**Compass Board of Director Meeting Minutes 040918**

**Board Members Present:** Russ Brown; Gina Curler; Anthony Burrell; Jim Hutchinson; Mark Schreiber; Suriya Vijayasarathy

**Board Members Excused:** None

**Compass Head of School Present:** Jan Harrison

**Guests:** None

Russ Brown called the meeting to order at 6:39 PM.

Anthony Burrell read aloud the Compass Mission Statement.

Russ Brown made two changes to the agenda:

* Item 4(b) was amended to say “Board of Director’s Job Description and Responsibilities”
* A final item was added after item 7 (“Announcements”) to discuss the petition for Ballot Initiative 93 at the end of the meeting.

Mark Schreiber moved to approve the agenda as amended. Gina Curler seconded the motion. The motion passed unanimously and the agenda was amended as discussed.

The Board discussed approval of the meeting minutes from the 03/05/18 meeting. There were no changes proposed to the minutes. Anthony Burrell moved to approve the minutes. Suriya Vijayasarathy seconded the motion. The motion passed unanimously and the minutes were approved. Suriya Vijayasarathy will upload the minutes to the Compass website.

Russ Brown announced to the Board that Jose Valdes had resigned his position on the Board. Mark Schreiber moved to accept Jose Valdes’s resignation. Gina Curler seconded the motion. The motion passed unanimously.

Russ Brown announced that Jofat Castillo will be taking Jose Valdes’s place on the Board. Gina Curler moved that Jofat Castillo replace Jose Valdes on the Board. Anthony Burrell seconded the motion. The motion passed unanimously.

Head of School Jan Harrison presented the following updates to the Board:

Building update: The Board discussed the approval from the Fort Collins Planning and Zoning Board. Jan Harrison gave a progress report on the building at 2105 S. College Ave.

Enrollment update: Jan Harrison reported enrollment is up to 86 students. The Board discussed ways to promote enrollment, including a neighborhood canvassing project and collaboration with Project Self-Sufficiency.

Staff hiring update and employee handbook update: Jan Harrison updated the Board on staff hiring. Jan Harrison and the Board discussed having the employee handbook reviewed by attorney Tim Farmer and approved by the Board at a later date.

The Board discussed the contract with Summit Learning. Jan Harrison reported that attorney Tim Farmer has reviewed the contract with Summit Learning. Anthony Burrell moved to approve the contract with Summit Learning. Gina Curler seconded the motion. The motion passed unanimously.

The Board discussed items that were up for a second reading and approval:

Contract with Head of School: Gina Curler corrected a typo on the first page under item 2. There were no other changes proposed by the Board. Gina Curler moved to approve the contract between Compass Community Collaborative and Jan Harrison as Head of School. Suriya Vijayasarathy seconded the motion. The motion passed unanimously. Russ Brown, as Board President, and Jan Harrison signed the contract in the presence of the Board.

Board Job Description and Responsibilities: There were no changes proposed by the Board. Mark Schreiber moved to approve the Board of Directions Job Description and Responsibilities. Anthony Burrell seconded the motion. The motion passed unanimously. Suriya Vijayasarathy, as Board Secretary, signed the document in the presence of Board.

Board of Directors Member Agreement: There were no changes proposed by the Board. Gina Curler moved to approve the Board of Directors Member Agreement. Suriya Vijayasarathy seconded the motion. The motion passed unanimously. Anthony Burrell signed his own member agreement—with Russ Brown, as Board President; and Jan Harrison, as Head of School; signing as well. The other Board members will sign their agreements at the next Board meeting in May.

Board of Directors Qualifications: There were no changes proposed by the Board. The Board briefly discussed the potential for updating or changing policies later down the road, as well as the potential for the creation of a policy task force at a future date. Suriya Vijayasarathy moved to approve the Board of Directors Qualifications. Anthony Burrell seconded the motion. The motion passed unanimously. Suriya Vijayasarathy, as Board Secretary, signed the document in the presence of the board.

The Board discussed items that were up for a first reading:

Board Conflict of Interest Policy: There were no changes proposed by the Board. The document will be up for a second reading and approval at the May meeting.

Elections Procedures: Russ Brown amended the title of the document to “Board of Directors Elections Procedures”. After brief discussion, the Board did not propose any additional changes. The document will be up for a second reading and approval at the May meeting.

The Board discussed rescheduling future Board meetings to prevent scheduling conflicts with the Compass PAC meetings. The Board decided to keep the May 7th meeting as is, and to move the June meeting to June 11th. Further scheduling of Board meetings will be done at the May meeting.

Russ Brown presented the Board with a petition for Ballot Initiative 93. Board members present and Jan Harrison signed the petition.

Jan Harrison gave the Board an update on the Compass website design.

There being no further business, the meeting was adjourned at 8:09 PM.