

Collaboratory Preparatory Academy Board Meeting 12/11/17

Attendees: Trey Traviesa, Suzanne Legg, Darren Curtis, Heather Jenkins, Crystal Fountain

Agenda

1. **Call to Order** – Trey Traviesa called the meeting to order at 8:05
2. **Additions or Corrections** – Nothing to be added or corrected
3. **Approval of Minutes for 10/13/17 and 10/30/17**
 - a. 10/13/17 - No Discussion. Suzanne Legg moves to adopt. Darren Seconds. Passes by unanimous consent.
 - b. 10/30/17 - No Discussion. Suzanne moves to adopt. Darren seconds. Passes by unanimous consent
4. **Public Comment on Agenda Item** –
 - a. None
5. **Reports/Discussion**
 - a. **Principal Update** (Heather Jenkins)- I pads and Headphones for students recently added. 3rd graders doing test prep after school. Next week doing holiday activities with students. Performing for Cristo Rey students and parents on December 22nd. Teachers and Team doing well. Working on becoming self sponsors for free and reduced lunch program. Currently on final step, which involves a site visit. Program should be up and running by 2nd semester. We have been approved as a title one school. Currently we are a level 2 because we are 84% free and reduced lunch. Still waiting on parent forms so our percentage will be even higher. We currently will get \$600 per students and as a title one we will get \$750 per student. will come out to \$30,000 this year we can use for the school.b.
 - b. **Lottery Dates** - Need to come up with lottery date so we can develop our marketing plan.
 - i. Suzanne indicates they have one lottery date at Dayspring and drive all their marketing toward that date. Parent info session in February and March is open enrollment. Then board members pull names or they use a lottery program. They send out letters of acceptance by email, but CP's population probably requires physical mail as well. Current students must sign a letter of inter to stay in February/March.
 - ii. Heather wants to have an event during School Choice week (week of Jan 21st). It would be a welcome back/open house event. We would also announce title 1 status. Need to develop marketing materials in advance of this event. Heather recommends february as enrollment month, first

business day of march as lottery day. January 20th would be parent info session.

- iii. We have 82 open slots. 54 or more will be kindergarten. Should have open houses in February as well. If we miss the mark on enrollment, we should have another enrollment period in April.
- iv. Crystal makes a motion to approve March 1st as our first lottery date. Suzanne seconds. No objections. Vote passed by unanimous consent

6. Consent Agenda –

- a. Approval of wellness policy- Free and reduced lunch program step. They gave us wellness policy, board just needs to approve it. It's our commitment to the state that we will serve healthy food and promote healthy foods and habits. Making sure we will follow guidelines for food, physical activity guidelines and health education. Overall commitment to health and wellness for students/parents/faculty.
 - i. No discussion followed. Darren motions, Suzanne Seconds. No Objections. Approved by unanimous consent.

7. Old Business

- a. None

8. New Business

- a. More frequent board meetings were mentioned last meeting. January 11th board meeting at 5:30pm is consensus. Will discuss other dates at later board meeting.

9. Comments – As Needed

- a. Public- None
- b. Principal- None
- c. Board- None

Adjourn

Suzanne Legg motions to Adjourn, Darren Curtis Seconds. Trey Traviesa declares the meeting adjourned at 8:36am.