Executive Team Report - June 2021

Stephanie Trowbridge, President

1. Executive Director Check-In

Stephanie and Micah had a discussion with David about his progress with individual staff meetings, plans for finance and facility/operations orientations and overall organizational chart. We encouraged his engagement early with the PTO Board in preparation for the fall. David will bring a report to the board at June's BoD meeting. Stephanie and Micah reiterated to David that he will have authority over the academic planning and direction as well as all operational concerns of the school as Head of School. This message will continue to be given, not only to the staff, but also to the community as we head into the new school year.

2. Meeting Planning

Stephanie would like to propose a consistent Executive Director check-in monthly (President and Vice-President) to give support to David and a monthly agenda meeting/strategic planning discussion (President and member of the Board) at least one week prior to the monthly board meeting. These meetings would fall every other week on ensure adequate support to David as he begins in the ED role. After several conversations of input, Stephanie will bring this discussion to the Board at the June meeting. Stephanie will use a sign-up form to invite the members to be included.

3. Goals to Ensure Consistency

It has been recommended as good practice to create goals by the Executive Director in order to have consistent meetings. These goals can be simple in nature and encompass broad, overarching topics in which the Board (aka, Executive Team) can receive reports during the Executive Team meetings. This allows for appropriate boundaries to be maintained between the Board and Employee and allows for all areas to be discussed. These goals could be:

i. Communication (example: Engage all levels of organization through various communication strategies)

ii. Academic (example: assess and create goals regarding the academic direction of LA)

iii. Finance (example: manage the budget)

iv. Operations (example: manage the day-to-day facilities)

v. Personnel (example: support staff through engagement)

These goals would not replace the professional goals of the Executive Director which the Board will evaluate. The Board could evaluate the performance and collaboration

the ED has with the Board. A discussion will be touched on during the June Board meeting.

4. Board Calendar

Attached to this report is the revised Board Calendar. Please refer to it throughout the year to confirm the Board is on task. Any insight is helpful and welcome.

5. HR Support

Our HR consultant is transitioning from Employment Matters to her own company. She has not exceeded her budgeted amount yet, so Board does not need to approve a new proposal. The current proposal will last until the new fiscal year in which the budget has already been approved for her initial services for 2021-2022 school year. The Board will no longer need to approve her proposals.

6. Principal Report

Janelle will be presenting her last report to the Board. Stephanie has confirmed a full Summer Reading Plan will be part of the report.

7. Strategic Planning

Stephanie has requested a Board Facilitator from the League for the Strategic Planning Board Workshop in August. These are the two consultants inquired about. Both are available. See their Bios below and let Stephanie know if you have a preference by Monday's meeting.

John Brendza (John was the facilitator last year.)

Education & Non-Profit Leadership Consultants Ltd.
John began his education career in Colorado as a science teacher for Eagle County Schools. Throughout his career, he has served as a Principal, Assistant Superintendent, Superintendent and Headmaster of a charter school. He has extensive experience in the development and implementation of education reform initiatives involving teacher training and evaluation systems designed to improve instructional effectiveness and student achievement. Additionally, he has led systemic efforts to restructure education compensation systems based on performance and results. His path into charter schools has been transformational as he found himself in the company of like-minded educators and parents dedicated to changing the way public schools educate students. He now serves as an independent leadership consultant who works with charter schools and nonprofit organizations. His current work is focused on improving the leadership capacity of nonprofit and charter school boards and school leaders in effective governance practices, strategic planning and problem solving. He holds a BS degree from the University of Texas at El Paso, and MA degrees from Adams State College and The University of Denver. He has presented at numerous state and national conferences dealing with education reform and school improvement. He has served as a consultant for many organizations, including: The Colorado Charter School Institute, Colorado League of Charter Schools, Yale University's Schools of the Twenty First Century, The University of Denver, National Institute for Excellence in Teaching, Archdiocese of Denver, Milken Family Foundation, El Pomar Foundation and the Youth Foundation.
John is dedicated to excellence and he rejects the traditional performance of public education, where all too often mediocrity and the status quo are the norm. His vision is sharp and centered around one key goal: "to ensure that students are given the opportunity to achieve their academic potential, and the most critical part of the process is making sure that a dedicated and well-trained teacher is in front of every student, every day."

Jennifer Douglas

Jenifer Douglas, the founder of Right Hand Solutions, has a strong background in non-profit and school leadership. She is the founder of two public charter schools – Highline Academy in Denver and New Legacy Charter School in Aurora. She served as Vice-Principal and Executive Director of these two schools. She also has experience on a charter school board and sits on a foundation board. In addition to her school experience, Jennifer worked for 10 years for the Colorado League of Charter Schools in several different roles. Jennifer has raised over $3m for the organizations and schools where she has worked by writing grants that were

aligned with the respective organizations' programs and needs. With strong verbal and written communication skills, she is excited to support other schools and non-profits in meeting their goals. Jennifer received her B.A. in English and education from St. Olaf College (MN) and her M.A. in Administrative Leadership and Policy Studies from the University of Colorado Denver.