

**BOARD OF DIRECTORS  
REGULAR MEETING  
HOPE ONLINE LEARNING ACADEMY CO-OP  
Meeting Minutes: November 9, 2017 6:30 p.m.**

**APPROVED by the Board of Directors on February 8, 2018**

**BOARD Members Present:** Michael Bautista, Kim Rossi, Betty Johnson, Joe Rice, Dawn Rocky and Dr. Kristine Turner  
**BOARD Members Absent:** None  
**HOPE Attendees:** Heather O'Mara (Chief Executive Officer), Sharon Alexander-Holt (Interim Chief of Staff), Steve Boston (VP Finance)  
**Other Attendees:** Pat McGraw, Brenda Munzert, Jami Goetz (by phone), (2) BKD Auditors: Jodie Cates, Managing Director, and Steven Sauer, Director.

**Meeting was called to order at 6:42 p.m.** by M. Bautista. Roll call was taken.

**1. Posting of Meeting Notice**

- M. Bautista advised that it was confirmed that the meeting notice was posted at Douglas County School District by Ms. Tamra Taylor and on the HOPE website in accordance with the Colorado Open Meetings Law.

**2. Quorum**

- M. Bautista notes that a quorum is present because at least half of the Board members are present.

**3. Meeting Purpose**

- This regular meeting of the Board of Directors focused on certain items relating to the organization's operations and provided an opportunity for the Board to act (through approval) or voice concerns (through disapproval).
- M. Bautista reminded the Board that the Shark Cage (Exhibit 1) was the Board's guiding document for strategic discussion.
- M. Bautista noted that the strategic discussion topics for February 2018 will be: Accountability, Management Partners' Report and the Unified Improvement Plans.

**4. Agenda Approval**

- *M. Bautista called for any objections to approval of the meeting agenda. K. Turner moved that Bill de la Cruz be added to the Consent Agenda for nomination to HOPE's Governing Board, J. Rice 2<sup>nd</sup>. There being no objections, the amended meeting agenda was approved.*

**5. Consent Agenda**

- Approval of 08/10/17 Regular Meeting Minutes (Exhibit 2)
- Approval of 08/25-26/17 Retreat Meeting Minutes (Exhibit 3)
- Board Reconstitution
  - i. Acceptance of Jorge Amaya's Resignation from HOPE's Governing Board (Exhibit 4)
  - ii. Nomination of Betty Johnson to HOPE's Governing Board (Exhibit 5)
  - iii. Nomination of Dawn Rocky to HOPE's Governing Board (Exhibit 6)

- iv. Nomination of Bill de la Cruz to HOPE's Governing Board
- 2018/2019 Academic Calendar (Exhibit 7)
- Revised Policies
  - i. Administrative Policies (Exhibit 8)
  - ii. Employee Policies (Exhibit 9)
  - iii. Finance Policies (Exhibit 10)
  - iv. Student/Parent Policies (Exhibit 11)

*M. Bautista called for any objections to approval of the item(s) on the consent agenda. There being no objections, ok as amended, the items on the amended consent agenda were approved.*

**6. Financial Statements and Independent Auditor's Report as of June 30, 2017**  
(Exhibit 12)

- M. Bautista recognized S. Boston who introduced Jodie Cates, Managing Director, and Steven Sauer, Director, with BKD to present the Financial Statements and Independent Auditor's Report. The Auditors gave an unmodified opinion which is the highest form of compliment from an auditor. No audit adjustments were proposed. GASB 68 (pensions) adjustment was discussed in detail.

**7. Quarterly Management Partners' Report** (Exhibit 13)

- M. Bautista asked B. Munzert to review and discuss the Quarterly Management Partners' Report (Jami Goetz attended via conference call). B. Munzert stated the HOPE team is on track to meet goals defined by the Pathway Plan, including, Licensure Options for Mentors, Leadership Development for Directors, and the Reconstitution of the Governing Board. Their role also includes monitoring the implementation of HOPE's UIP.

**8. Governing Board Elections**

a. Nominations of Officers

- M. Bautista explained that the Governing Board Elections would now be conducted, in accordance with the Bylaws, and that the Chair and Vice Chair positions must be filled.

*M. Bautista asked for a motion for nominations for Chair of HOPE's Governing Board, and J. Rice nominated K. Rossi and K. Turner 2<sup>nd</sup>. There being no objections, the motion was approved.*

*M. Bautista asked for a motion for nominations for Vice Chair of HOPE's Governing Board, and J. Rice nominated M. Bautista and K. Turner 2<sup>nd</sup>. There being no objections, the motion was approved.*

b. Appointment of Officers

*M. Bautista asked for a motion to appoint K. Rossi as Chair of HOPE's Governing Board, and M. Bautista as Vice Chair of HOPE's Governing Board. J. Rice nominated K. Rossi as Chair and M. Bautista as Vice Chair, and K. Turner 2<sup>nd</sup>. There being no objections, the motion was approved.*



M. Bautista asked H. O'Mara to lead the Strategic Discussion on Accountability. The following topic were discussed:

**9. Academic Excellence Committee**

- H. O'Mara stated that, in accordance with the Governing Board Plan, a representative from the Governing Board and a representative from the Academic Advisory Board are required to be on the Academic Excellence Committee. (Exhibit 14)

*H. O'Mara requested a motion for nominations for a representative from the Governing Board to be on the Academic Excellence Committee, and J. Rice nominated K. Turner and Kim Rossi 2<sup>nd</sup>. There being no objections, the motion was approved.*

*H. O'Mara submitted a slate of (4) names for consideration from the Academic Advisory Board to be the representative on the Academic Excellence Committee:*

- *Derion Ibarra (please note the correct spelling of his name), Mentor, High School, Alpha Academy;*
- *Desirae Mancía, Lead Mentor, Secondary, Alpha Academy and HOPE Parent*
- *Amy Nartowicz, HOPE Building Resource Teacher, Mountain View Academy*
- *Zach Macalusa (please note the correct spelling of his name), Director, Power Academy and HOPE Parent.*

*J. Rice nominated all (4) candidates to be representatives on the Academic Excellence Committee due to their interest and desire to serve, and K. Turner 2<sup>nd</sup>. There being no objections, the motion was approved.*

**10. School Performance Frameworks**

- H. O'Mara presented the Preliminary 2017 School Performance Frameworks for:
  - Elementary – Priority Improvement Plan.
  - Middle School – Priority Improvement Plan.
  - High School – AEC Performance Plan.

**11. SWOT Analysis with Shark Cage (Exhibit 16)**

- Board Members were asked to review the SWOT Analysis. M. Bautista asked the question, are we doing enough? S. Alexander-Holt will put the SWOT documents in the Google Drive, where Board Members can access and give their comments. Comments are requested by the next Board meeting, February 8<sup>th</sup>.

**12. Accountability Matrix (Exhibit 17)**

- H. O'Mara shared her thoughts on the Accountability Matrix and provided various examples of Accountability Measurement Tools from other states. H. O'Mara will bring an Accountability Matrix for review and approval to the February 8<sup>th</sup> Board meeting. Additionally, H. O'Mara asked the Board to submit any measurement ideas.

**13. Academic Systems Update**

- P. McGraw updated the Board on the Academic Team's work focus, their long term planning around Professional Development, and role definition.

- 14. Douglas County School District: Presentation** – December 12, 2017 at 7pm
- Charter Contract and the Unified Improvement Plans (UIP's) – H. O'Mara explained that, in December, the DCSD Board would be asked to approve HOPE's UIP. Also, as HOPE's Charter Contract is up for renewal, she explored the various options that the DCSD Board might consider:
    - Charter Contract -
      - Charter could be renewed and extended for one year;
      - Charter renewal could be rejected;
      - Renewal or extension with conditions; or
      - Other options.

The DCSD Presentation will be led by H. O'Mara. Additional speakers will include; K. Rossi, Board Chair; at least one student, Parent, Mentor, Teacher and Learning Center Director.

**15. 2017/2018 Revised Budget**

- H. O'Mara reviewed the Learning Center and Enrollment Summary for 2017/2018. HOPE's total student count, on count day, 9/21 was 2,205. (Exhibit 18)
- H. O'Mara presented the 2017/2018 Revised Budget. (Exhibit 19)
- H. O'Mara presented the Revised Budget Appropriation Resolution (Exhibit 20), which reads:
  - The Board of HOPE Online Learning Academy Co-Op (HOPE) approves the amounts shown below to be appropriated to each fund as specified for the fiscal year beginning July 1, 2016 and ending June 30, 2017.
    - General Fund \$18,232,090
    - Nutrition Services Fund \$1,236,801
    - Hardware Purchases \$200,000

The Board further authorizes the use of the 2017-2018 beginning fund balance for the General Fund in the amount of \$475,000 for the purposes of covering reduced State Funding related to a reduction in student enrollment for the fiscal year. The Board authorizes this use as investment in academic support systems is necessary to meet student achievement goals.

*M. Bautista asked for a motion for a resolution to adopt the Budget and to appropriate the funds as described in the Budget. J. Rice made the motion and K. Turner 2<sup>nd</sup>. There being no objections the resolution was approved.*

- The Board discussed options to support HOPE, including establishing a Signature Fundraising Event. The following questions were asked:
  - Are there Fundraising opportunities?
  - Are there other things we can do?
  - How do we build our resources/coffers?

**16. Informational Items**

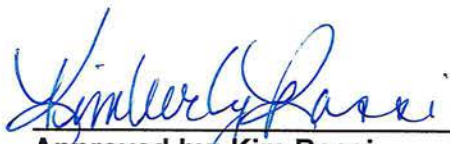
The following information was sent to the Board prior to the meeting for their review. H. O'Mara briefly highlighted each item for the Board:


- a. Academic Quality
  - i. Pathways Implementation Grant (Exhibit 21)



- b. Governance
  - i. Form 990 for fiscal year ended June 30, 2017 (Exhibit 22)
  - ii. Financial Statements as of September 30, 2017 – unaudited (Exhibit 23)
  - iii. Amended and Restated Bylaws dated August 26, 2017 (Exhibit 24)
  
- c. Advocacy
  - i. HOPE in the News (Exhibit 25)
  - ii. HOPE Happenings (Exhibit 26)
  
- d. Strategy
  - i. H. O'Mara attended the iNACOL Symposium, and shared the June 2017 iNACOL report that HOPE contributed to which is titled, "Next Generation Learning Models for English Language Learners: Promising, Practices and Considerations for Teaching and Learning." (Exhibit 27)
  
- 17. **Public Comment:** P. McGraw recognized Michael Bautista for his exemplary work as HOPE's Governing Board Chair.
  
- 18. **Executive Session:** None
  
- 19. **Other Business:** M. Bautista informed the Board of the need for a Special Meeting conference call before HOPE's December 12<sup>th</sup> presentation to DCSD. The conference call was scheduled for Thursday, December 7<sup>th</sup> at 10am.
  
- 20. **Announcements by Board Members:** M. Bautista stated that there are opportunities for Board training which is available through CDE and The Colorado League of Charter Schools in the Spring and in September.
  
- 21. **Adjourn:** M. Bautista called for any objections to adjourning the meeting. There being no objections, the meeting was adjourned at 9:05 pm.

**The Board was reminded that there will be a Special Meeting Conference Call on December 7, 2017, and that the next Regular Board Meeting is scheduled for February 8, 2018 at 6:30 pm.**

  
 Approved by: Kim Rossi  
 Chairman of the Board of Directors  
 HOPE Online Learning Academy Co-Op

  
 Date