

**University Schools
Board of Governors
Annual Retreat
September 7, 2007
Session One
Minutes**

Board Members Present: Kristen Anderson, Bryan VanDriel, Dick Bond, Tony Arguello, Eric Carlson, Christi Malnati, Suzanne Forney, Julie Fraser, Ryan Mayeda

Staff Present: Sherry Gerner, Holly Sample, Paul Kirkpatrick, Ronni Barker

- Kristen called the meeting to order at 4:12pm

Finance / Budget:

- Ronni presented information about the 2007-08 fiscal year budgets, including the YTD report as of July 31, 2007.
- This year we received a 4.6% increase in PPOR. With those funds, we awarded a 3% salary increase to all employees. (The 4.6% PPOR increase equaled \$397,000; the 3% salary and benefit increase totaled \$367,000 increase, meaning we have essentially the same operating budget as last year.)
- Enrollment increased by 24 students over last year.
- The board recommended that Sherry visit with the auditors to see if she really needs to sign both PO's and checks, or if the checks can be electronically signed.

By-Laws and Charter Contract review:

- Eric and Bryan presented information on the Charter and By-Laws.
- At a future BOG meeting we will discuss possibly changing the procedure for changing or amending the By-Laws.
- Eric presented additional information from the CDE web site.

Mission and Vision:

- Bryan presented an overview of the mission and vision of the school.
- Christie questioned the difference between the Mission Statement and the Vision Statement, and questioned the possible need to modify them.
- The board discussed the external perception of US vs. the internal perceptives.
- A sidebar discussion was held about different methods of approaching diversity.

Individual Mission Statement Activity:

- Kristen led the Board in a discussion about the way the Board should interact with each other.
- Christie discussed the manner this issue is handled in the classroom.

ECU Report:

- Melissa Lelm and Lynne Dart presented information about ECU.
- They currently have 61 kids and they are licensed for 95, which is a change since the Kindergarten moved into the former ECU space.
- The move created the necessity of several unbudgeted expenses, including replacing toddler toilets and adding additional storage.

- Every teacher has a degree in Early Childhood, and even their aids are working on their degrees.
- One of their biggest issues is students not getting in the lottery to enter Kindergarten, presenting transportation hardships for the parents.
- A grant for over \$8000 was received from United Way for specific items.
- They still do not have a lease with U.S.
- They would like to have a way to articulate their kids directly into Kindergarten, bypassing the lottery, but they understand the limitations the BOG is under.
- Tuition is currently \$173 per week for full time for a 2 1/2 -5 year old child.

**University Schools
Board of Governors
Annual Retreat
September 8, 2007
Session Two
Minutes**

Board Members Present: Ryan Mayeda, Bryan VanDriel, Dick Bond, Tony Arguello, Eric Carlson, Kristen Anderson, Christi Malnati, Suzanne Forney, Julie Fraser

Staff Present: Sherry Gerner, Holly Sample, Paul Kirkpatrick

Guest Present: Eric Anderson

- Kristen called the meeting to order at 8:10am

Media Relations Presentations:

- Eric Anderson, public relations specialist with State Farm Insurance, presented information on the media and media relations.
- Kristin distributed a form to facilitate the Board developing appropriate talking points.
- A lengthy discussion ensued about interdisciplinary classes and our faculty, as well as diversity.
- Board members need to complete the “talking point” forms and bring them to the next meeting.

Student Council Report:

- Brittni Hernandez presented information on student activities including:
 Yearbook theme: We/Me and Reflections of You
 First 3 weeks of school have gone very smooth
 Homecoming – “Here’s to the Night” - Oct 13th in UH gymnasium
 She requested info on the homecoming halftime celebration and how we invite, honor and recognize alumni
 The PawPrint newspaper will be printed partially in color this year.
 Peer Educators will be giving a presentation to BOG at a later date.
 Booster Club is going to match dollars given by STUCO to fund a marquee for outside the school.
 The efforts STUCO is making to unite the students to work for common goals

School Wide Wellness Program:

- Ryan presented information about Coordinated School Health Program, a fully integrated comprehensive program covering all aspects of student health. The first year is all about planning, data gathering and structure building, leading to an in-school self sustaining program in future years.
- Ryan requested Board approval to participate in the program.
- Additional information is available at www.rmc.org\csh

Foundation Development Director / Grant Writer:

- Dick presented a thumbnail picture of the foundation's financial picture, including an unaudited financial statement as of June 30, 2007.
- The bottom line is that the vast majority of the Foundation's assets are land, not cash.
- He discussed the continued necessity of creating an endowment fund

Open Agenda:

- Christi discussed needs and concerns of the faculty, including:
 - Advisor groups are too large for effectively accomplishing what needs to be done.
 - There is a need for better mentoring of our new faculty about advising.
 - The idea of a commonality of vision established by faculty, staff, parents and Board.
 - Questions about elementary leadership after Sandy retires
 - The need for additional ELL support at the elementary level.
 - Questions about the vertical teams structure
 - Collaboration for the HS re: class size, moving classes, curriculum
 - The need for HS Access time

**University Schools
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Session Three
Minutes**

Board Members Present: Ryan Mayeda, Julie Fraser, Bryan VanDriel, Dick Bond, Tony Arguello, Eric Carlson, Kristen Anderson, Christi Malnati, Suzanne Forney

Staff Present: Sherry Gerner, Holly Sample, Paul Kirkpatrick,

- Kristen called the meeting to order at 1:30pm

Student Achievement Data:

- Sherry presented a summary of University CSAP results from Spring 2007
- Holly presented information from the Alpine Achievement Systems data reports, demonstrating how this data will be utilized by faculty to focus achievement improvement, both collectively and with individual students.

- Paul presented a menu of assessment tools that are currently utilized at University to better get a handle on how our students truly are performing, rather than relying strictly on the CSAP's.
- Sherry presented information about Professional Development Needs derived from a survey taken last spring. The 3 primary needs were determined to be:
 1. Curriculum Mapping
 2. Understanding Data
 3. Professional Learning
- She also presented the committee structure that will address these needs.
- Sherry also presented information on the Elementary Math Curriculum Materials Adoption and the approach that will be taken during the adoption process.

High School Curriculum:

- Holly presented information about our current curriculum as well as state requirements and college admission requirements.
- Holly presented historical information about AP course enrollment and information about UH student enrollment in Aims and UNC courses.

Goals: Now, Mid-term and long term

- Sherry distributed her list of goals for Board consideration. They include (in no particular order):
 1. Improving student Achievement
 2. Developing and supporting personnel
 3. Assuring University School's financial stability
 4. Build upon positive community relations
 5. Meet all requirements of Dist 6 and CDE
 6. Continue to enhance the climate and culture of University Schools
 7. Update and implement facility and technology improvement plans
 8. Support Diversity
 9. Increase Grant Writing