



JAMES IRWIN CHARTER SCHOOLS

Character Development and Academic Excellence

Mission Statement: The mission of James Irwin Charter Schools is to help guide students in the development of their character and academic potential through academically rigorous, content-rich educational programs.

Board Meeting Minutes

Board Room

August 22, 2023

6:00 p.m. – 8:00 p.m.

- I. Call to Order
 - II. Pledge of Allegiance
 - III. Approve Previous Minutes Greg 1st Angie 2nds.
 - IV. Discussion of Renewal Terms
 - V. Renewal of Terms for 2023-2024 Steve Hester: Greg 1sts Angie 2nds
No 5 to 0
 - VI. Adjourn: 6:06 PM
-
- I. Preliminary (Regular Session)
 - 1) Call to Order- Jeff Kemp 6:07 PM
 - 2) Mission Statement- Read by Jeff Kemp
 - 3) Public Comments- None
 - II. Reports
 - 1) Buffalo Builder's Presentation (Canada Drive) 4th bid.
Discussion and questions from board members.
 - 2) CFO Report
 - a. Budget at 8% for Year
 - b. 29 Open Positions Network Wide
 - c. Audit on track to be completed by Sept. 15th.
 - d. Liability/Workers Comp ins up 50%
 - e. Medical will see a significant increase.
 - 3) CEO Report
 - a. PTEC- 392
 - b. HS-418
 - c. MS-425



JAMES IRWIN CHARTER SCHOOLS

Character Development and Academic Excellence

- d. ESA-551
 - e. ESH-297
 - f. Enrollment will continue for another month.
 - g. Advertising is planned for the new Elementary @ Canada Dr.
 - h. Football field- Still floods- Looking into options to redirect the water.
 - i. Elder is beginning the process for the daycare expansion.
 - i. We did not have them bid because it is a completion of their original project out there.
 - ii. A grant has been applied for to cover part of the cost.
 - j. Exploring cost for new bathroom and concessions stand under score board.
 - i. Will be required for ADA compliance.
 - k. Ready to go ahead with Canada remodel.
 - l. Board Training- is required. Looking into being able to do it in house. Discuss at working session.
 - m. CMAS preliminary reports are delayed at state level.
 - n. Moving forward with Charter School Growth Fund Project.
 - i. Possible consultant to be discussed.
- 4) Principal Reports – Secondary Schools
- a. MS – Very happy with training opportunities over the summer.
 - i. Safe & Civil
 - ii. Champs Coaching
 - 1. 2 days for Admin, lead teachers and coaches.
 - 2. 1 day for full staff.
 - iii. MAPS trends are showing growth. Big increases over last year.
 - b. HS –
 - i. Fully staffed.
 - ii. Assembly- 1st day of school, was a success.
 - iii. Retreat-did day trip to Golden Bell, less participation. Looking into options
 - iv. Abbey Williams- AP students did well above average in all subject areas.



JAMES IRWIN CHARTER SCHOOLS

Character Development and Academic Excellence

1. Will be starting prep 4 hours on a Saturday, quarterly.
 - v. ACT Prep course. Looking into allowing PTEC participation.
 - c. PTEC –
 - i. Move in
 1. Its going well
 2. Phones and bells working. No PA yet
 3. Kids are excited and helping get classrooms organized. Kids are taking ownership of the space.
 - ii. Looking into options for helping students that come to us with large gaps.
 - iii. Offering Honors classes this year.
 - iv. Pro Day moved to September 15th.
 - v. Bo Devine, student jr. board member
 1. Introduction- 2 years at PTEC, part of student council, loves the brotherhood that PTEC is, plans to join Army after Graduation.
 2. Board members expressed their excitement to have him join.
 3. Time management and organization are important.
 4. Looking forward to learning from and contributing to the board.
- III. Discussion Items
- 1) General Contractor for Canada Drive conversion
 - a. Got bids from trusted licensed contractors.
 - b. There are some discrepancies between the bids based on individual company preferences.
 - i. Elder- Much higher cost than others, experience working with them has always been positive.
 - ii. T-Bone-
 - iii. Kroeschell – preferred by Jeff, Angie, Brian, Greg,
 - iv. Buffalo Builders- did not include contingency.



JAMES IRWIN CHARTER SCHOOLS

Character Development and Academic Excellence

- c. This project will require further work not included in bids. Adding a playground and getting heating units off the ground.
- d. In the future a gym will need to be added.
- 2) Retention pay for JICS staff
 - a. Salary increases were done to get closer to the surrounding districts. They upped their salaries again.
 - b. Retention is extremely important for serving students.
 - c. 2 retention payouts 1st in Dec. and 2nd in May.
 - d. Totaling \$600,000
 - e. Finance committee recommends.
 - f. More pay raises should be discussed soon.
- 3) Consulting contract between JICS and Tessellated Ventures, LLC – Consultant for strategic planning.
 - a. Total cost \$75,000
 - b. paid for by the Charter School Growth Fund. Ask if this is a reimbursement grant, or if they are paying.
- 4) Dates for staff appreciation meals and Board visit days
 - a. The board and principals will e-mail planning dates to Meghan. Have her start that conversation.
- 5) Updating Board Policies address at working session, policy committee needs to meet. Board policies are out of date. All are available online.
- 6) Appointment of Title IX Coordinator – Meghan Martin
 - a. Training is readily available.
 - b. This is a legal requirement.
 - c. Coordinator receives all complaints.
- 7) Board Training –
 - a. Very important that this stays up to date.
 - b. Will be talking with Brad about doing our own training.
- 8) Checking accounts- Opening 2 new accounts with Vectra.
 - a. Vectra is currently at a 3% interest rate.
 - b. 12000 a month is interest revenue.
 - c. Looking into other banks in the future.

IV. Consent Agenda

- 1) Approval of 2023-2024 Board Calendar



JAMES IRWIN CHARTER SCHOOLS

Character Development and Academic Excellence

- 2) Approval to continue membership with Education Alliance of Colorado \$10,470
- 3) Approval to continue membership with Colorado League of Charter Schools \$25,000
- 4) Approval to open two new checking accounts.

V. Decision Items

- 1) Approval of General Contractor for Canada Drive conversion
motion Greg, 2nd Brian, Kroeschell 5-0
- 2) Approval of staff retention pay. Angie made motioned, Greg 2nd 5-0
- 3) Approval of contract between JICS and Tessellated Ventures, LLC
– motion Brian, Greg 2nd 5-0
- 4) Approval of Title IX Coordinator – Brian moved, Trinity 2nd 5-0
- 5) Checking account – Greg resolves Brian 2^{nds} 5-0

VI. Adjournment- 8:00pm

X

Jeff Kemp
President

X

Anjie Guerrero
Secretary

