

**CIVA Governing Board Special Meeting
4635 Northpark Drive
September 20, 2011**

Members Present: Stacy Rivera, Brandy Vasquez, Frank Cuna, Christina Elmore, Christie Schwank, David Foiles, Todd Guller, Liz Jordan, Jeff Miller

Guests: None

Convene in Public Session: Stacy Rivera called the meeting to order at 6:05PM

Approval of Agenda:

- David Foiles motioned approval of the agenda with no changes.
- Christina Elmore seconded the motion.
- The motion passed unanimously.

Approval of Minutes for August 2011

- Brandy Vasquez motioned to approve minutes from the August 2011 board meeting.
- Todd Guller seconded the motion.
- The motion passed unanimously.

ACTION ITEMS

- **Election of Officers**

The following officers were elected to the CIVA Board of Directors for the 2011-12 school fiscal year.

President Emeritus – Frank Cuna

A motion to elect Frank Cuna as President Emeritus was made by Brandy Vasquez. Todd seconded the motion. The motion passed unanimously.

Frank Cuna will have check signing authority and a job description will be drafted for approval by the board at the October meeting.

President – Stacy Rivera

A motion to elect Stacy Rivera as President was made by David Foiles. Frank Cuna seconded the motion. The motion passed unanimously.

Vice President – Todd Guller

A motion to elect Todd Guller as Vice President was made by Frank Cuna. David Foiles seconded the motion. The motion passed unanimously.

Treasurer – Liz Jordan

A motion to elect Liz Jordan as Treasurer was made by Brandy Vasquez. Christina Elmore seconded the motion. The motion passed unanimously.

Secretary – Brandy Vasquez

A motion to elect Brandy Vasquez as Secretary was made by Frank Cuna. Todd Guller seconded the motion. The motion passed unanimously.

- **Board Expectations and Norms**

A first reading of the draft Board Expectations and Norms documents was read. The Board was asked to bring any revisions/changes to the October meeting during the second and final reading.

Frank Cuna asked that the language in the current CIVA Conflict of Interest form be woven into the Board Expectations and Norms document. That will be incorporated into the next draft for third reading.

- **Bullying Policy**

In compliance with Colorado House Bill 11-1254, the Board reviewed a draft bully prevention policy for CIVA which needs to be in place by October 1, 2011. Frank Cuna motioned to approve the bully prevention policy as written. Brandy Vasquez seconded. The motion passed unanimously.

- **Dress Code for Performances**

Randy Zimmerman expressed the need to create a dress code for student performances at CIVA and in the community. He suggested the dress code be a CIVA polo shirt with blank pants or skirt. Randy suggested purchasing the polo shirts so that students can check them out for performances versus purchasing them.

It was suggested that the performance shirts be checked out for the entire school year for hygiene reasons. The students would be required to turn the shirts in at the end of the year, and also would have an option to purchase them.

Todd Guller suggested that the board have a larger conversation around overall branding at CIVA including a more consistent look for CIVA sporting teams and performance groups (ie band/choir).

A draft dress code for performances will be presented to the CIVA board at the October meeting.

NON-ACTION ITEMS

- **Booster Club Update**

Christina Elmore reported that the first meeting of the CIVA Booster Club was held on September 13, and at that meeting the Booster Club officers were elected.

A CIVA business breakfast is scheduled for September 21, to honor and acknowledge local businesses that support CIVA.

A fundraising chili dinner is being held on September 22 at 6:00pm prior to the coffee house event. Proceeds from the dinner will be split between Mr. Dineen's and Mr. Miller's departments.

The Booster Club will tag onto CIVA's 501(c)(3) status for \$190 via ParentBooster.org.

- **School Report**

Randy Zimmerman reported that enrollment is up to 153 students with 2 new student interviews still scheduled. Current enrollment is broken down as follows:

- 38 freshmen
- 34 sophomores
- 45 junior
- 36 seniors
- 7 international students

- **New College Schedule Format**

Mr. Zimmerman reported on the new college schedule format at CIVA. There is an average 17.4 students per class. And the average CIVA scholar has 8 classes on their schedule. The average number of preps per teacher is six. However a couple of teachers have as large as 9 preps. Due to this, Mr. Zimmerman has made some adjustments to alleviate these teachers' schedule such as removing most teachers from lunch duty.

However, the teachers do not feel that CIVA needs to hire additional help such as teacher aides. Mr. Zimmerman is exploring hiring staff to administer study halls/academic coaching sessions.

Teachers say the new schedule has energized CIVA, and that they have seen less discipline and classroom management issues.

Some students say they are feeling overwhelmed with homework and are having difficulty adjusting to the new scheduling format. But others say they like the variety of classes. The DNF list is similar to what it has been in years past.

David Foiles offered to lead a committee to create survey for students, teachers and parents about the new format. He will then administer that survey a few times a year (ie around Parent/teacher conferences, end of semester and end of next year) to see how it progresses, what we need to tweak, etc.

CIVA added two new academic clubs this year: Speech and Debate, and Knowledge Bowl.

- **Fall OLE**

Fall OLE is scheduled for October 4, 5, 6, 201 at Frontier Ranch near Buena Vista. 121 students plan to attend. Quantum Learning will facilitate the OLE.

- **School Performance Report**

- CIVA's UIP report was distributed to the Board for review.
- While CSAP numbers weren't where we hoped, CIVA's growth numbers are looking impressive.

- **Financial Reports**

Financials are on track. Frank Cuna voiced concern about considering raises for CIVA's teachers this year. Frank asked Randy to do research regarding average teacher pay in D11 and the discussion will be tabled until the October meeting.

- **Buses**

- The two buses have arrived and are already in use. Stacy is working on creating a mobile website for CIVA and will place the QR code to that site on the bus graphics which are currently being designed.
- Frank Cuna suggested the board draft a policy for the buses that addresses items such as bus usage, etc.

Meeting adjourned: 8:20pm

Respectfully submitted,

Stacy Rivera
Board President