Colorado Military Academy
Regular meeting of the Board of Directors
August 23, 2023, 4:00 pm-6:00 pm

Certification of Call: Meeting of the Colorado Military Academy Board of Directors was called for August 23rd, 2023, at 4:00 PM. 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. 4:07 PM Call to order
   a. Board chair, Douglas Murray, called the meeting to order at 4:11 PM. Roll call was confirmed. Board members in attendance were Douglas Murray in person, Cindy Schaefer, Chris Bender, and Robert Applegate virtually. CMA Principal Cynthia Lucero (virtual), Commandant Nicole Roberts, IT Manager Andrea Sample, HR Specialist Michelle Luna, CMA Finance Controller Cortney Crouch (virtual), as well as Consultant Andy Franko and Kenneth Schuetz were present.

II. 4:12 PM Approval of Minutes
   - Motion: Robert
   - Second: Cindy
   - Motion passes 5-0

III. 4:14 PM Approval of Agenda
   a. Motion to amend agenda for Consent Agenda to Section IV as section IV b
      - Motion: Robert
      - Second: Cindy
      - Motion passes as amended 5-0

IV. 4:18 PM Monitoring Responsibilities – (Andy)
   a. Protect Policy – Financial Conditions and Activities/Internal
   b. Protect Policy – Treatment of Students and Families
      i. General Murray discusses the previous adoption of the Financial Conditions
      ii. Chris and Cindy discuss whether Nicole or Andy have confirmed that CMA is in CSI compliance
      iii. Chris asks Cortney to confirm whether CMA is in financial compliance. Cortney states that if the school adopts the proposed budget, the Board will meet its fiduciary responsibility
         - Cindy makes the motion to accept the Monitoring Responsibilities report as a policy
         - Second: Robert

   Discussion: Robert clarifies that a report will be made and reviewed at every board meeting – General Murray confirms
   General Murray calls for a vote of approval
   Nay: \1, Yay: 3
   Motion passes: 4-1

V. 4:42 PM Executive Director Report – (Cynthia)
   a. General Murray clarifies that Cynthia will be stepping down from her position, effective tomorrow, and Nicole will be taking over the Executive Director Report moving forward
   b. Academic
      • Review state assessment results

Waiting on Achievement report

• Unified Improvement Plan (UIP)

Was due on August 15th and is being reviewed by CSI

c. Enrollment

• Current enrollment (including all student groups): 655.5 FTE, 555 CMA students, down from 585 CMA last week, 30 were no shows and 30 more were withdrawals

• Waitlist update: 5 open seats in Kinder, 6 on waitlist for Pre-K, -4 available 1st, 1 2nd, 2 3rd, -8 5th, -2 6th, 4 7th, -1 8th, 12 9th, max limit 10th, -2 11th, 10 12th

- Chris asks previous year comparisons for enrollment numbers
- Cynthia confirms that we only have comparisons for October Count
- Projected 685 for October

• If enrollment is less than projected, ask School Leader to develop a plan and have periodic updates (every 2 weeks) through October Count

• Board support for student recruitment

d. Staffing

• Review report on staffing (counts, ratios, experience, openings): waiting on new K teacher starting in early Sep, seeking SpEd Elementary, seeking SpEd Paraprofessionals, seeking Reading Interventionist

• Participation in school events: early too count, CAP and clubs don't start until early September

• Family engagement plan: have interested parents in volunteering

e. Culture

• Participation in school events

• Family engagement plan

- General Murray brings up that we have an open position for Principal
- Motion to approve Nicole as acting head
  - Motion: Chris
  - Second: Robert
  - Motion passes: 5-0

VI. 4:55 PM Consent Agenda

a. Finance policies and procedures (Cortney)

b. Cortney brings up that Mark suggested changing the title of Principal to Executive Director, making them the only person responsible to the board for administration of the budget

c. Cortney will request Board adopt amended policies and procedures next meeting

d. Cindy moves that we accept the budget revision for the upcoming school year
  - Motion: Cindy
  - Second: Chris
  - Motion passes: 5-0

VII. 5:20 PM Board Committee updates

a. <u>General Murray motions to table until next session</u>

i. Executive Committee - (President)

1. Leadership Transitions

ii. Nominating Committee – (Vice President)

iii. Finance Committee – (Treasurer)

VIII. 5:23 PM Board Responsibilities

a. Orientation and Training of New Board Members

i. Ken presents about the role of Board and Executives

b. Review of Annual Calendar
c. Review Board Member Expectations
d. Review of Signature Authority
e. Review of Bylaws
f. Review Assurance of Compliance for CSI
    i. All documents are currently submitted and under review
    ii. Ryan from CSI will attend next meeting
g. Oath of Office has been filed with County Clerk

IX. 5:15 PM Board Advocacy Reports and Scheduling
X. 5:45 PM Executive Session
- Chris motions to move into Executive Session pursuant to CRS-24-6-402 4b so that the board can get legal advice form its attorney
- Second: Cindy
- Mark motions that the Board moves out of executive session
    - Second: General Murray
    - Vote – Yay: 4

XI. 5:57 PM Return to Public Session
XII. Action of the Board related to the items discussed in Executive Session:
- Mark motions to move to hire Mr. Hall as the legal counsel
- Second: Cindy
- Vote – Yay: 4

XIII. 6:03 PM Adjournment
- Motion: Cindy
- Second: Chris