**Compass Board of Directors**

*Colorado League of Charter Schools Work Session 080418*

**Board Members Present:** Russ Brown; Gina Curler; Jofat Castillo; Sandra Ruiz; Suriya Vijayasarathy  
**Board Members Excused:** Mark Schreiber; Jim Hutchinson

Notes from the work session:

1. Introduction
   1. **Craft a 15 second elevator speech = the vision**
   2. **Then, craft another 15 seconds for “how” of what the school is doing = mission statement**
   3. To talk about in a year: evaluate vision and mission to see if the school accomplished what it set out to do.
2. Legal Responsibilities
   1. Designate somebody to post notices of meetings (Suriya Vijayasarathy); in January, during the annual meeting, have a motion to say where meeting notices are physically posted
   2. **Establish email addresses for Board members hosted through the school—Russ Brown will contact Jan Harrison for this.**
   3. Consider having executive session as a standing agenda item—the Board decided not to do this at this time.
   4. **Strongly consider Directors and Officers liabilities insurance—Russ Brown will double-check with Jan Harrison regarding this**
3. Board Roles and Responsibilities
   1. **Develop financial checks and balances in Board policy—Finance Committee will follow up and have a policy by September meeting for a first reading**
   2. Connect with League to develop a strategic plan and review in a year—Russ Brown will address this and Board will discuss in October
   3. **Establish advisory committees for the Board to reach out to (e.g. fundraising, PR, finance)**
   4. **Develop a leadership development pipeline (craft an on-boarding packet)**
   5. **Reach out to news organizations in the Northern Colorado area and establish a PR advisory committee**
   6. Leadership, Innovation, and Balance
   7. Review Board basic responsibilities in 6 months
   8. Compare Board member agreement to the League template and adopt language as appropriate—the Board will look at this again in March
   9. **Each Board member brings an individual statement of what they bring to the Board and goals for the year to the September meeting.**
   10. **Develop a data dashboard to include items to keep track of: financials, test scores, teacher turnover, student attrition, discipline, etc. Task Head of School to assemble these data points or delegate as appropriate**
   11. **Craft communication pathways policy for parents and teachers—Russ Brown will address this and send out the policy draft for a first reading in August.**
   12. **Put together a timeline for Head of School Evaluation, which includes:** 
       1. **Personal goals**
       2. **Time and money for professional development**
       3. **Self-assessment**
   13. **Have 10-20 minutes at the beginning of a Board meeting for work sessions/professional development**
4. Financial Oversight
   1. **Craft a policy for approval of large expenditures—the Finance Committee will follow up**
   2. Build a policy book—ongoing work by the Board.
   3. Arrange for an annual auditor with CFO Rick Boos—completed. Gina Curler will ask Rick who the auditor is.
   4. Check with Jan Harrison about reporting procedures and calendar from the district—Gina Curler will address this with Jan Harrison.
   5. Sit down with the district’s risk management individual to walk through the building to evaluate for physical risks—Russ Brown will email Jan Harrison regarding this.
   6. Review financial transparency guidelines

After the work session, the Board discussed how to implement the above action items.

The Board discussed crafting an “elevator speech” that highlights the following key words: project- based, competency-based, community collaborative, student engagement and agency.

The Board discussed who will address each action item, and timelines for addressing them.

Action items in bold are priority items and will be addressed at the August 13th meeting.