

**CIVA Governing Board Meeting
4635 Northpark Drive
October 18, 2011**

Members Present: Stacy Rivera, Brandy Vasquez, Frank Cuna, Christina Elmore, Christie Schwank, David Foiles, Todd Guller, Jeff Miller, Alice Machen (Student Rep)

Members Absent: Liz Jordan

Guests: None

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

Approval of Agenda:

- Christina Elmore motioned to approve the agenda with the following addition:
 - Add action item to approve 2011-12 budget
- Jeff Miller seconded the motion.
- The motion passed unanimously.

Approval of Minutes for September 2011

- Frank motioned to approve minutes from the August 2011 board meeting with the following change:
 - Remove the “Special Meeting” wording from header.
- David Foiles seconded the motion.
- The motion passed unanimously.

Fall OLE Recap

- Randy Zimmerman introduced Alice Madden who will be the new CIVA student representative for the board of directors.
- Alice provided a very in-depth, well prepared recap about the CIVA Fall OLE to the board.

ACTION ITEMS

Second Reading- Board Expectations and Norms Agreement

- David Foiles motioned to approve the Board Expectations and Norms Agreements on second reading with no changes. Todd Guller seconded the motion. The motion passed unanimously.
- Board members in attendance signed the Board Expectations and Norms agreement and Stacy will provide everyone with a copy at the November meeting.

Annual Conflict of Interest Forms

- All board members in attendance signed new Conflict of Interest Forms. The following Conflicts were disclosed to the Board.
 - Stacy Rivera is employed by the Colorado League of Charter Schools.
 - Christina Elmore serves on the CIVA Booster Club.
 - Brandy Vasquez is employed by the Colorado Springs Gazette
- No conflicts were reported by Todd Guller, Frank Cuna, Jeff Miller, or David Foiles

Sub-Committees

- Stacy re-iterated the need to create sub-committees of the board, including: policy & procedures committee, board recruitment committee, etc.
- Christina Elmore volunteered to head up the policy & procedure committee. Other committee members will be David Foiles and Liz Jordan.
- Stacy would also like to create a sub-committee to create a more formal evaluation process for CIVA's principal. This item was tabled for November.
- Stacy will bring a list of needed committees along with some best practice committee descriptions to the November meeting.

NON-ACTION ITEMS

Booster Club Update

- Christina Elmore provided an update from the CIVA Booster Club.
 - The Booster Club recently raised over \$700 from BOGO blue cards.
 - Booster Club meetings are held the 2nd Tuesday of every month in the CIVA Athenaeum.
- Due to some conflicts, it may be necessary for the CIVA Board to create a policy around the Booster Club's job responsibilities and create a list of items that the Booster Club must get Board approval on moving forward.

School Report- Randy Zimmerman

- Final enrollment numbers as of October 1, 2011 were 155 students.
- The new college format schedule is working well, a couple of adjustments will be made to lighten Ms. Bremner and Ms. York's schedules.
- Fall OLE: 114 students attended, 41 did not.
 - Stacy shared concerns that students who worked food duty at the OLE to subsidize their trip may have missed too much of the OLE content and activities.
- Randy mentioned that a couple of students have been suspended over the past month and wanted the Board to be aware. The Board reminded Randy that he has authority to make decisions regarding student discipline without needing Board approval. If there is a question regarding appropriate district policy, Randy is encouraged to run issues through John Griego at District 11 for advice. If a situation may require contacting law enforcement or an expulsion, Randy is encouraged to talk through those issues with Board President Stacy Rivera, and then it will be determined if it needs to be escalated to the full board.
- 15 students from Scholars to Leaders charter school toured CIVA and were very impressed. This could be a new feeder school for CIVA.

Stacy Rivera motioned to exit the regular board meeting and enter executive session to discuss personnel issues (per CRS 24-6-402(VIII)(4)(f)1). Frank Cuna seconded. The motion passed unanimously.

Entered Executive Session at 7:45pm

Stacy Rivera motioned to exit Executive Session at 8:35pm. Brandy Vasquez seconded.

Regular Meeting resumed at 8:35pm.

Approval of 2011-12 Budget

- Stacy Rivera motioned to approve the 2011-12 budget with changes discussed during executive session. Todd Guller seconded the motion. The motion passed unanimously.

Financial Reports

- The Board reviewed the financial reports for September 2011 and voiced no concerns or problems.

Next Meeting

November 15, 2011

Meeting adjourned: 8:45pm

Respectfully submitted,

Brandy Vasquez
Board Secretary