

**CIVA Governing Board Meeting
4635 Northpark Drive
November 16, 2010**

Members Present: Melanie McCandless, Todd Guller, Frank Cuna, Stacy Rivera, Randy Zimmerman, Christie Schwank, Ricky Pass, Lizabeth Jordan

Members Absent: Vickie Gibson, Roxie Blue, Reggi Dineen, Connie O'Flynn, Bob Wirth

Guests: Kelly Grable, Colorado League of Charter Schools, Brandy Vasquez, Community Member

Convene in Public Session: 6:05pm

Approval of Agenda: Add non-action item: Todd Guller requested the addition of Review Governance Section of CIVA's charter renewal to non-action items. Frank motioned, Ricky seconded, motion passed unanimously.

Community Comments: Brandy Vasquez introduced herself and asked that the board consider adding her to CIVA's board of directors (see action items).

Approval of Minutes for October, 2010:

Todd Guller motioned to approve minutes with no changes, Lizabeth Jordan seconded. Motion passed unanimously.

ACTION ITEMS

Governing Board Updates

- **Remove Bob Wirth**
Frank Cuna left another voice mail for Bob Wirth but has received no response. Ricky Pass motioned to remove Bob Wirth from the governing board since he has not attended any CIVA Board meetings this school year and has not responded to phone calls or emails. Lizabeth Jordan seconded. Motion passed unanimously.
- **Remove Roxie Blue**
Roxie Blue gave Frank Cuna her verbal resignation in August 2010, but has not followed up with a written resignation. Melanie McCandless motioned to remove Roxie Blue from the governing board, Ricky Pass seconded. Motion passed unanimously.
- **Add Brandy Vasquez**
Brandy Vasquez is a community member seeking a position on CIVA's governing board. Melanie motioned to appoint Brandy to the governing board, Lizabeth Jordan seconded. Motioned passed unanimously.

CIVA now has 9 seated Governing Board members.

NON-ACTION ITEMS

General:

➤ **Strategic Plan:**

Kelly Grable, from the Colorado League of Charter Schools, gave an overview of CIVA's strategic plan process and status. She shared CIVA's SWOT analysis trends with the Board, as well as the first draft of the strategic plan as developed in a strategic planning session on November 15, 2010. Kelly reiterated that the strategic plan is owned by CIVA's Governing Board. CIVA's Board needs to add more details to the strategic plan indicators marked as Board responsibilities. Big goals of the strategic plan are: developing scholars, citizens and artisans, long-term financial viability, and make CIVA an established program for long term sustainability.

Expectation is to submit a solid draft of the plan along with CIVA's renewal application to District 11 on December 1. Some CIVA board members will meet on Tuesday, November 23 at 9am with Randy and Susan to finish up the draft of the strategic plan.

➤ **WeatherBug:**

The board decided to not move forward with this at this time.

➤ **Web Page Correction:**

Need to add Governing Board bios and Vision and Mission to CIVA's new website.

● **Governance Section of CIVA Renewal Application:**

Todd Guller is seeking overall feedback on format, readability, etc. of the Governance Section of CIVA's renewal application by Thursday, November 18. This section is very representative of how the CIVA governing board currently does business.

School Report - Randy Zimmerman:

Enrollment: Currently at 139 students.

➤ **Master Calendar:** November 23: Sub-committee for Strategic Planning

November 18-19 – CIVA Revue

November 23 - Thanksgiving Banquet at CIVA

December 9 – Christmas Coffee in Cuna Café

December 18 – D11 Differentiation Training – 4 Teachers Attending

Randy handed out Raven Basketball Schedule.

➤ **Charter Renewal Progress:** On track for December 1, in final stages. D11 will review

CIVA's application on January 12, 2011.

➤ **Crosswalk:** D11 came out to look at area where crosswalk will be installed.

➤ **Strategic Plan:** Staff is encouraged by the planning process and looking forward to having a plan in place for the future.

- **Miscellaneous:** Student fight occurred at CIVA last week which resulted in a minor injury to one student. CIVA has a no tolerance policy on fighting but in this setting felt it was more of a bullying situation and the aggressor was asked to leave CIVA. The younger student was put on 3-day suspension. Grandmother of the aggressor was upset about the decision to allow the other student to return to CIVA. Randy and Mr. Foiles witnessed event and felt that they were right in their decision. Other boy will enroll at Coronado, however he has a younger brother at CIVA, Randy is now worried about some retaliation, and has contacted parents of both boys to inform them of the situation, and has talked to the boys individually.

Todd Guller asked about hosting some role plays/team building to help kids learn to deal with conflict.

Staff: New staff is adapting well, kids are warming up to them. Students not treating the dance teacher well despite the fact that she is doing a phenomenal job. Kids are pushing back against learning more traditional dance.

Business Report – Christie Schwank

Lizabeth and Christie completed an internal audit of CIVA's business office.

The corrected 5-year budget was provided to the Board with formulas corrected.

Frank Cuna voiced concern that this is third year in a row that CIVA has had to pull money from reserves and that is concerning. Although CIVA has adequate reserves, it needs to find a way to keep this from happening and be financially sustainable. Need to create a fundraising committee and find resources to focus on researching and writing grants.

October Financials

Paid for OLE expenses which shows \$10,000 deficit for month of October (showed positive in September).

Todd Guller would like to see what's covered under CIVA's activity fees, ie right now activity fee includes yearbook, not sure CIVA is fully capturing its expenses (yearbook expense currently takes 1/3 of activity fee).

Christie – Yearbook is a good incentive to get kids to pay activity fee at end of year.

Discussion Items – Standing Issues

By-Law Review has been completed

Board Training Modules – complete by December 1

Future Agenda Items

- Purchase of short bus / van – put committee together
- Creating Fundraising/Grant Writing Committee
- Yearbook Costs (include in activity fee or sell separately)
- Enrollment/recruiting strategy.

- Principal Evaluation. Frank will head up and get templates out to staff and board. And randomly select students to participate.
- Create committee wish list, ie what types of committees does CIVA need?

Next Board Meeting: The next Governing Board meeting is scheduled for January 18, 2011. Dinner will be at 5:30 p.m. for the Board and Public Session will begin at 6:00 p.m.

Upcoming Board Meetings:

- February 15
- March 15
- April 19
- May 17

Adjourn: Frank Cuna moved that the Board meeting be adjourned. Stacy Rivera seconded the motion and the motion passed unanimously. Meeting adjourned at 7:50p.m.