

**STEERING COMMITTEE MINUTES**  
**November 18<sup>th</sup>, 2013**

**In Attendance:** Lisa Papke, Tony Edwards (arrived at 4:35), Pierre Habel, Keith Beams, Linda Choun, Priscilla Flanders, Mark Flora, and Leonard Dinegar.

**Absent:** None.

**Observers:** None.

**Order:** The meeting was called to order at 4:30 p.m.

**Agenda:** Agenda was approved.

**Public Commentary:** None.

**Minutes:** Minutes from the November 11<sup>th</sup> meeting were approved (attachment 1\*)

**D'Evelyn Education Foundation Review Form for Director Application:**  
(attachment 2\*)

- Linda previously provided each S/C member with a copy of the DEF Bylaws, the Articles of Incorporation of the D'Evelyn Education Foundation
- S/C reviewed historical information on the DEF Board of Directors
  - 1994 Steering Committee was also the Board of Directors for DEF
  - 2004 separate board of Directors was formed for DEF
  - S/C is responsible for appointing and when necessary removing DEF directors
  - S/C is also responsible for approving any proposed amendments or changes to the Foundation's Articles of Incorporation or Bylaws
- S/C discussed the practice DEF uses to identify potential new Board of Directors
  - The Foundation board first identifies needs of the board, then identifies individuals to fill open Director positions.
  - DEF invites a potential Director to a meeting and requests individual to complete a bio/Resume if they would like to serve on the board. No standard criteria has previously been established for the candidate bio/resume that is submitted for S/C for candidate approval.
- S/C discussed and approved a draft biography/resume template form
  - New form will allow for standardize information that S/C will receive for approval of DEF Directors. Form will also help communicate area of need the individual will fill on the board. **ACTION: LINDA** will forward a copy of the form to Kay D'Evelyn LaMontagne requesting that DEF utilizes it.

**Elimination of Student Dual Track Course Offerings- College Communications Subcommittee Update:** Tony will send out the report to staff tomorrow, requesting feedback by Friday 11/22 (attachment 3\*). **ACTION: TONY**

**Principal Report:**

- 5 students signed letters of intent on Friday.

## Final

- Mrs. Tirado is moving and has resigned her position. Tony is quickly searching for a qualified substitute for 2 weeks, and will hire a temporary position to finish the school year. Mark and/or Lisa will serve as S/C representatives on the hiring committee.
- There will be a need to hire a long term sub for a maternity leave around spring break.
- Denver Christian is visiting D'Evelyn tomorrow – they are a charter school, moving locations and want to observe a 7-12 program. They will spend time with Tony discussing and touring, but won't interrupt classes.
- 173 applications were received at the last Information Meeting.

### **Sub-committee Status Updates:**

- **Text Book Updates:**

- Spanish IV: temporarily on hold because Ms. Tirado is leaving
- AP Physics C: committee meeting Thursday; 6 books were reviewed
- Social Studies: planning to be done early January
- English: books are on order
- Biology: 4 books under review
- AP Government: Tony will follow up with Josh. **ACTION: TONY**

- **College Communications:** Minutes were submitted for the record. (attachment 4\*)

### **Steering Committee Candidate update/follow-up:**

- Three individuals attended the workshop; Leonard sent thank you notes, and will follow-up with two individuals who were not able to make the meetings.
- As of Friday no additional packets were picked up at office, but it is also available online.
- S/C will extend an invitation to interested candidates to meet with S/C on January 27<sup>th</sup> from 6:30 to 7:00 p.m. The idea is to discuss a specific chapter/s out of Barzun's *Begin Here*. Leonard will draft an invitation and send a notice to Guen Sublet for the *Jaguar Tracks*. **ACTION: LEONARD**

**ACTION ITEM:** The policy committee will review the S/C election policy; S/C will discuss further in March.

### **Principal Hiring Committee:** (Tony was excused)

- Community feedback was compiled and distributed.
- Lisa and Dan Cohan are working with Human Resources to determine job description deadlines.
- S/C discussed modifications to the principal job description.

**Vote to go into Executive Session:** At 6:30 p.m. S/C voted to go into Executive Session under CRS 24-6-402(4)(f) to address personnel matters.

**Executive Session:** Pursuant to CRS 24-6-402(4)(f), the meeting was adjourned to executive session.

Steering Committee exited Executive Session at 6:50 p.m.

Final

\*Hard copies of **attachments** are available in the library.

**Meeting adjourned at 7:20 p.m.**

**Next Meeting:** December 2<sup>nd</sup>, 2013 at 4:30 p.m. in the Main Office Conference Room.

Respectfully submitted: Aimee Pless, Note Taker and Priscilla Flanders, Secretary.