

COLORADO MILITARY ACADEMY
BOARD MEETING MINUTES
360 COMMAND VIEW, COLORADO SPRINGS, CO, 80915
August 11, 2020

Certification of Call: Meeting of the Colorado Military Academy Board of Directors was called for August 11, 2020, at 10:30 AM. The call of the Board was made via electronic e-mail and by physically posting a notice at Colorado Military Academy at least 24 hours in advance of the meeting.

I. Board Chair, Joyce Schuck, called the meeting to order at 10:30 AM. Roll call was confirmed. Board members in attendance via Zoom video were Joyce Schuck, Eric Tucker, Doug Murray and Robert Applegate. Randy Cubera had an excused absence. Others in attendance via Zoom were CMA Chief Financial Officer, Doug Hering and CMA Board Action Officer, Mark Hyatt. CMA Dean of Instruction, Linda Stahnke and CMA Recording Secretary, Linda Vola, were present.

II. The Agenda was amended, correction to Agenda under VIII. Action Item; add item d. Statement of Attendance, Teacher-Pupil Instructions and Bell Schedule Equivalency.

Approval of Agenda. Motion was made by Murray/Second by Applegate to approve Additions to Agenda. Resolved, the Motion to approve the Agenda was adopted 3-0.

III. Approval of Minutes of June 16, 2020. Motion was made by Murray/Second by Applegate to approve the Minutes of the June 16, 2020 meeting. Resolved, the motion to approve the minutes of the May 12, 2020, meeting was adopted 3-0.

IV. Public Comments. None

V. Board Work Session Items.

a. Update from the Dean of Instruction, Linda Stahnke.

i. Introduction of our new TOSA/Elementary Assistant Principal Cynthia Lucero. Lucero assisted with Harry Wong training and coordinated with teacher handwashing/bathroom schedule for COVID.

ii. Discussion of Enrollment numbers. Total enrollment number 672 with 112 online learning students included. Homeschooled Aero lab students totals 82 and will count for half PPR.

iii. Discussion of Fall Learning Plan. Special schedules and procedures have been established to meet Health Department guidelines. CMA has established layers of mitigation with screening questions, temperatures taken, hand sanitizer, masks, fresh air recess, hand washing and cohorts. All visitors to the building will be screened for symptoms of illness and temperatures taken. Facial coverings are mandated for all person's age 11 and up.

iv. Discussion of COVID Plan. Teacher Aides will ask screening questions with parents before students leave cars in carpool. Teachers will disinfect, take temperatures and schedule handwashing time. We are getting direction from Kimberly Nowland, CMA's nurse and El Paso Health Department. D11 will serve lunch and students will eat in the classrooms. Dean of Students created a block schedule for secondary students to limit contact. Students 11 and older required to wear a mask with appropriate breaks for eating, drinking and medical issues.

v. Discussion of Professional Development training. The teachers had some training in Core Knowledge, Love and Logic Training and Harry Wong supplement. Dr. Lee Ann Wade did CAP training for teachers. 34 teachers signed up to get access for CAP classroom items. We will use COVID money to pay for the extra days teachers were at work in July 2020.

vi. Discussion of Rocket Club. This is CMA's before/afterschool program. Things have progressed and Rocket Club is open and taking in students.

b. Update from the Commandant, Colonel Nicole Roberts, via Linda Stahnke.

i. Discussion of CAP Camp Curry August 11-13th. Not allowed to have overnight camp and keeping them in separate groups.

ii. Discussion of the CAP Cadet Handbook. Colonel Roberts created a smaller version of the CAP Cadet Handbook and made it pocket size. This way the cadets can keep up on all knowledge and requirements needed for promotion.

c. Update from the Dean of Students, Mark Gleason, via Linda Stahnke.

i. Discussion of status for the Dean of Students. Mr. Gleason helped with Camp Curry and assisted with training. Also, Mr. Gleason did training of Love & Logic on Professional Development days with the teachers.

d. Update from the Board Action Officer, Mark Hyatt.

i. Discussion of SPED resources. SPED department was advocating for more help and the CFO approved for more positions available as Paraprofessionals. Board Action Officer does not want SPED kids slipping through the crack. They especially need help with online learning.

ii. Discussion of CAP. No other school in the area that is engaged as CMA is with CAP. This is a huge differentiator for CMA.

iii. Discussion of CSI with reference to COVID mitigations conducted by CMA's attorney Brad Miller. Mr. Hyatt noted there is good alignment between CMA, Brad Miller and CSI.

iv. Discussion of Health Department and strict rules. CMA is following directions. According to CMA parent survey, 112 are satisfied with online learning. The remainder want to start in person learning Aug 19, 2020.

v. Discussion of Woodland Park Charter School (Merit Academy concept). Parents like CMA's model and decided to create a charter school in Woodland Park.

e. Update from the Chief Financial Officer, Doug Hering.

i. Discussion of personnel transitions. Karyn Veghte is leaving the business department and Alicia Williams was hired to take her place.

ii. Discussion of Monthly Finances. The Payment Projection Program covers payroll, electricity and lease. This number fluctuates because the CFO has to keep revising the budget weekly to keep up. No new projections for the New Year. PPP is 60% to salary and 40% to utility and lease payment.

VI. Finance Committee Report.

a. Discussion of Finance Committee Report. Estimated year-end was projected at \$133k but is only \$33k, due to being very conservative. The CFO built in additional funds of \$50k and \$30k towards summer staff salaries and benefits.

Motion was made by Tucker/Second by Applegate to approve the Finance Committee Report. Resolved, the Motion to approve the Budget for 2020-21 was adopted 4-0.

b. Presentation of Insurance renewal of liability and increased health insurance rates. CMA renewed with the same company. It was required by High Mark to buy down our deductible by \$10k. Deductible had risen 5-10% this year. Added Cyber Security to the plan. Health insurance went up 17% this year but best insurance plan the CFO could find for staff.

VII. Action Items.

a. The approval of Employee Handbook. Motion was made by Tucker/Second by Murray to approve Employee Handbook. Resolved, the motion to approve the Employee Handbook was adopted 4-0.

b. The approval of the Parent Handbook. Motion to approve revised with condition that language on page 48 section 6 will match CAP Policy. Motion was made by Tucker/Second

by Murray to approve Parent Handbook. Resolved, the motion to approve the Parent Handbook was adopted 4-0.

c. The approval of the Rocket Club Handbook. Motion was made by Tucker/Second by Murray to approve Rocket Club Handbook. Resolved, the motion to approve the Rocket Club Handbook was adopted 4-0.

d. The approval of Fall Learning Plan. Motion was made by Murray/ Second by Tucker to approve Fall Learning Plan. Resolved, the motion to approve the Fall Learning Plan was adopted 4-0.

e. The approval of COVID Plan. Motion was made by Murray/Second by Tucker to approve COVID Plan. Resolved, the motion to approve COVID Plan was adopted 4-0.

VIII. Additional Action Items:

a. Discussion of closing enrollment during the year. Propose to close enrollment after count day in October with exceptions possible.

i. The approval of closing enrollment during the year. Motion was made by Tucker/Second by Applegate to approve closing enrollment during the year. Resolved, the motion to approve closing enrollment during the school year was adopted 4-0.

c. The approval of removing activity fees from the Parent Handbook. Motion was made by Tucker/Second by Applegate to approve removing activity fees from the Parent Handbook. Resolved, the motion to approve removing the activity fees from the Parent Handbook was adopted 4-0.

d. Discussion of student parking. Students will pay a fee to receive a permit to park on CMA property with rules that will be enforced.

i. Motion was made by Tucker/Second by Applegate to approve student parking. Resolved, the motion to approve student parking was adopted 4-0.

e. Discussion of Statement on Attendance, Teacher-Pupil Instruction and Bell Schedule Equivalency. Online learning counts for this attendance. Dean of Instructions will make adjustment and board will approve CDE body of evidence.

i. The approval of Statement of Attendance, Teacher-Pupil Instruction, and Bell Schedule Equivalency. Motion was made by Tucker/Second by Applegate to approve Statement of Attendance, Teacher-Pupil Instruction, and Bell Schedule Equivalency. Resolved, the motion to approve Statement of Attendance, Teacher-Pupil Instruction, and Bell Schedule Equivalency was adopted 4-0.

IX. Executive Session. None was necessary.

X. Other Business

a. Next Board Meeting September 8, 2020 4:00 PM to 6:00 PM at CMA or via electronic zoom meeting invitation.

XI. Adjourn. The Agenda items having been covered and no further items having been brought forward for consideration, a Motion was made by Cubero /Second by Tucker to adjourn. Resolved, the Motion to adjourn was adopted 5-0. The meeting was adjourned at 12:30 PM.

/s/ Robert Applegate, Ph.D., Secretary/Treasurer