

TFS Board Meeting Minutes – 18 Jun 2020

DRAFT

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| 1:00 – 1:05 | Welcome <ul style="list-style-type: none">• Approval of agenda• Approval of 10 June 20 minutes |
| 1:05 – 2:05 | Purchase of 350 N. Blackhawk facility <ul style="list-style-type: none">• Presentation by Mike Miles• Impact on budget (Angela)• Board discussion:<p>The Board discussed the opportunities and risks associated with the purchase of Blackhawk facility. The Board assessed the opportunities outweigh the risks.</p>• The President moved to approve the establishment of the TFS Building Corporation Blackhawk, the vote was unanimous. |
| 2:05 – 2:15 | The discussion regarding succession planning (cont.) was tabled until the next Board meeting. |
| 2:15 – 2:30 | Updates <ul style="list-style-type: none">• Fifth Quarter – on schedule.• Budget – will be updated during the July Board meeting.• Staffing – for AAL, C2, C3 and Midland are on track.• Enrollment – AAL and C3 will likely meet the budgeted numbers. C2 will like have 200, which is below the 225 budgeted, which is not sustainable over the long run. In the near-term, C2 enrollment budget shortfall will be subsidized by other revenue sources. |
| 2:30 – 2:45 | Set the dates for future Board meetings – 16 July, 20 August and 17 September Adjourn |
| 2:45 – 2:50 | The TFS Building Corp. Blackhawk Board unanimously approved the resolution for the use of funds to pay the mortgage on the building. |
| 2:50 | Adjourn |

TFS Board Meeting Minutes – 21 May 2020

1:00 to 2:30 p.m. – Zoom Meeting

1:00 – 1:10

Welcome

- Approval of agenda – approved
- Approval of 9 April 20 minutes – approved

1:10 – 1:35

Finance

- Overview by the CEO:

The CEO is expecting a “hit” as a result of CDE budget cuts associated with the COVID 19. TFS applied for and receive \$1.34M in payroll protection funds. The network will capitalize on savings by providing *Art of Thinking* classes remotely from AAL. The network can also reduce the need for substitute teachers by having students participate in remote learning from other teachers in the network.

The network expects approval for additional CARES funding.

- Report from Finance Committee:

The Committee reviewed the budgets for FYs 19-20, 20-21, and 21-22.

- Approval of FY20 Supplemental Budget:

Motion to approve the TFS FY20 supplemental budget, motion was unanimously approved.

- Approval of FY21 Proposed Budget:

Motion to approve the TFS FY21 supplemental budget, motion was unanimously approved.

Motion to approve use of the Fund Balance to cover the FY21 proposed budget.

Finding more space

- The East Campus deal fell through as a result of a successful injunction by APS with the current owner.
- Southwest Campus, AKA Colorado Early Colleges facility, is available. The CEO is meeting with the owners today (21 May). This option is included in the current budget.
- Summit Center, is next to the current AAL facility. The owners have offered to lease the facility for at least one year.

2:15 – 2:30

The TFS Solution:

The Colorado Succeeds/TFS planning document has been widely distributed and has received favorable feedback.

Update:

- Remote Learning – TFS's faculty are becoming proficient. The network plans to purchase 80 webcams, 80 lavaliers and additional Chromebooks.
- Midland: Enrollment is ongoing, hiring is nearly complete.
- The Fifth Quarter initiative in on-schedule across the TFS network.
- Staff recruitment
- Student recruitment
- Fundraising

2:35 – 2:45

The next board meeting will be 18 June and will have a remote option for those who prefer social distancing.

Moved to adjourn the meeting, all approved.

Executive session, postponed and will be re-scheduled by the President.

4:00 to 5:00 p.m. – Zoom Meeting

Join URL: <https://zoom.us/j/697252880>

4:00 – 4:02

Welcome:

In attendance: Zack Craddock, Patrick Mills, Mike Miles, Jennifer Sward-Miller, Kimberly Cawthorn, Angela Perea, Kenyetta Clark, and Mary Lindimore

- Motion to approve the agenda, all voted in favor.

4:10 – 4:20

Charter Contract:

Mr. Miles provided an overview of the APS Charter Contract to expand ALL from 750 to 1000 students. This is the first step in the process that will determine future facility needs and facility options. It appears, the new AAL Charter Contract will be approved by the APS board on April 21st.

4:20 – 5:00

East Campus Opportunity:

- AAL continues to grow, there are now more than 750 families who have shown interest in enrolling near-term. The original plan was to work with the current property owner (Mary Trong) to build a new building on the current site/lot, within 30 yards of AAL.

In March, Mr. Miles found that Aurora Community School (ACS) was planning to move into a school East of ALL, referred to as the “East Campus.” For various reasons, ACS will not take possession. The facility has over 35,000 sq. ft and would meet the expanding needs of the AAL. If available, TFS would like to make an offer for the East Campus. The CAM is approximately \$3.00 per square foot. The facility is assessed by Mr. Miles and Mr. Craddock as move in ready. APS will have to approve the facility before moving students from AAL to the East Campus. If the deal works out, 350 middle students from AAL would move into the East Campus. Breakeven enrollment for the current AAL and the future East Campus is 820 students.

The addition of the East Campus would enable the implementation of the TFS New Education Dyad System. Specifically, by adding a “5th Quarter along with off-hours and on-line educational opportunities.

Motion to allow Mr. Miles to enter into a lease agreement with Rick Campbell for the “East Campus,” the motion was approved.

Board Meeting Minutes – 19 Mar 2020

1:00 to 2:00 p.m. – Zoom Meeting

1:05 – 1:10

Welcome

- In virtual attendance: Mike Miles, Rachel Ngola-Trice, Kim Cawthorn, Mary Lindimore, Jennifer Sward-Miller, and Patrick Mills.
- Motion to approve the February agenda, all were in favor.
 - The April agenda will include a C3 expulsion debrief and findings.
- Motion to approve the February minutes, all were in favor.

1:10 – 1:XX

Finance

- Finance Committee Report – 2020/2021 enrollment is the primary concern.
- Meeting with CSI:
 - There are concerns regarding enrollment and that the TFS network sharing/loaning resources between AAL, which is at capacity, and C2/C3. CSI asked about the lowest enrollment thresholds for C2 and C3? The CEO and staff are examining budget options, e.g., reducing or eliminating Colorado Springs Conservatory music program. Reducing services is consider a last resort.
- For Action: Status of Property Tax Refund for AAL's Common Area Maintenance (CAM); the owner has agreed to reduce CAM cost per square foot. The property owner also has agreed to refund ~\$138K of tax payments. Refund payments will be spread over the next 36 months. The \$138K is less than the total taxes that have been paid and is compromise position.
 - Motion to approve the owners offer for refund, the Board unanimously approved.

1:25 – 2:00

Other items

- Coronavirus:
 - The network started online E-learning on March 18th. TFS has developed class schedules with teachers delivering content live online using Chrome books and Google Hangouts.
- Student recruitment – action are ongoing.
- There are plans for a new AAL facility on the same property that AAL is currently located. It is proposed that the property owner build a new school to TFS specs, which would then be leased back to AAL. If the building permit is denied or other issues arise, the CEO has a plan that

entails the Network purchasing land and building a school. The planned property is with 2 miles of AAL.

- APS charter contract addendum – on going
- Midland, charter approval will be before the board on Tuesday, 24 March.
- Next Board meetings – 1:00, 16 April, 21 May and 18 June. The June meeting will be in person.
- Motion to adjourn, all agreed.

Board Meeting Meeting Minutes – 20 Feb 2020

1:30 to 2:30 p.m. – In person meeting

**1st Floor Conference Room, Castle Pines Library, 360 Village Square Ln,
Castle Pines**

- 1:30 – 1:40 Welcome and call to order by the Board President, Rachele Ngola Trice
- In attendance:
 - Mike Miles, TFS CEO
 - Rachele Ngola Trice, Board President
 - Jennifer Sward-Miller, Board Director
 - Kenyetta Clark, Board Director, via Zoom
 - Kimberly Cawthorn, Board Director
 - Angella Perea, TFS Business and Finance
 - Zach Craddock, TFS Director of Schools
 - Mary Lindimore, Board Director
 - Patrick Mills, Board Secretary
 - Motion to approve the agenda, all were in favor.
 - Motion to approve of 23 January minutes, all were in favor.
- 1:40 – 2:00 Finance Committee Report by Jennifer Sward-Miller
- Budgeted versus actuals reviewed. In the future, variances will be tracked and assessed monthly. There was a discussion regarding budgeted expenditure and schedule/plan.
 - Cash flow report was tabled until next month's board meeting.
- 2:00 – 2:15 Personnel items
- Staff intent to return: The projected staff turn-over is low and manageable for AAL and C2. There are challenges with retention at C3 but with the upcoming job fair there is a high probability of filling vacancies.
- 2:25 – 2:30 Other items
- Discussion of AAL's new building. The CEO expects to have new contract with APS for a renewal with an increase enrollment projection. There was a review of the draft building plan view, the proposal is for a two story building.

- AAL Common Area Maintenance (CAM) is currently included in the lease agreement with the owner which has included property taxes. After a review it was agreed that TFS nor the property owner should be paying taxes on a 501C3. The CEO suggests that AAL and the owner share the CAM overpayment. Other options were discussed. The issue requires a resolution and will be an action item for the next board meeting. Mr. Miles will prepare additional options for board consideration for the next month's meeting.
 - Student recruitment
 - Mailers
 - Transportation
 - Midland, TX: TFS is close to signing a contract with proposed PPR of \$9,200, the district will cover services.
 - Next Board meeting (19 Mar, Zoom)
- Motion to Adjourn, all were in favor.

3:05

Board Meeting Minutes – 23 January 2020

1:00 to 2:30 p.m. – In-person Meeting Academy of Advanced Learning (441 North Sable Blvd, Aurora)

- 1:00 – 1:10 Welcome
- Attended in person, Director of Schools, Zack Craddock; Ms. Sword-Miller; Board Secretary, Kim Cawthorn; Rachel Ngola; and the TFS Director of Finance, Angela Perea. Attended via Zoom Mary Lindimore
 - Move to approve the Agenda, all agreed
 - Move to approve the 18 December meeting minutes with revisions, all approved
- 1:10– 1:30 **Approval of Finance Items**
- FY20 Amended Uniform Summary Budget for AAL
 - FY20 Amended Uniform Summary Budget for Coperni 2
 - FY20 Amended Uniform Summary Budget for Coperni 3
 - FY20 Appropriation Resolution for AAL
 - FY20 Appropriation Resolution for Coperni 2
 - FY20 Appropriation Resolution for Coperni 3
 - FY20 Beginning Balance Resolution for AAL
 - FY20 Beginning Balance Resolution for Coperni 2
 - In-depth discussion on all items and information presented by Finance Director Anglea Pera
 - Motion to Approve
 - All Agreed
- 1:30 – 1:40 Update on AAL Charter Extension
- Zach Craddock provided information on APS Board vote, next steps in contract negotiations, and future student enrollment.
- 1:40 – 1:55 Review NWEA data
- Zach Craddock provided information on mid-year NWEA data and all school on target to reach action plan goals.
- 1:55 – 2:10 Recruitment Plan

2: 10– 2:22

- Zach Craddock provided overview of the 2020 Communications plan that included specific actions, timelines, and measurable goals

Other items

- Next Board meeting is scheduled for:
 - 20 Feb 1:30 PM in Castle Rock (in-person)
- Move to Adjourn, all agreed