**Compass Board of Directors Meeting Minutes 03/05/18**

Board Members Present: Russ Brown; Gina Curler; Mark Schreiber; Anthony Burrell; Jim Hutchinson; Suriya Vijayasarathy

Compass Head of School Present: Jan Harrison

Board Members Excused: Jose Valdes

Guests: Jofat Castillo

Russ Brown called the meeting to order at 6:43 PM.

Russ Brown read aloud the Compass Mission Statement.

The Board discussed approval of the meeting minutes from the 02/05/18 meeting. There were no amendments to the minutes. Gina Curler moved to approve the minutes. Suriya Vijayasarathy seconded the motion. The motion passed unanimously.

The Board discussed the marketing contracts with Toolbox Creative and WTF Marketing.

Mark Schreiber moved to approve the contract with Toolbox Creative. Jim Hutchinson seconded the motion. After brief discussion, the motion passed unanimously. Russ Brown signed the contract in the presence of the Board.

Jim Hutchinson moved to approve the contract with WTF Marketing. Gina Curler seconded the motion. The motion passed unanimously. Russ Brown signed the contract in the presence of the Board.

The Board then presented the contract with the Compass Head of School, Jan Harrison, for a first reading. After discussion among the Board and Jan Harrison, the following amendments were made:

* The agreement will be made effective on April 2nd, 2018.
* Jan Harrison’s name was amended to her full name, Janet P. Harrison.
* A sentence was added to the end of the “Terms of Employment” section: “The terms of the contract are based on 220 work days for a school year.”
* The job title was amended from “Principal” to “Head of School.”
* In the “Compensation” section, the salary has been specified as $80,000 annually, with $6,666.67 specified as the monthly payment as it is one-twelfth of the annual salary.
* The “Benefits and Compensation” section was amended to reflect 10 paid time off days. The contract was amended to further specify that the Employee (Jan Harrison) may accumulate up to 30 days of paid time off days. Finally, a sentence was added to say that “the Employee shall be eligible to participate in any staff sick leave bank policies.”

Russ Brown will make the amendments before the next Board meeting. The Board will view the contract for a second reading and vote on the contract as amended during its next meeting in April.

Russ Brown and Suriya Vijayasarathy presented the Board Job Description, the Board Member Agreement, and the Board Qualifications for first readings.

For the Board Job Description, Suriya Vijayasarathy proposed a change to correct a typo. No other changes or amendments were proposed.

For the Board Member Agreement, Russ Brown made one change to reflect that the Board Candidate will have already read the Board Job Description. No other changes or amendments were proposed.

For the Board Qualifications, the following amendments were proposed by the Board:

* + The title of the document was changed to: “Qualifications to Become a Board Candidate for Compass Community Collaborative.”
  + Added the Compass Charter Application as required reading.
  + Added the Sir Ken Robinson video on education as required viewing.
  + Added a requirement that the Board Candidate must volunteer 20 hours of their time to Compass, 5 hours of which is administrator-appointed.
  + Added a requirement that the Board Candidate must be vetted by the Board of Directors’ Governance Committee.
  + Added a requirement that the Board Candidate must meet with the Head of School and the Governance Committee.

Russ Brown will make the amendments before the next Board meeting. The Board will view these documents for a second reading and vote on them during its next meeting in April.

Jan Harrison presented several updates to the Board:

A facility update, concerning the building at 2105 S. College in Fort Collins. She brought the sublease that was approved by the Board at the last meeting in February. Russ Brown signed the sublease in the presence of the Board.

An enrollment update. Compass currently counts 65 registered students, with others showing interest.

A hiring update. Jan Harrison will bring provisional employee contract agreements to the next Board meeting in April.

In other matters, Gina Curler, Anthony Burrell, Jan Harrison, and Rick Boos will try to meet together to review financials matters.

There being no further business, the meeting was adjourned at 8:54 PM.