish motion to defer final approval to next meeting (6:48pm); approved unanimous

J. Executive Session

1. Trish motion to enter Executive Session (6:49pm); affirmed unanimous
2. Ann motion to exit Executive Session (6:56pm); affirmed unanimous

K. Prom

1. The Metropolitan is the proposed site for this year's Prom
2. Board member toured the site, approves

L. Next Board Meeting

1. Monday, December 9th (6:00pm) – PASS

M. Adjourn - Hannah motion to adjourn (7:18pm); affirmed unanimous

Minutes / 8-29-19

Location: PASS

A. Attendance: Marcos Martinez, Nick Avila, Trish Brown, Hannah Bussell

B. Approval of Agenda

1. Hannah motion to approve agenda (6:02pm); affirmed unanimous

C. Approval of Minutes

1. Hannah motion to approve minutes (6:03pm); affirmed unanimous

D. Public Comment

1. No public comment at this time

E. School Update

1. The WY-TOPP scores published in the Wyoming Tribune
 - a. Tops of the district – we are very pleased with results
 - b. Increasing percentage of students reached advanced
2. After school clubs –
 - a. Added an academic competition club; scholarships can be won
 - b. Gaming club for student into computer based gaming
 - c. Athletic Club
3. Will continue Tutoring Mon-Tues, and on Thurs for those who need extra help
4. NWEA Maps – incoming students lag behind returning students
5. School staff/student population has doubled
6. Tennis season has begun
 - a. Students playing varsity and junior varsity at South
 - b. Torisha Brown article was great
7. Started the school year later in order to mitigate summer temperatures
 - a. Building continues to have issues with indoor temps
 - b. Efforts have made to move classes downstairs where its cooler
 - c. Relief is in near as fall temps approach
8. Trish – have we received any feedback from LCCC?
 - a. Marcos: things are going well, kids have some work to do to adjust to college level expectations
9. Community Board Member
 - a. We are in need of a community board member
 - b. Hannah is going to speak with the operations manager at her job
 - c. Be on the look for potential candidates

F. Financials Review (June 19')

1. Marcos: ended year with over a million dollars
 - a. Budget is looking very healthy
 - b. Rande is taking over major maintenance
 - c. Should have a healthy reserve even with the increased staff size
 - d. A bump in spending at the beginning of the school year due to curriculum
2. Hannah: having much higher revenue then budgeted will help offset the increased spending
3. Trish motion to approve the financials (6:20pm); approved unanimous

G. Executive Session

1. Trish motion to enter Executive Session (6:20pm); affirmed unanimous
2. Hannah motion to exit Executive Session (6:38pm); affirmed unanimous

H. Next Board Meeting

1. Thursday, October 17th (6:00pm) – The Metropolitan

I. Adjourn - Trish motion to adjourn (6:45pm); affirmed unanimous

Minutes / 5-20-19**Location: PASS**

- A. Attendance:** Marcos Martinez, Nick Avila, Trish Brown, Raymond Macchia, Hannah Bussell
- B. Approval of Minutes**
1. Trish motion to approve minutes (6:18pm); affirmed unanimous
- C. Approval of Agenda**
1. Ray motion to approve agenda (6:18pm); affirmed unanimous
- D. Public Comment**
1. No public comment at this time
- E. School Update**
1. The WY-TOP scores were viewable immediately this year
 - a. PASS scored lower in science, but this is consistent across the district
 - b. We are happy with academic progress despite new teachers and students
 - c. Still a new school, lots of improvement is needed
 2. NWEA MAPS – scores were much higher than WY-TOPPS
 - a. Format with Common Core is more challenging
 - b. WY-TOPP format requires students to walk through the problem, not all multiple choice so students can't fudge it
 - c. 8th grade is winner of the field trip, going to Great Wolf lodge as a reward
 3. Soccer season with South is complete
 - a. Had a small group of students who participated
 - b. Didn't have as many people go out for the team as hoped
 4. End of year activities
 - a. 6th grade performed their play as part of the performing arts
 - b. PODER elementary is more core centered while PASS incorporates more arts
 - c. Marcos believes that model is working
 5. Summer school
 - a. Tutoring for 2 weeks at PODER Academy
 - b. Ray: why only 2 weeks? Isn't District summer school longer?
 - c. Marcos: PASS will offer full day for some students, depending on the sessions needed, other students will only need half day
 - d. PASS will use Grad Point for other credits to be recovered

F. Preliminary Budget Approval (19'-20')

1. Marcos: This is just a preliminary budget. It will get a more accurate in October and September as the bulk of expenses and student count day are finalized
 - a. Expenditures should be similar to last year except we are doubling our staff next year so that area will be higher
2. Ray: Is our average salary increase 7.5% per year?
 - a. Marcos: yes
3. Ray: Is PASS on state healthcare? The state plan is a lot cheaper and is offered to schools. PASS's current healthcare expenses are outrageous, should look into it
 - a. Marcos: PASS is currently on a private plan
 - b. We are not aware of a state option
 - c. Our current plan is the highest tier: includes most comprehensive services, pays for dependents, Afflact, dental, etc. We cover 100% of healthcare costs
4. Trish: For kids participating in LCCC programs, how is transport going to work with sports practices?
 - a. Marcos: each child is only allowed one class at LCCC
 - b. Classes wont be offered to everyone; ether concurrent enrollment or AP
 - c. Some courses will be held on-site by certified teachers at PASS, so no transport will be required.
 - d. Only a few students will be duel enrollment
 - e. School will provide a bus for them
5. Ray: phone expenses are very expenses
 - a. Avila: this includes network services, firewall, internet, phones, and maintenance
6. Hannah motion to approve preliminary budget (6:42pm); approved

G. PASS Financials Approval (March and April)

1. Marcos: sitting very pretty, budget is balanced
 - a. PASS shares certain costs with PODER which helps offset liability
2. Will go into the summer with over a million dollars in reserve, however, school will double staff next year so the costs will be higher
3. Ray: will there be any decrease in revenue?
 - a. Marcos: not that we project, we'll see what trickles down through the district
 - b. Depends on policy developments
4. Marcos: Revenue was much higher to date than what we budgeted for
 - a. Expenses are pretty even, pretty accurately estimated
5. Ray: where did the extra revenue come from?
 - a. Marcos: the school operates on a PPR formula that might change based on Title 1 and number of kids enrolled; we kind of underestimated the revenue
6. Ray motion to approve the Financials (6:46pm): affirmed unanimous

H. Executive Session

1. Trish motion to enter Executive Session (6:46pm); affirmed unanimous

2. Hannah motion to exit Executive Session (7:29pm); affirmed unanimous

I. CEO Salary Increase

1. Marcos has declined an increase at PODER, and proposes to add that increase to his salary at PASS in order to even out the budget
 - a. His total salary increase from both schools would be carried by PASS
2. Trish motion approve CEO salary increase (7:32pm); approved unanimous

J. Next Board Meeting

1. Thursday, August 29th (6:00pm) – PODER Secondary

K. Adjourn - Ray motion to adjourn (7:35pm);

Minutes / 3-18-19

Location: PASS

- A. Attendance:** Marcos Martinez, Nick Avila, Trish Brown, Raymond Macchia, Hannah Bussell
- B. Approval of Minutes**
1. Hannah motion to approve minutes (6:07pm); affirmed unanimous
- C. Approval of Agenda**
1. Trish motion to approve agenda (6:07pm); affirmed unanimous
- D. Public Comment**
1. No public comment at this time
- E. School Update**
1. Wy-Topp summative assessment – only one month away
 - a. Admin is feeling confident about student academic progress
 - b. Intensive tutoring will be mandatory for some students in the coming months
 2. College prep courses
 - a. School has developed 3 tracks to get college credit
 - i. Dual enrollment– college and high school credit, students will take math classes at LCCC
 - ii. Concurrent enrollment
 - iii. AP exam – students will take the AP exam at LCCC
 - iv.
 - b. PASS students will be done with core classes after the sophomore year
 3. School is projecting almost double enrollment for next year
 4. The hope is that facility upgrades will be complete in time for classes next year
 5. Trish: how will soccer/tennis conflict with college credit classes
 - a. Marcos: Juniors will have a class right before lunch or after, should not conflict with classes.
 6. Trish: When students miss school for games, will they be impacted?
 - i. Marcos: those students will need to make up that work, but will need to nevertheless complete the work by the deadline
 7. Students have been doing well in the chess program
 - a. State tournament went pretty well
 - b. PASS is not taking a team to nationals, school will need to channel money to new staff and facility costs

8. Trish – Will there be a volunteering program for students? Colleges usually look at this when considering applications
 - a. Marcos: we will have a person tracking college requirements who will also set up volunteer opportunities
9. This will be the last year for some students to be taking WY-Topp
 - a. Those students will now take the SAT / ACT

F. PASS Financials Approval (January 19')

1. Marcos: school will need to double the staff for next year
 - a. Budget will even out once grades through 12th grade are filled
2. Ray: Can you explain how a PODER employment contract differs from the District contracts?
 - a. Nick: PODER contracts are at-will, year-to-year contracts. Leave days are lower than the district. There is no collective bargaining agreement. However, employees get higher salary increases, top notch health care that covers the spouse, bonus incentives, and other benefits
3. Ray: why does the budget reserves seem so inflated?
 - a. Marcos: trying to shore up funds for next year, school will take on several liabilities and expenditures, (i.e. will need to hire our own SPED personnel)
 - b. District is peeling back services
 - c. Hannah: why are certain expenses being peeled back now?
 - i. Nick: perhaps due to change of understanding in District
 - ii. District may be seeing the surplus without seeing the surge in costs that are coming in the next few years
4. Trish motion to approve the financials (6:35pm): affirmed unanimous

G. Executive Session

1. Ray motion to enter Executive Session (6:35pm); affirmed unanimous
2. Ray motion to exit Executive Session (6:45pm); affirmed unanimous

H. Next Board Meeting

1. Monday, May 13th (6:00pm) – The Albany

I. Adjourn - Trish motion to adjourn (6:48pm); affirmed unanimous

Minutes / 1-7-19

Location: 2 Doors Down

- A. Attendance:** Marcos Martinez, Nick Avila, Trish Brown, Raymond Macchia, Hannah Bussell
- B. Approval of Minutes**
 - 1. Hannah motion to approve minutes (6:11pm); affirmed unanimous
- C. Approval of Agenda**
 - 1. Ray motion to approve agenda (6:11pm); affirmed unanimous
- D. Public Comment**
 - 1. No public comment at this time
- E. School Update**
 - 1. MAPS testing is done; Admin team will now use this information to determine who needs tutoring
 - 2. PASS will look to collaborate with the South soccer program, hopefully they can host a team of our students
 - 3. First ever Drama course at PASS is going to start this semester
 - a. This course will fulfill the state standards
 - b. There will be a performance (school play) at the end of the year
 - 4. Additional curriculum will be added: Sex Ed
 - a. Students will be able to opt out
- F. PASS Financials Approval (November 18')**
 - 1. Ray: Why was revenue so low for the month?
 - a. District takes out their expenses (transportation)
 - b. Does this on a quarterly basis
 - c. Main payment wasn't received until December
 - 2. Hannah: What are classified salaries?
 - a. Certified salaries include teachers
 - b. Classified salaries include everyone else
 - 3. Marcos: PASS should finish the year with a healthy fund balance, roughly \$700,000
 - 4. Ray motion to approve the financials (6:24pm): affirmed unanimous
- G. Charter renewal**
 - 1. Admin team will need help with process
 - 2. Need letters of support
 - 3. Need to push for longer contract: currently proposed by the District for 2 years

- a. This is very tough on the school, the leadership team is consumed with the application
 - b. Standard practice around the country is 5 years, especially for a school that has been operating for any give time
 - c. Application process is very lengthy
4. Other concern is with the Chapter 29 requirements that require the evaluation of admins according to a framework approved by the state
 - a. This creates a problematic precedent for charter schools

H. Executive Session

1. Hannah motion to enter Executive Session (6:46pm); affirmed unanimous
2. Hannah motion to exit Executive Session (7:02pm); affirmed unanimous

I. Next Board Meeting

1. Monday, March 4th (6:00pm) – PASS

J. Adjourn - Trish motion to adjourn (7:04pm); affirmed unanimous

Minutes / 11-8-18**Location: PODER Secondary**

- A. Attendance:** Marcos Martinez, Nick Avila, Trish Brown, Raymond Macchia, Hannah Bussell
- B. Approval of Minutes**
1. Hannah motion to approve minutes (6:07pm); affirmed unanimous
- C. Approval of Agenda**
1. Trish motion to approve agenda (6:07pm); affirmed unanimous
- D. Public Comment**
1. No public comment at this time
- E. School Update**
1. Front Office ladies have been decorating the PASS facility to add some character
 2. Wy-Topp interim testing is coming up
 3. Enrollment at PASS is now at capacity in order to keep the class sizes small, allows the school to focus on the students that we have
 4. Chess team is starting their tournaments for the season
 5. Teachers are getting into nuts and bolts of their curriculum
 6. Not sure why PASS was given the rating of “meeting expectations” as opposed to exceeding expectations
 - a. Majority of other schools across district did not meet expectations
- F. PASS Financials Approval (July & Aug 18’)**
1. Budget is healthy, approaching a 1 million dollar balance
 2. Board should be aware that school has a fund balance dip after summer because no funds are received during that time
 3. Hannah – what happened with the transportation issue?
 - a. Nick – may have found a way to help offset that deficit
 - i. Will explore whether majority of bus costs can be charged to PODER
 - b. Hannah – Will PASS ever be reimbursed?
 - i. Marcos – PASS will never be eligible for reimbursement unless statute changes,
 - ii. As of now, school will lose about 50 thousand dollars that was not anticipated
 4. School is fully staffed at this point
 5. Ray motion to approve the financials (6:27pm): affirmed unanimous
- G. Audit Review**

1. Marcos: there were significant no findings, audit went very smooth
2. Ray: school went with new auditor?
 - a. Marcos: yes, other firm was twice as much with a possible conflict of interest with the LCSD #1
3. Marcos: Board can take audit home for further review if need be, and vote to approve at the next meeting
 - a. Hannah: Board is comfortable approving now
4. Hannah motion to approve the audit (6:31pm) affirmed unanimous

H. Executive Session

1. Trish motion to enter Executive Session (6:32pm); affirmed unanimous
2. Hannah motion to exit Executive Session (7:01pm); affirmed unanimous

I. Next Board Meeting

1. Monday, January 7th (6:00pm) – tentatively Sanfords

J. Adjourn - Ray motion to adjourn (7:21pm); affirmed unanimous

Minutes / 8-27-18

Location: 2 Doors Down

- A. Attendance:** Marcos Martinez, Nick Avila, Trish Brown, Raymond Macchia, Hannah Bussell
- B. Approval of Minutes**
 - 1. Hannah motion to approve minutes (6:25pm); affirmed unanimous
- C. Approval of Agenda**
 - 1. Hannah motion to approve agenda (6:25pm); affirmed unanimous
- D. Public Comment**
 - 1. No public comment at this time
- E. School Update**
 - 1. PASS students are playing Varsity sports at South High School
 - a. South is allowing our kids to red shirt
 - b. Trish: kids are doing fantastic, had reservations at first, but things are working out well, Fletcher is fitting in nicely
 - c. Torisha is only varsity girl player
 - d. Marcos: We want to offer more soccer activities
 - 2. NWEA MAPS
 - a. Scores look good
 - b. About half the students at PASS are new students
 - c. Returning students score higher on average
 - 3. New legislation – will cut transportation reimbursement for PASS
 - a. Based on a new 3-year rolling average
 - b. PASS has not been in existence for long enough to qualify according to the District
 - c. Admin team may need to cancel a variety of programs as a result
 - i. Chess Nationals trip may get cancelled
 - ii. Winter School may get cancelled
 - d. PASS attorney Tim Kingston wrote a legal analysis in opposition that was submitted to LCSD 1 Superintendent
 - 4. PASS is a bit under-enrolled
 - a. Seeking parent input as to what can be improved at the school in order to boost student enrollment
 - i. Hannah – PASS is school of choice so kids can easily opt out if they do not like a teacher. This is tough for retention.

- ii. Trish – some kids don't like the uniforms or assessments every week
 - b. Avila – this year we have been working with teachers and learning how to better work with this age group
 - i. Perhaps construction was an issue for parents last year
 - ii. Also had a lot of transition to a new building
 - iii. Not a lot of square footage outside for activity, this may have played a role
- 5. Education Conference in Denver (October 10th – 13th)
 - a. Board is invited
 - b. Transportation and lodging will be provided
 - c. It is a conference on rural education
 - i. There are workshops that may be relevant to the Board

F. Bylaws Revisions

1. Avila proposed a series of by-laws revisions to ensure the document remains compliant and updated
2. Board visited each proposed revision last meeting and approved and/or amended those revisions
3. Board will now vote to adopt the final draft with revisions
4. Hannah motion to adopt the proposed draft of By-Laws (6:48pm); affirmed unanimous

G. PASS Financials Approval (June and July / 18')

1. Budget is healthy
2. PASS is still on an October count funding model
3. Facing a major hit if transportation funding is slashed
4. Ray: why the difference between the budgeted and actual revenue?
 - a. Marcos: New legislation led to additional funds owed
 - b. Actual expenses pretty close to budgeted expenses
5. Trish motion to approve the financials (7:08pm): affirmed unanimous

H. Chair vs. Vice Chair

1. Avila: Board will need to hold Officer elections every year in August
2. Ray motion to elect Trish as Chair and Hannah as Vice Chair (7:18pm)

I. Executive Session

1. Hannah motion to exit Executive Session (7:19pm); affirmed unanimous
2. Hannah motion to exit Executive Session (7:29pm); affirmed unanimous

J. Next Board Meeting

1. Thursday, October 18th (6:00pm) – PODER Secondary

K. Adjourn - Trish motion to adjourn (7:31pm); affirmed unanimous