

Union Colony School Board Meeting Minutes  
August 12, 2023

**Members In Attendance:**

Heather Bunyan, President  
Veronica Armendariz, Vice President  
Ashleigh Jacks, Secretary  
Ron Lamb, Treasurer  
Jeremy Herndon, Member  
Rebecca Thompson, Member

**Administration in Attendance:**

Jemiah Fowler, UCS Executive Director  
Dave Warner, UCE Principal  
Carrie Leffler, UCP Principal

**Members Absent:**

Betzy Valdez, Member

The board meeting was held at Union Colony Preparatory School on August 12, 2023. Meeting was called to order at 9:01 am by Heather Bunyan.

**Pledge of Allegiance**

**School/Student Highlights**

There were no student highlights provided as this will resume in September

**Approval of the Agenda**

Agenda was approved as provided

**Public Comments**

Sabra Vigil spoke to the board regarding the role of Faculty Council and the importance of it to the school. Sarah Hiatt spoke to the board regarding staff evaluation for supervisors and the importance of providing feedback to supervisors.

**Action Items**

- Consent agenda was approved. Motion by Veronica Armendariz, Second by Jeremy Herndon. Motion passed, unanimously.
  - Approval of minutes from July 8, 2023 Board Meeting

- Personnel. Motion by Jeremy Herndon, Second by Ron Lamb. Motion passed, unanimously.
  - New Hires:
    - Kendra Steffen - Kindergarten
    - Julie Brown - 3rd Grade
    - Lori Williams - 5th Grade
    - Wade Boam - MS Social Studies
    - Niklaus Steffen - 6-12 Band
  - Resignations
    - Olivia West - Kindergarten
    - Amy Wahl - 3rd Grade
    - Randi Wilson - 5th Grade
  
- Approval of Board Policy. Motion by Veronica Armendariz, Second by Rebecca Thompson. Motion passed, unanimously.
  - CBC - Union Colony Schools Executive Director.

**Discussion Items:**

- Separation/Segregation of Duties: Job Descriptions of the Elementary and Preparatory School Principals. The Board discussed in length regarding the principal jobs description and the changes that were brought to the board. These changes are stemming from the need across the organization for separation and segregation of duties, accountability and responsibilities and working collaboratively with the faculty council and other committees, per the G&G report. It was also discussed that ultimately the new job responsibilities provide the respective principals with the accountability that is needed and lacking some now. Carrie Leffler and Dave Warner did share their thoughts regarding these changes and how it will empower them to have more accountability to their staff and all committees within the school. The board also talked about how this might change some previous stated documents, if approved.
  
- Board assigned/Charge Committee:
  - Governance Committee: Ashleigh Jacks and Ron Lamb gave their opinion regarding this committee, what it has accomplished and whether it is needed any longer. The general consensus was that this committee can be dissolved at this time and has served its purpose.
  - Board Finance Committee: This is a new committee that will be board charged and it will replace the current budget committee. It was discussed that this committee will comprise of the Business Manager, Elementary Principal, Preparatory Principal, Executive Director, Board of Directors Secretary and one additional assigned member from the Board of Directors. In this case, it will be Rebecca Thompson. It was also discussed that there might be some changes that will need

to be made to the Charter School Contract with Greeley/Evans School District 6 and the By-Laws and potentially some other board policies.

## Reports

- Board:
  - Veronica Armendariz reported on Module 9 - Board Financial Oversight.
  
- Administration/Principals:
  - Carrie Leffler updated the board on what is going on at the Preparatory School. They did fill the last two positions that came open towards the end of July. On August 2nd, there was a K-12 Capturing Kids Hearts training and the Preparatory School has implemented some of the strategies. 6th graders came back on 8/8, 7th graders on 8/9 and 8th-12th on 8/10. With the calendar change of 4 day school week, the middle school has more time, because they made a few schedule changes and high school has remained the same. Carrie also spoke about how the committees have started their work. Climate & Culture is working on possibly starting a student of the month. Curriculum & Content Readiness is working on common language and making sure all grades levels have some of the same requirements, for example MLA format for paper writing. The School Accountability Committee is looking at graduation requirements and starting the UIP that is coming up.
  - Dave Warner updated the board on what is going on at the Elementary School. The new school sign is up and running and scrolling through important information regarding what is going on at the school. First through 5th grade started on 8/9 and kindergartens will start on 8/14. They spent the first couple of days setting expectations for the 1st-5th graders. Dave talked about how with each new family that comes to the elementary school with interest in the school, he meets with the families and talks through what it means to be at our school and gives them a tour of the school. PTO is up and running and working on fun events for the school year. They have filled all open positions with the exception of the kindergarten position, there is currently a long term substitute teacher in that classroom. He is also going to have an author come and talk to the school on 8/25.
  
- Director
  - Jemiah Fowler reported they are working on getting the 2022/2023 school year closed out and year end reconciliations completed. The annual audit has been moved up by 2 months and an auditor will be provided by Greeley/Evans School District 6. With the formation of the new Board Finance Committee, the board will be provided with financial quarterly reports and there will be more information and will include short and long term goals as well as more line items for our budget. Jemiah is working on a facilities plan for improvement and replacement for internal and external items that need to be replaced or fixed. Jemiah is also working on

getting the security cameras at the elementary school updated from the old cameras and a more cloud based system with very advanced cameras. Because of the cost, only 7 are being replaced right now, mostly on the outside of the elementary school. He is working on getting a grant to help pay for this upgrade for both schools. Jemiah also updated us on enrollment numbers. Right now we are at 692 for both schools, the current budget is at 659 students.

### **Adjournment**

- Meeting was adjourned at 10:48 am.