**Compass Board of Directors Meeting Minutes 050718**

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

**Board Members Excused**: None

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

**Guests**: Sandra Ruiz

Russ Brown called the meeting to order at 6:50 PM.

Jim Hutchinson moved to approve the meeting minutes from 040918. Suriya Vijayasarathy seconded the motion. The motion passed unanimously. Suriya Vijayasarathy will upload the meeting minutes to the Compass website.

Jan Harrison updated the Board regarding:

Facilities: Jan Harrison and the Board discussed building and fire permits, as well as the current progress on the exterior and interior of the building. August 22, 2018 is the official start date for students.

Enrollment: Jan Harrison reported that the most current count is 129 students enrolled. Jan Harrison also announced upcoming enrollment drives and initiatives.

Hiring of Staff: Jan Harrison and the Board discussed employee contracts and job postings.

The Board and Jan Harrison discussed all Board members getting fingerprints and background checks. Each board member will go to the Larimer County Sheriff’s Office to get fingerprinted and deliver the completed card to Jan Harrison by the June 11th Board meeting.

The Board then discussed documents up for second readings:

Board of Directors Conflict of Interest policy: Mark Schreiber moved to approve the document. Gina Curler seconded the motion. The motion passed unanimously. Suriya Vijayasarathy signed the document, as Board Secretary, in the presence of the Board.

Board of Directors Elections Procedures: Jim Hutchinson moved to approve the document. Jofat Castillo seconded the motion. The motion passed unanimously. Suriya Vijayasarathy signed the document, as Board Secretary, in the presence of the Board.

The Board then discussed approval of the Employee Handbook. Russ Brown asked several questions of Jan Harrison regarding the handbook, including:

* Language on screen 3 of the handbook regarding contract termination. This language will not change this school year, as this reflects the same language in the contract with the Head of School.
* Also on screen 3, clarification on teaching assignments, and what circumstances require people to change teacher positions.
* Striking the word “governing” from “governing board” under policies and procedures on Screen 7.
* Correcting time off calculations on Screen 7, from “10 days or 56 hours” to “10 days or 80 hours”.
* Questions regarding conferences and staff development time, also on Screen 7. Staff will not be required to use paid time off for staff development.
* Also on Screen 7, adding language that in addition to the 8-hour work day, staff time would also include “other duties as assigned.”

Jim Hutchinson also voiced a question regarding licenses for teachers driving students. After discussion, Jofat Castillo moved to approve the Employee Handbook as amended. Gina Curler seconded the motion. After no further discussion, the board voted and the motion passed unanimously.

The Board then moved on to discuss Board Member terms. After discussion, the Board arrived on the following terms for Board members:

1-year terms: Suriya Vijayasarathy, Jofat Castillo, Mark Schreiber

2-year terms: Jim Hutchinson, Anthony Burrell

3-year terms: Russ Brown, Gina Curler

The Board then discussed Officer positions. Jim Hutchinson moved to keep current positions as constituted on the Board into the 2018-2019 school year. Mark Schreiber seconded the motion. The motion passed unanimously. Officer positions for 2018-2019 now stand as:

* Russ Brown, Board President
* Gina Curler, Board Vice-President
* Anthony Burrell, Board Treasurer
* Suriya Vijayasarathy, Board Secretary

The Board discussed Board and staff training during the summer. Depending on Board members’ availability, Russ Brown will potentially schedule Board training with the Colorado League of Charter Schools for the first week of August 2018. Board members will complete training modules on the CDE website by July 1, 2018. Jan Harrison also discussed staff and Board training for the Compass Culture Camp, which will most likely be held on the morning of August 16, 2018.

Board Members then signed their individual Board Member Agreements and gave them to Russ Brown to sign.

The Board then discussed attending the Compass Open House and BBQ on May 12.

There being no further business, the meeting was adjourned at 8:03 PM.