

## **MINUTES from 05/09/2017 CHSC BOARD MEETING**

### **In Attendance:**

Board Members: Greg Mestas, Mary Helen Sandoval, Adam Frank, Cyndi Bush Luna, Carl Johnson, Joel Green, and Nick Bucy (via telephone).

Staff: Clark Callahan, Sarah Gutierrez, and Kaleen Barnett, and Micah Rose.

### **Call to Order: 4:00 PM**

- **Review Minutes from April meeting.**
- Corrections: On page 2 spelling of PERA and CHFA, and 151 students enrolled at GES. On page 3 GES graduation on 5/26/17 at 12:00pm, and Osage at 5:30pm. On page 4 motion was to ask that realtor commission be donated, and set fee be paid for service.
- AF made motion to approve the minutes.
- CBL seconded the motion.
- Motion passed unanimously.
  
- **Remarks from Clark Callahan.**
- Apologized that communication between principal and board could have been better regarding some salary/title changes.
  
- **Executive Session.**
- MHS made motion to enter ES.
- GM seconded the motion.
- Motion passed unanimously.
- ES closed at 4:38pm.
  
- **Finalize and Approve Executive Job Description.**
- Possible titles options presented by the personnel committee and discussed by all board members. Members each stated their preference and reasoning. 4 members advocated for executive director, and 3 members advocated for leader.
- MHS made motion to establish the new job title of executive director.
- GM seconded the motion.
- Motion passed unanimously.
- **Finalize and Approve Hiring Policy.**

- Draft policies prepared by MHS were presented and discussed. Different points of view were discussed, but it was agreed that collaboration would be important in all hiring processes.
- School principal. 5 members advocated that the final authority on hiring school principals would be the executive director. 2 members advocated that the final authority would be the executive director and the board jointly making a decision.
- Assistant principal. 4 members advocated that the final authority on hiring school assistant principals would be the school principal. 2 members advocated that the final authority would be the executive director, but in collaboration with the school principal. 1 member advocated that the final authority be the executive director and the school principal jointly.
- Final language deferred to next meeting. CJ recommended that all of the personnel committee's work be reviewed.
  
- **Approve Salary Bands for executive director, principals, and assistant principals.**
- GM and personnel committee's work related to salary bands was presented and discussed. Committee members informed that DPS and Colorado League of Charter Schools were consulted.
- CC asked that bonuses not be included in the bands.
- AF recommended annual review of the bands.
- MHS made a motion to approve bands as proposed. Automatic cost of living increases will be reviewed by the board annually (approximately March 1<sup>st</sup>).
- CJ seconded the motion.
- Motion passed unanimously.
  
- **Approve 2017-2018 Budget, Tax Returns, and Flexible Spending Accounts.**
- Added 12K for utilities at GES.
- Title 2 monies down from last year.
- MHS asked about wages. SG responded that there will be 4 additional teachers at Osage, and 2 teachers at GES. Amounts do not reflect additional principal or executive director.
- GES hiring a counselor and advocate.
- MHS made a motion to approve the proposed budget.
- CBL seconded the motion.
- Motion passed unanimously.

- Tax Return completed.
- JG made a motion to file the return.
- CBL seconded the motion.
- Motion passed unanimously.
- SG discussed the benefits of FSA and recommended the creation of FSA for employees and families.
- JG made a motion to approve creation of FSA effective Aug 1<sup>st</sup>.
- CBL seconded the motion.
- Motion passed unanimously.
- SG discussed the need to move the school's bank account due to FDIC requirement. Recommended Chase with GM as authorized signer. Sarah is authorized representative, but not an authorized signer for internal control reasons.
- JG made a motion to approve moving school bank account to Chase Bank.
- CJ seconded the motion.
- Motion passed unanimously.
  
- **GES Principal Report.**
- Updated on concept of Big Idea Project (students identify problems in the world as well as solutions), and students' efforts at Greenlee Elementary.
- Will receive update next week regarding \$450K grant that CHSC applied to secure.
- GES building appraised for \$1.4 million. Purchase price of \$1.3 million. Roof requires \$60K in repairs.
- Closing May 25<sup>th</sup>.
  
- **Executive Session.**
- MHS made motion to enter ES.
- JG seconded the motion.
- Motion passed unanimously.
- During ES it was determined that a hiring committee would be comprised of Joel Green, Cyndi Bush Luna, and Carl Johnson. This committee would supervise that the ED position was posted, organize a collaborative group of board members, administrators, and teachers, and conduct interviews of candidates in a timely manner. The committee would recommend a candidate for hire to the board.
- ES closed at 6:15pm.

- Minutes recorded and prepared by Adam Frank and Joel Green.

**MINUTES from 05/18/2017**  
**Interim Telephonic CHSC Board Meeting.**

**In Attendance:**

Board Members: Cyndi Bush Luna, Joel Green, Greg Mestas, Mary Helen Sandoval, and Adam Frank.

**GM called meeting to order at 4:02pm.**

GM made motion to enter executive session.

JG seconded the motion.

Motion passed unanimously.

Discussion occurred in executive session regarding hiring committee's completed interviewing process for the ED position. The committee recommended an offer be prepared to present to Clark Callahan for the ED position. Offer details reviewed included salary. The timing of back filling the vacated principal position was also addressed.

MHS made motion to empower GM to make offer to CC for executive director position.

CBL seconded the motion.

Motion passed unanimously.

CBL made a motion to begin the hiring process for the vacated principal position.

CJ seconded the motion.

Motion passed unanimously.

**5:03pm.**

Minutes recorded and prepared by JG.

**MINUTES from 05/25/2017**  
**Interim Telephonic CHSC Board Meeting.**

**In Attendance:**

Board Members: Cyndi Bush Luna, Joel Green, Greg Mestas, Mary Helen Sandoval, and Adam Frank.

**GM called meeting to order at 4:03pm.**

JG made motion to enter executive session.

CBL seconded the motion.

Motion passed unanimously.

Discussion occurred in executive session regarding CC's counter to being offered the executive director position. Consensus was formed on the board's response to CC's counter.

CJ made motion to empower GM to make the discussed best and final offer to CC for executive director position on behalf of CHSC.

MHS seconded the motion.

Motion passed unanimously.

**5:07pm.**

Minutes recorded and prepared by JG.