



NRCCS Board Meeting October 10, 2022 Minutes

Called to Order: 4:41pm by Kim Smith

Attendees:

Board members: Present: Kim Smith, Jenn Clements, Katie Carroll, Sarah Barr

Remote attendance: Doug Tumminello

Staff members: Jaime Passchier, Carlie Pedrini (joining at 5:00pm)

Community Members:

Minutes: 9.12.22 board meeting minutes for approval. _____ moves to accept with a second from _____. All in favor.

Approval of Agenda: Motion to approve from _____. Second from _____. All in favor.

Request to Address the Board: None.

For future meetings Kim will have copies of the Board Agenda and public participation at Board Meeting on hand. Will emphasize the policy of addressing the Board at every Board Meeting. If we do have public participation, 3 minutes limit. A Board Member will be the official "timekeeper" according to the policy. Community Members need to understand that we will not respond to the comment at the time of the meeting. There needs to be an understanding that we will circle back with our responses. Need to also emphasize that any comments can also be communicated to the Board in writing.

Covid Discussion and Update: From Jaime

1. No current spikes
2. CDPHE has given us the clear
3. Alethea, school nurse, is wonderful addition



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ECC and K-8 Statements: Updates from **Jaime Passchier**

- **Enrollment update -**

- Kim would like to reinstate the Enrollment committee and look ahead at next school year. How we move forward with lower enrollment? Do we have another year running at a deficit to allow for long term planning? What operationally needs to change to have a balanced budget? What can be done now to increase enrollment for the 2023/2024 School year? Jenn, Doug, Carlie, Jaime, Melanie and Tennille were previously on the committee.

Can we ask someone outside of the NR residents to join the committee? Or could we invite in a guest 'speaker' or someone with related professional background to have new input and to discuss a long term strategy ideas. Various ideas are shared including Brad Meeks, League of Charter Schools, Sarah Craig Schkman or possibly CDE for data or resources.

Sarah Barr asks what are enrollment trends for SSSD or within the county? We know they are down at the state level.

Jenn, Doug and Kim are going to have a sub committee meeting and make a proposal on ideas moving forward.

- **Policy Reviews and Updates**

- **Curriculum Policy (VOTE NEEDED)**

- Jaime proposes sun-setting old policy S-35 and instate new policy I-04 for Curriculum. Katie Carroll helped Jaime rewrite the policy. Katie explains that the new policy is lengthy, but having a detailed approach allows staff/ parents/ committee to understand step by step procedures on how these situations will be handled. Banning curriculum/ books should not be an easy task. With the new policy it is a committee of informed individuals that will be making the decision and that is mapped by the policy.
- Need to make adjustments to I-04 that more explicitly explains how the 2 community members are selected and how parents are chosen to be part of the committee. Jaime will adjust the policy to read that committee will be selected annually at the start of the school year.

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- Jaime mentions that some teachers are more proactively telling parents what they are viewing and reading so parents can choose to opt out.
- Add statement that the SAC board member cannot be on the committee.
- Paragraph One: Does the board have final responsibility to vote on a decision? Does the committee have the final say? Do we need to have an appeal system that goes by the board if the committee decision isn't accepted? Jaime will eliminate *The Board assumes final responsibility for all books and instructional materials it makes available to students* And change to *The board holds staff accountable*. Make 1 and 2 part of the statement.
- Change C to 'The Reconsideration Procedure' so that it has its own titling
- Change #6 changes to D and D becomes E.
- Jaime will prepare edits, send updated copy to board and the updated policy will be voted on in November.
- **Discipline Policy Update (VOTE IN NOV)**
 - Doug is reviewing discipline handbook and adding in another matrix with a ladder to show a details of what happens depending on infraction and consequence. This is based off a model that Jaime founds and would like to use. Kim mentions that this is a lengthy policy and asks the board to find time to review it. Doug will have another draft by next meeting. This vote may be moved to December. Currently Jaime has our existing policy to lean on.
- **Employee Handbook update (no vote needed)**
 - Handbook has been reviewed by legal team and distributed to NRCCS staff in August. Jaime and Carlie need to establish job descriptions. Carlie mentions that some edits will be
 - Jaime will share a digital version with board.
- **Hiring Policy update (VOTE IN NOV)**
 - Last year Kim reached out to the CO League of CS and asked about best practice for hiring processes. They recommended forming a committee with specific duties and responsibilities. The committees may have different levels in the interview process (can change depending on position). Jaime has used this model in hiring for the Academic Dean and ECC Director already. Jaime and Kim will edit this policy further and present at the November board meeting. Please share any

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suggestions with Kim and she will add to the policy. This will formalize the hiring procedure.

- Katie would like to see different versions of the hiring committee for teachers and admin team members. Can we have a flow chart that shows what category each role falls into?
- Exit interviews need to be put into policy and happen with staff other than the Head of School. This needs to be offered to every employee. Jaime suggests that she isn't involved with the process. For this year Kim will ask Katie Jacobs if she is available to participate in the exit interviews.

- **Report on HR support and collaborative decision making**

- Katie mentions having an HR committee.
- Jaime provides HR update. Jaime writes job postings and makes first contact with potential employees. Once interviews are complete Carlie works with employees and produces hiring documents and forms connection with employee and SSSD and provides NRCCS hiring documents. Jaime connects with Katie Jacobs, Kiki, Toni at SSSD HR oftenly. General discussion on having SSSD HR visit NRCCS periodically.
- Need to make sure that all employees have a safe place / person to go to.
- **Collaborative Decision Making: Update from Jaime**
 - Have formed internal staff committees: Title IV, celebration planning, weekly admin team meetings (with shared notes to staff). Jaime sends weekly Circle Ups, weekly team building before staff meetings and PLC meetings (Wednesdays)
 - Revisiting the social contract from last year.

Staffing Update:

- Jaime made an offer to FT SPED para. He has found housing but still has not moved to Steamboat.
- C Zamzow hired as a substitute on M, W, F for as a substitute for our unhired para or teacher sub.
- Have not filled the long term substitute position that is opening on 11/12/22. FMLA full leave would have her returning to work on the first week of March 6th. If this is not filled, we will build a consistent schedule using our internal staff.

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- CDL drivers - Jaime is going to get a small vehicle license. Jaime, Shea and Amy have all considered getting their CDL. Have one substitute who drives a town AM and PM route but can help with Field work between 9am and 2pm. CDL requires 80 hours of training.
- After School Program doesn't have current coverage. Jaime and Carlie are currently covering as needed.
- Rocktober Kindness Campaign with tickets (with a secret prize for the winner at the end!)

Strategic Goals Reporting: From Jaime

- WIN time in K-3 for literacy- all kids are being instructed at their levels for phonics, reading, literacy. Children 'float' from their classroom to their WIN group and are grouped with students at similar academic levels.
- Amy Cosgrove will provide an update to the board in November to summarize the Dean role so far.
- First bullying prevention PD to define: rude, mean, and bullying so that we are all using the same language internally. Next session in November and will define strategies to use in the classroom. Jenn mentions sharing a slide deck that was sent to the board with parents. Creating buy in and common language with the entire NRCCS staff so that we are empowered to share with parents and students.
- Community update. BBQ brought in \$17K+ will be used for art, fieldwork trips, Lexia literacy software. Selling T-shirts and a turkey trot to fundraise for the MS Sante Fe trip. Have submitted for numerous grants large and small to support a variety of causes from breakfast for all to raft trip to building a new Yurt.
- After School. Active programming includes Girls on the Run, Basketball with parent volunteers both go through November. Spanish is 2 days per week through December. In addition, regular ASP is run daily M-TH. Looking for ideas for continued programming after November. Can we have a MS club based on interests?

Finance Committee Update: Carlie provided an update on the following:

- New Summarized Monthly Budget update for board for first month, August of the FY22/23 budget. High level revenue and expenses review. Quarterly updates will show Previous Year comparison.

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- FY21/22 Audit with CSD in progress. Auditor did reach out to Kim to ask about staff change over in the past year.
- FAMILI update. Employees can opt in at any time. Carlie recommends following elad of SSSD since they process NRCCS payroll.

School Accountability Committee (SAC):

- Family Survey went out last week.
- Last meeting defined goals: 1.Assisting personnel to increase parent involvement with recommendations to the staff. 2.Recommendations on academics based on test scores (MAPS, DECA, Etc.). 3.Looking for student voice/ student interviews. 4.Promoting CREW culture.

Strategic Communication Committee (SCC):

- No updates.

Board Discussion Misc Topics:

- **Endowment fund sub-team assignment:** Kim and Doug met about the endowment funding with YVCF. Received recommendations to not try for endowment when running at a deficit. Need to be at a point of having a future vision and focus on short and long term planning and how endowment will make that successful, and how that funding is . Many organizations look into a 3rd party vendor for help finding endowment funding. Recommendation from Doug and Kim is to hold off for now.
- **Bylaw discussion (board size and term limits) <vote may be needed**
Board and Governance needs to be reviewed. Kim will provide current copy to members.
- **October 25 board dinner with staff suggestion**
Around 30 people (20 staff + board). Best to have off school grounds and away from workplace. Sometime in early November. A doodle invite will be sent out to see who can attend when.

Next Board Meeting: **Nov 14, 2022** at 4:30pm

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The next Community Meeting with the Board will be in December. 12/14/22 at 7pm.

Kim recommends that we utilize this meeting time as an opportunity to review bullying policy with parents. Kim will provide cookies.

Adjournment: Meeting adjourned at 7:10 by Kim Smith, Board President.

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