

**JAMES IRWIN CHARTER SCHOOLS**  
**September 19, 2005**

**Board of Directors Meeting**

**In Attendance**

**Board Members:**

Steve Tolle, President

Michelle Sears, Secretary

Rudy Gomez, Vice President

Joe Dorris

Bryan Raile, Treasurer

Dr. Don Zimmerman was in attendance as CEO

Tammy Themel was in attendance as COO.

**Call to Order**

Steve Tolle called the meeting to order at 6:30 pm with a reading of the Mission Statement: *Our mission is to help guide students in the development of their character and academic potential through academically rigorous, content-rich educational programs.*

**Visitors**

Mr. Jonathan Lightfoot, Mr. Stephen Groves, Mrs. Derry Gleason, Mrs. Liz Richard, Ms. Kristin Mills, Mr. Kim Will, Mrs. Diane Groves, Ms. Anita Hildebrand, Mrs. Elizabeth Berg, Ms. Macki Jones, Mr. Dick McVay, and Ms. Diane Borre.

**Agenda**

No changes

## Minutes

The Minutes for 8/22/05, 8/29/05 and 9/07/05 were presented for approval. Rudy made a motion to approve all minutes with amendment to 8/22/05. Bryan seconded it. Steve, aye; Rudy, aye; Bryan, aye; Joe, aye; and Michelle aye. Minutes approved.

## Board Correspondence/Comments

Michelle reminded Board members of the upcoming CLCS Annual Conference in October. Reservations need to be made for those members wanting to attend.

Joe shared that he had been a substitute at the HS and was very impressed with what he saw. He also attended a few Soccer games. He stated that the coaches were doing such an awesome job with very little pay. If anyone would like to see the finest players in the state, they need to watch our Men's Soccer team in action!

The JICS Board and the JIEF Board received a Notice of Covenant Violation from Mr. Conrad Freeman of Vectra Bank. (attached). The Board will discuss the letter in executive session with the CEO according to C.R.S. (402 (4)(c)) Confidential, and C.R.S. (402(4)(f) Personnel.

## Public Comments

Diane Borre asked the Board if Parent surveys from last year will be mailed through the SAC committee. Lis Richard stated that the MS SAC committee has distributed their survey. The HS SAC has not.

*Action Item:* Board to prepare survey for SAC to distribute.

## CEO Report

Dr. Zimmerman introduced Mr. Dick McVay of Peak Construction who has assisted JICS in efforts to support families of Katrina.

MS Student Katie Swindler continues to improve. Information on her status can be obtained from the website at [www.carepages.com](http://www.carepages.com).

Dr. Zimmerman also presented the current organizational chart for JICS and discussed chain of command for each department. Dr. Zimmerman also discussed his JI 2020 plan: **"People Planning"**: Planning for an organization of the right **people** in the right places who work toward our shared vision; **"Process Planning"**: Planning for an organization with the right **processes** that capture the great ideas of our JICS community; **"Financial Planning"**: Planning that executes sound fiscal responsibility; and **"Land and Facilities Planning"**: Planning for growth and increased self-sustainment of our facilities.

Hiring update on CFO (hiring team of Gomez, Themel, Zimmerman reviewed 23 resumes and interviewed 3. The new Business Office Ass't is Ms. Kim Griego; and the new part-time Exec Administrative Ass't is Ms. Robyn Wetzel.

Current enrollment and budget impact are as follows:

1. ES: 303.5—enrolled Katrina refugee and expecting 3 more
2. MS: 369—expecting 2 more + 3 possible Katrina refugees
3. HS: 329

Budget is based on 1045. We're now at 1001.5, which is a \$269,221 deficit.

## **Included in CEO Report-Principal Reports**

*Elementary School-Mrs. Berg presenting:*

ES Top three priorities are:

### **1. Staff Development – “No Teacher Left Behind”**

We recognize that effective teachers are the main component for excellent teaching. We are extremely proud of our staff that regularly demonstrates exemplary commitment, passion, and determination to make JICES a school of excellence.

### **2. The Critical Paths for Success: Reading, Math, and Character**

**Academics:** We have started our performance groupings for both reading and now math. These performance groups allow students to experience continual success at the level where they learn fastest. The reading and math groups are fundamental to having our students ready for the Core Knowledge middle school curriculum and state standard achievements.

### **3. Infrastructure – (Sometimes Unseen) Systems That Support Success**

This includes scheduling, data and assessment collection, room assignments, attendance and behavior reports, special education and parental partnering.

Student Count: Total 306 FTEs as of 9/19/2005

Kindergarten: 69 students (soon 70) → missing 5 FTEs

Grade 1: 44 (soon 45) students → missing 5 FTEs

Grade 2: 55 students → surplus of 5 FTEs

Grade 3: 53 (soon 54) students → surplus of 4 FTEs

Grade 4: 52 students → surplus of 2 FTEs

Grade 5: 65 students (soon 66) → missing 9 FTEs.

*Middle School-Mrs. Richard presenting:*

Top priorities for MS this year are:

1. Pinpoint the needs in Math and address them as soon as possible.
2. Training for the teachers in proper assessment of the students. Ensuring that the grades received, properly reflect all forms of data (NWEA, CSAP, report cards, etc.)
3. Completion of the yearlong plan for every department which outlines the curriculum content, date to be covered, state standards addressed, critical benchmarks addressed, and resource materials used.

The middle school is using Quantum Learning to aid with instruction. Ms. Richard also discussed this in a Power Point presentation to the Board. Mrs. Richard stated that 40% of students enrolled at JICMS are below grade level in mathematics.

Ms. Richard stated, “The middle school administrative team met this morning and wanted to add that we are striving to meet the diverse needs of our middle school students. We will not settle for any methods, ideas, or curriculum that does not prove to be effective with our students. We are taking no excuses and are desperately trying to diagnose problems and find solutions. We have a staff that is excited and dedicated to our task.”

*High School-Mr. Will reporting:*

Top three priorities are: First, Teacher training. Effective teacher training has a powerful DI component in the Core subjects. Second is data collection and assessment. Third, the impact of having home games at the HS practice gym. This is the first year JICHS has had the “home court” advantage in a sport (volleyball). The HS students have really come together as they

support each other in the events. The Boy's soccer team came and cheered for the girls Volleyball team. It was an awesome show of support for fellow classmates. All that attended the first home game were very impressed.

Dr. Zimmerman asked the Board about its intent regarding policy GCBA-J-P002 Merit Pay Procedure. Is the FY04-05 figure of ~50K for all schools meant to be applied to this year or is the roughly \$130K for FY05-06, where the Board intended to use this FY's merit pay budget to reward last AY's performance?

Ms. Themel stated that when the procedure was presented to the Board, there was a matrix to be used for 05-06's Merit Pay and then a Matrix for succeeding years. It was Mrs. Themel's understanding that the Merit Pay for 04-05 being paid in '05 was based on the matrix she had presented and had instructed the principals to use this during her tenure as Interim CEO. Rudy made a motion to table the discussion after executive session. Michelle seconded it.

Steve, nay; Rudy, aye; Bryan, aye; Joe, aye; and Michelle aye. Discussion tabled.

Dr. Zimmerman stated that the audit is complete. Diane stated that the audit is incorrect, and once she discusses the corrections she feels need to be made with the auditor, and they are made, the audit will be presented to the Board.

### **Agenda Change**

Steve has asked to add item B:4 High School Student Body Report be added to tonight's agenda and that it be a regular agenda item in the future as item B:1. Rudy made a motion to accept the changes. Bryan seconded it.

Steve, aye; Rudy, aye; Bryan, aye; Joe, aye; and Michelle aye.

### **High School Student Body Report**

Jonathan Lightfoot and Stephen Groves reporting:

1. Students are exciting about having the gym for home games.
2. There are new coaches this year for soccer and cross country. The coaches are doing great. The men's Varsity Soccer team is currently in 1<sup>st</sup> in the Tri Peaks League. School spirit has improved. There is still room for improvement. The gym facilities will enhance improvement.
3. HS students concerned about not offering enough AP classes to higher performing students. This year the AP Environmental Science and AP Computer Science classes were dropped this year due to insufficient enrollment. They will be offered again next year. Mrs. Groves also addressed the Board with her concern about college level classes for students. The school's policy is that there must be at least 6 students enrolled in a class for the class to be offered and financially justified at a minimum.

### **Facilities**

Tammy Themel presented the Board with the Murray Facility Lease for a signature. Due to some language in the lease concerning liabilities, the question was asked whether the lease would adversely affect the current insurance premium.

Rudy made a motion to approve the 3<sup>rd</sup> Amendment to the Murray Facility Lease conditionally that verification from the Insurance Company that there is no impact on the current insurance policy. Bryan seconded it. Steve, aye; Rudy, aye; Bryan, aye; Joe, aye; and Michelle aye. Steve signed the Lease.

### **Policy Review and Development**

Mrs. Themel and Dr. Zimmerman presented several policies to HSD2 for wavier approval.

The following policies were approved as waived:

BAA, BBBE, BDB, BDE, BE, and BG.

The following polices were disapproved and are pending further action:

BBBG, BC, BCB, DA, DB, JS-E, JS-R, and KI.

Policy BBBG-District 2 would like the Board to add language for one Board seat/member to be a D2 resident. After a lengthy discussion, the Board would like to table this discussion for a future meeting or work session.

Policy BCB-J-Michelle made a motion to approve this amended policy as per D2's request. Bryan seconded it.

Steve, aye; Rudy, aye; Bryan, aye; Joe, aye; and Michelle aye.

Policies JS-E-J and JS-R-J-Michelle made a motion to approve the policies to include user agreements as per D2's request. Rudy seconded it.

Steve, aye; Rudy, aye; Bryan, aye; Joe, aye; and Michelle aye.

Policy KI-J- Michelle made a motion to approve this policy with the added language concerning visitors signing in for security reasons as per D2's request. Bryan seconded it.

Steve, aye; Rudy, aye; Bryan, aye; Joe, aye; and Michelle aye.

### **Executive Session**

Rudy made a motion to move into executive session at 10:26 p.m. to discuss the letter from Vectra Bank and personnel according to C.R.S. (402 (4)(c)) Confidential, and C.R.S. (402(4)(f) Personnel. Bryan seconded it.

Steve, aye; Rudy, aye; Bryan, aye; Joe, aye; and Michelle aye.

### **Reconvene**

The Board came out of executive session at 1 a.m. and reconvened into public session.

Rudy made a motion to move \$16,200.00 from Administrative Salaries, Line 42, CPG, to Merit Pay, Administrative Salaries, Line 33, Object Code 190 in the 2005-2006 JICS Budget. Joe seconded it.

Steve, aye; Rudy, aye; Bryan, aye; Joe, aye; and Michelle aye.

**Adjournment**

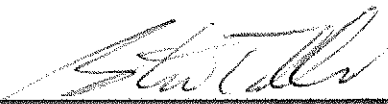
Rudy made a motion to adjourn at 1:04 a.m. Meeting adjourned.

Respectfully submitted,



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Michelle Sears, Board Secretary



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Steve Tolle, Board Chairman