



Prospect Academy Board Meeting

Prospect Academy is inviting you to a scheduled Zoom meeting.

Topic: Board Meeting

Time: May 19, 2021 06:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

Meeting ID:

81<https://us02web.zoom.us/j/81021429964?pwd=SXdRZ2xiWXhKQllCOTJKM0lNQjdoQT09>


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Passcode: 015949

Time	Item	Purpose	Person Responsible
3 minutes	Introductions and welcome		Safia
1 minute	Call the meeting to order		Safia
2 minutes	<p>Read Board Values:</p> <p>The board of Prospect will operate with the highest ideals and functioning at all times so that it can properly oversee the mission and vision of the school. The values of the board of Prospect Academy are proposed to be the following:</p> <ol style="list-style-type: none">1. Trust: Assume board members are acting in the best interest of school2. Collaboration: respect people and push ideas3. Excellence: data informed decisions4. Make Space/Take Space: Respectfully make space for other's opinions and take opportunities to share opposing opinions		Safia

	5. I Statements: Take responsibility for how we feel		
1 min	Approval of agenda-vote to approve	Vote	Tim
1 min	Approval of minutes from 4/24/21 https://docs.google.com/document/d/1tDJCc_LHgErlf4kV8QgXVbgS0FcodlKO/edit	Vote	Tom
5 min	Public Comment	Information	Safia
30 min	CSI Overview/Training required by CSI	Information	Terry Croy-Lewis

15 min	<p>Governance</p> <ol style="list-style-type: none"> 1. Conflict of Interest Statement https://drive.google.com/file/d/1v1R4pZGfS8767ULbXetL1aoiHjDA231/view?usp=sharing 2. SAC Proposed Bylaws https://drive.google.com/file/d/1v1R4pZGfS8767ULbXetL1aoiHjDA231/view?usp=sharing 3. Moonshot MOU; Tabled 4. HR Policies Update -Developed first hire Job Descriptions and Position Descriptions- this is the foundation of all HR activities -Started identification of a recruitment and hiring plan -Discussed Interview processes and timing -Discussed options for payroll and benefit providers as well as the total compensation design system for Prospect -Next step is to draft a very early employee handbook. 5. Proposed Governance Committee Charter 6. Recommendations for Governance Committee Members 7. Needs (skills and expertise) and priorities (other attributes) 	<p>Discussion</p> <p>Vote</p> <p>Vote</p> <p>Discussion</p> <p>Vote</p> <p>Discussion</p> <p>Discussion</p> <p>Vote</p>	<p>Tim</p> <p>Stephen</p> <p>Stephen</p> <p>Mia</p> <p>Tim</p> <p>Tim</p> <p>Tim</p> <p>Tim</p>
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	 <p style="text-align: center;">Governance Committee Description and Goals</p> <p>Committee Membership:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Board representative(s): Tim Farmer: Board Vice President: Stephen Fusco: Board Director <input type="checkbox"/> Parent representative(s): TBD <input type="checkbox"/> Community representative(s): TBD <p>Committee Purpose Statement:</p> <p>The Governance Committee shall be responsible for good governance practices being adopted and practiced by the Prospect Academy of Colorado ("PA") Board of Directors. The Governance Committee, and its members shall be committed to fulfilling their role in a manner that best enables PA to meet its mission and vision. The Governance Committee is commissioned by and responsible to the Board of Directors.</p> <p>The Governance Committee, subject to the approval of the Board of Directors, is responsible for the following:</p> <ol style="list-style-type: none"> 1. Create, with input from the Board of Directors, a matrix of the needs and priorities for prospective board members; 2. Update an ongoing list of prospective board candidates, including their strengths and interest level serving on the Board of Directors; 3. Establish a process to recruit, review, and recommend candidates for potential membership on the Board of Directors; 4. Establish a process for on-boarding new members of the Board of Directors, including assigning a mentor/ "buddy" to all new board members; 5. Develop a training calendar and plan trainings for the ongoing professional development and improvement of the effectiveness of the Board of Directors, collectively; 6. Procure and notify board members of relevant training opportunities for the ongoing professional development and improvement of the Board of Directors, individually; 7. Other governance related tasks, as assigned by the Board of Directors. <p>The Governance Committee operates in an advisory capacity and has no decision-making authority to bind or the Board of Directors; it is a working committee that makes recommendations to the Board of Directors.</p> <p>Committee Goals (to be updated regularly by the Committee):</p> <ul style="list-style-type: none"> <input type="checkbox"/> By May 19, 2021, develop an initial process to recruit, review, and recommend potential candidates for board membership at the July meeting of the Board of Directors; and to properly on-board any appointees. <input type="checkbox"/> By June 1, 2021 recruit and appoint at least two additional members of the Governance Committee (ideally one prospective parent and one community member). <input type="checkbox"/> By July 1, 2021, develop a board training calendar for the 2021-22 fiscal year. <input type="checkbox"/> By September 1, 2021 develop a permanent process to recruit, review, and recommend potential candidates for board membership on an annual basis (or as needed); and to properly on-board the appointees. <p style="text-align: center;">1</p> <p>for board recruitment; potential candidates</p> <ol style="list-style-type: none"> 8. Board Recruitment Process for 2021 9. Other proposed documents (all can be found here) 	Discussion	Tim
15 min	<p>Finance Committee report</p> <ol style="list-style-type: none"> 1. Monthly report https://drive.google.com/file/d/1y46TSIhjU9A8r5IYiOF07bheEp-K-8oV/view?usp=sharing 2. Budget deadline 5/31 for year one. https://drive.google.com/file/d/13KiCtgatI0WwtT8jgOd7qdfAC603lH9v/view?usp=sharing 3. Discussion about CPA Bart Skidmore reviewing year 0 budget 4. PDPA Account Setup Update 	Discussion	Kristy

	<ol style="list-style-type: none"> 5. IRS Irrovacation update; Tom sent letter to IRS on 3/19 and they had 30 days to respond with a letter which would be 4/19, it is now 5/19 6. Lena/Grant writer update/milestones discussion 		
5 min	<p>Fundraising Committee Report</p> <ol style="list-style-type: none"> 1. Fundraiser on 8/12 at Silver Vines; Reach out to friends and family to invite, ticket pricing 2. Corporate Sponsorships 	Discussion	Safia
15 min	<p>Marketing/Outreach</p> <ol style="list-style-type: none"> 1. Proposed Marketing and Outreach Committee Charter 2. Prospect Email Setup that everyone should be using 3. Asana 4. Using associated Outlook Calendar for all of our committee and Board meetings instead of the Google Calendar? 5. Explore Series; need those on social media to invite friends 6. Set up FB group - 86 members in first 24 hours. Please join and invite friends. 7. Next EXPLORE session June 22 at 6 PM: <i>The Social-Emotional Curriculum at Prospect Academy</i> 	Discussion	Safia/Sarah
5 min	<p>Board/Administrator Role worksheet; https://docs.google.com/document/d/1iw3N63g5saXiIq4LyIcl9jQrzeHoRD_TQ4Wgmhe1A4/edit?usp=sharing</p>		Mia/Safia
5 min	Facility	Information	Tom

	<ol style="list-style-type: none">1. Update2. Architect input		
1 min	Next meeting (public) 6.2.2021 Possible topics for next meeting (6/2]: - Adjourn meeting	Information	Safia