



UNIVERSITY SCHOOLS

HOME OF THE BULLDOGS

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WORK SESSION MINUTES

UNIVERSITY SCHOOLS BOARD OF GOVERNORS

Wednesday, January 6, 2023

Main Building Large Conference Room

Board Members Present: Jake Daggett, Eric Fitzsimons, Ryan Mayeda, Justin Nelson, Greg Pierson, Jake Pierce, Stephanie Welle, Tina Whitcomb, Amanda Haas (Faculty Rep), Staff Present: Jennifer Weaver, David Jones

Board of Governors Work Session 9:00 a.m.

1.0 CALL TO ORDER

- Call to order 9:06

2.0 ADOPTION OF AGENDA

- MOTION TO ADOPT THE AGENDA - ERIC (JAKE D) PASSED

3.0 ITEMS FOR DISCUSSION

3.1 Library Update

- The fire alarm system malfunctioned and flooded the main building library. The fire department turned off the water to the specific zone. There were two or three inches of standing water in the whole library. The renovation crew is already working on clearing the space.

- There is a temporary classroom for the elementary kids. We anticipate about two weeks until they have everything torn out.
- Book replacement will be covered by insurance.

3.2 Board Structure / Function

3.2.1 Standing committees / work

- Ryan mentions a few examples of common standing committees.
- Jennifer mentions that the only school around us that has standing committees is Windsor Charter. Even larger districts don't have any. ADHOC committees are needed for specific situations.
- Jake P mentions the potential need for financial and policy committees. That need might be covered with more BOG work sessions and trainings.
- Members discuss the school's Foundation and possible ways to support their fundraising efforts. The Foundation currently provides funds for scholarships but not much outside of that.
- Jake P volunteers to be a part of those fundraisers to help get more initiatives off the ground. He pitches several fundraising ideas and events that he has put on in the past.
- Eric mentions the school-based enterprise students and how the Board can support them. Members explore the idea of the Booster club using the student-based enterprise to supply their merchandise.
- Greg shares a brief history of the Foundation and the projects they have been a part of in the past. He shares the need for the Foundation to have a purpose.

- Jennifer shares a few long term needs that the Foundation can raise capital for including potential new facilities and current facility repairs. She also mentions the need for member recruitment to get the right committee members involved.
- Ryan shares the need for a culture shift to encourage community involvement and increased “buy-in.”
- Greg shares about the alumni association and how they formed a list of people to honor at Homecoming with the purpose of encouraging donations.
- Jennifer mentions that our demographics within the school are changing which has an impact on our donation base.
- Greg and Jennifer volunteer to be a part of a ADHOC committee to discuss school policy.

3.2.2 Board member expectations

- Ryan shares the importance of BOG members coming in and becoming familiar faces within the school.
- Jennifer mentions that they have done small scheduled events with handouts to stay involved.
- Tina shares how there are tons of volunteer opportunities for board members to go on field trips or help during events.

3.2.3 Board member requirements of office

- According to the bylaws, the Board of Governors is one voting member short after the change in the financial advisor position.

- Members discuss changing the bylaws to change the number of voting members.
- Members then discuss the qualifications required to be on the board and how that affects how the board is made up. The board mentions the importance of members being parents and the potential for amending the bylaws to specify the majority of the board are parents.
- The members propose that the board should be made up of six parent/grandparent/guardians, and three community members from Northern Colorado.

3.3 Director evaluation (**PROCESS** and **TIMELINE**)

- Jennifer shares her thoughts on her evaluation process and how the timing of the whole process is interesting. Evaluations were changed from end of the year to the middle of the year. That shifted each of the goals to revolve around “in the moment” situations.
- Jennifer mentions the need for useful feedback from the board. She also mentions that consistent categories would be useful as well.
- Tina asks if the evaluation can be based on a year’s performance. Then the summer can be used for developing improvement plans.
- The board suggests amending Jennifer’s contract and moving the timeline to make it more beneficial.

3.3 Use of a financial advisor

- The board voted to appoint a financial advisor but hasn’t appointed one.

- Chris Hughes has been the only financial advisor the school has had in the past.
- Tina shares how the financial advisor roll conflicts with the roll of the treasurer. She also shares how the majority of the financial info comes from Sue. She sees the value in the position, but asks for clear job distinctions.
- Jennifer mentions that in the past, the financial advisor is a form of checks and balances.
- Members discuss the importance of having a person with financial training, along with a specific understanding about school finances.
- After redefining the position, the board will then recruit a person to fill the position.

3.4 Meeting processes and procedures

- Are there things the board should be doing to keep meetings civil and orderly.
- Jake D mentions the importance of the community dialogue limit.
- Members talk about clarifying that the board can't respond. The possibility of making people sign up in advance for community dialogue was discussed as well.

3.6 Open discussions:

3.6.1 Books

- Eric proposes that we give parents the tools they need to accurately guide their children's education experience. These tools include the list of available books, opt out forms and reconsideration policies.

- Members discuss how this is a challenging situation due to misinformation and fear. They talk about being accommodating towards actual needs and responding to requests while providing real and current information about these topics.
- Members discuss the difficult balance between responding to parental concerns while making decisions that benefit the majority of the people involved.
- Members talk about the definition of access and some of the gray area around checking out procedures and classroom conversations.
- Eric suggests that parents talk with teachers and maintain a relationship where those conversations can happen productively.
- Amanda clarifies that the library gets only 30-45 new books a month.

3.6.2 Controversial issues

- Eric mentions that the policy states that parents would have the ability to opt out their kids from certain topics. However, teachers have no official guidelines regarding what is considered a controversial topic. Eric shares the need for parent responsibility.
- Members discuss the balance of defining controversial topics and giving parents a voice while maintaining teachers' control over their classroom.
- Jennifer states that there is a fear that elementary students are exposed to inappropriate topics too early. However, those topics, and when they are introduced, are clearly stated in the curriculum. There is a lot of

misinformation regarding how certain topics are handled.

3.7 Future planning / schedule

- Ryan suggests having goal and vision setting conversations in the future. Greg mentions having someone come in from the League of Charter Schools and facilitate those conversations.
- Members talk about have board representation at conferences like CASE.
- Jennifer mentions the potential of covering several other modules from the previous Board training.

3.8 Goals and Vision

3.9 Trainings

Motion to adjourn at 11:55 - Tina (Justin) - Passed