

**Boldly reach new summits
while positively influencing the world.**

Board Meeting Agenda

September 2, 2020

4:00 pm

7899 Lexington Drive
Colorado Springs, CO 80920
New Summit Charter Academy
Pikes Peak Conference Room

I. Call meeting to order: 4:05 pm

i. Roll Call

Mr. Aaron Salt	Mr. Doug Downey	Mr. Eric Davis	Mr. Anthony Bachmann	Mrs. Michelle Ruehl
<input checked="" type="checkbox"/> Present	<input checked="" type="checkbox"/> Present	<input checked="" type="checkbox"/> Present	<input checked="" type="checkbox"/> Present	<input checked="" type="checkbox"/> Present
<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent

Mrs. Ruehl left the meeting at 4:38 pm

ii. Approval of the agenda

I MOVE THAT WE APPROVE THE AGENDA FOR THE 09/02/2020 NSCA BOARD MEETING

Motion to Approve: *Eric Davis*

2nd: *Doug Downey*

Roll Call:

Mr. Aaron Salt	Mr. Doug Downey	Mr. Eric Davis	Mr. Anthony Bachmann	Mrs. Michelle Ruehl
<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain

Motion Action: *Passed*

- Moving Item V to IV since Mrs. Ruehl has a time commitment that she will need to leave the meeting early for*
- Motion by Anthony Bachmann, Second by Eric Davis; passed unanimously*

II. Welcome

a. Pledge of Allegiance (**Mr. Salt**)

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III. Consent Agenda/Written Reports

a. Staff/Personnel Update (*Mrs. Maureen Hilborn*)

I MOVE THAT WE APPROVE THE CONSENT AGENDA FOR THE 09/02/2020 NSCA BOARD MEETING

Motion to Approve: *Eric Davis*

2nd: *Anthony Bachmann*

Roll Call:

Mr. Aaron Salt	Mr. Doug Downey	Mr. Eric Davis	Mr. Anthony Bachmann	Mrs. Michelle Ruehl
<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain

Motion Action: *Passed*

IV. Action

a. New Summit Staff COVID Sick Leave Policy

I MOVE THAT WE APPROVE THAT NEW SUMMIT CHARTER ACADEMY COVID SICK POLICY ADDITION TO POLICY GBC-NSCA

Motion to Approve: *Anthony Bachmann*

2nd: *Eric Davis*

Roll Call:

Mr. Aaron Salt	Mr. Doug Downey	Mr. Eric Davis	Mr. Anthony Bachmann	Mrs. Michelle Ruehl
<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Abstain

Motion Action: *Passed*

V. Discussion

a. Michelle Ruehl continued position

- *Assigned to Department of Transportation*
- *Can join meetings via Zoom*
- *At this time, the lawyers have said it is not a conflict of interest to keep her on the Board*

b. Yearly Quote

- *3 options at this time*
- *Going with Option #2 (David McCullough, Jr.)*
 1. *"Climb the mountain not to plant your flag but to embrace the challenge, enjoy the air, and behold the view. Climb it so you can see the world, not so the world can see you." -David McCullough Jr.*

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c. Board Self-Evaluation

- Mrs. McClelland will look back through the notes to ensure that she meets the deadline from the BOD on the Strategic Plan update
- How can we promote the school culture within the BOD?
 1. The BOD must be in the school, feel the culture, and promote to the best of their abilities
 2. Need more engagement opportunities for the BOD to help promote culture
- Make the vision, mission more intentional
 1. Possibly have something visual on the wall, more prominent
 2. Put into agenda/cover sheets
- Updates in curriculum should be coming from Executive Director to the BOD as they arise
 1. BOD should not have to stay updated on curriculum because that extends beyond their role as a Board
- Executive Director/Principal job description should be reviewed and rewritten if/when Mrs. McClelland becomes just "Executive Director"
 1. This can be reviewed at Mrs. McClelland's annual review
- Communication between Executive Director and BOD has improved over the last few weeks, BOD is happy with the progress and would like to continue this progression
- BOD would like to have a training about what the BOD expectations are (Question #10)
 1. By the end of October
- Agenda setting has not been a vision/mission-focused process; more focused on the short-time decisions that need to be made
 1. Mr. Downey – Should our agendas be vision/mission-focused?
 2. Mr. Salt – As long as we make the decisions and have the discussions vision/mission-focused, we are still meeting NSCA's vision, mission, and core principles
- BOD packets should be done in advance so the BOD can read the updates prior to the meeting
 1. Presenters will not need to do a "presentation" because the information would be in the BOD packet that they have already reviewed
 2. Presenters can be in attendance to field questions if necessary
 3. BOD packets should be sent out the Friday prior, by close of business
 4. Updates can be sent (enrollment, preschool for example) closer to the BOD meeting
 5. Mrs. McClelland – what standing updates would the Board like to have?
 - a. Going to be discussing offline
- BOD could have a training on better time-management
 1. At BOD Chair's request
- Create an onboarding process for new BOD members

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1. Mr. Downey – create a process with possible read-aheads and other information that the new member would need to know. The on-the-job training can happen easier if they know what is expected of them
- Training for BOD members is coming up through Colorado League of Charter Schools in March
 1. Mr. Salt would like to look into CASB for our BOD members
- Training for BOD members could also include a training through Mr. Miller to cover Legal and Ethical issues
- BOD members need to sign the Conflict of Interest forms for the 2020-2021 school year
 1. In the BOD Agreement; please sign and scan to Mrs. Roderick so she can send to Mr. Weston
- BOD could be more active when seeking new applicants for BOD members
- Change the wording in Question #19
 1. Change from “school-wide” to “community”
- Change the wording in Question #20
 1. Change to “effectively”
 2. Review this policy in the October BOD Meeting
- Have Mr. Miller discuss the confidentiality piece during a BOD training
- Mrs. McClelland would like to start a Capital Construction Committee to help with the possibility of High School in the coming years
- The BOD would like to review the Conflict Resolution Policy
- Mrs. McClelland would like to create a “Thought Exchange” survey that would go to our community
 1. This would provide a more comprehensive insight to our Executive Director and BOD so that we can see areas that we are excelling in and areas that we could grow with
- Change wording in Question #2
 1. Change from “wise” to “effective”
- Mrs. McClelland has committed time in her schedule on the day of BOD meetings (typically 2:00 – 4:00 pm) as BOD Meeting Prep
 1. This means that BOD members can stop by and process through questions they have before the BOD meetings
- At this time, there is no set expectation about how often the BOD members should be in the building, especially during this time of COVID
 1. Mr. Downey – Is there a problem with the staff if the BOD members come into the building to observe? Does this present a problem for them; cause anxiety?
 2. Mrs. McClelland – Please provide advance notice if you are coming into the building
 3. Mrs. McClelland – Set up Google training for the BOD members; Quarterly lunches with the BOD members
- Action Item for October meeting: Revised BOD Self-Evaluation

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VI. Information

- a. Enrollment Update (Written Report)
- b. Budget Update (Written Report)
- c. Preschool Update (Written Report)

VII. Adjourn: 6:34 pm

I MOVE THAT WE ADJOURN THE 09/02/2020 NSCA BOARD MEETING

Motion to Approve: *Eric Davis*

2nd: *Anthony Bachmann*

Roll Call:

Mr. Aaron
Salt

Yes No

Mr. Doug
Downey

Yes No

Mr. Eric
Davis

Yes No

Mr. Anthony
Bachmann

Yes No

Mrs. Michelle
Ruehl

Yes No

Motion Action: *Passed*