



FCMS Board of Directors Meeting Agenda

Date: February 18, 2016

Time: 5:30-7:45 PM

Location: At the school (1900 S. Taft Hill, Fort Collins), in Ms. Schiller's room (Lower Floor Annex)

5:30 – 5:35 Welcome and Reading of Vision, Mission and Values (Ms. Hoxie)

5:35 – 5:40 Consent Agenda: Board members will be asked if they wish to discuss any items listed on the Consent Agenda. If so, these items will be moved from the Consent Agenda and placed under Items for Action. Items remaining on the Consent Agenda will be voted on together, pursuant to the following motion: "I move that the Board approve and adopt the recommended actions for the items on the consent agenda."

- Approve agenda for today's meeting.

Recommended action: *Adopt the agenda for the February 18, 2016 FCMS Board meeting.*

Attachments: FCMS Agenda Feb 18, 2016 FINAL.pdf

- Adopt meeting minutes from the January 21, 2016 Board meeting.

Attachments: FCMS-Board-Meeting-Jan-21-2016-Minutes-FINAL.doc

Recommended action: *Adopt the minutes from the January 21, 2015 FCMS Board meeting.*

- Adopt meeting minutes from the February 4, 2016 Board meeting.

Attachments: FCMS-Board-of-Directors-Special-Meeting-February-4-2016-Minutes.docx

Recommended action: *Adopt the minutes from the December 17, 2015 FCMS Board meeting.*

5:40 – 5:50 Community Comment

This is an opportunity for parents, teachers, and other community members to let the board know what is on your mind. This can be a complaint or a concern, or it can be a comment on something we are doing well. Both types of comments are welcome and appreciated.

5:50 – 5:55 Board Officer: electing Ms. Robyn Hoxie as Board Secretary (Vote; Mr. Sanderson)

Briefly review Secretary's duties then vote on our new officer.

Motion: The FCMS Board hereby elects Robyn Hoxie as Secretary of the Fort Collins Montessori School Board of Directors.

5:55 – 6:40 Facilities (Presentation and Vote; Ms. Tellez)

- Leases with ICRC and WPC have been signed.

- We want to affirm that we moved forward with the WPC leases with the understanding that the FY17 budget would contain sufficient funds to pay for a person (possibly with an assistant) to pack away classrooms twice per week as required by the lease.
- Long-term facilities needs
 - Update from facilities meetings since the last Board meeting.
 - Considerations for long-term planning.
 - Plan for moving forward.
- Short-term needs around Westminster Presbyterian Church
 - Now that leases are signed, there remains a need to execute renovations at WPC. At the January 21 Board meeting, a motion was passed that “that the Board seek a project manager for the long-term planning for the future site of FCMS, and that the Board seeks bids for the short-term work to prepare WPC for occupancy.”
 - In the discussion leading up to this motion, there was direction given that appears to be inconsistent with our Conflict of Interest Policy.
 - The Board needs to decide who will oversee WPC renovations, and how and when that selection will be made.

6:40 – 6:55 Head of School Report (Presentation; Mr. Vincent)

- Enrollment status: re-enrollment and applications to date.
- Update on staffing next year, including hiring new staff for two additional classrooms and additional administrative staff required due to split facility, including advance notice of potential conflict with Mr. Vincent’s spouse applying for our Upper Elementary teaching position.
- Observations about the CSSI visit. Confirmation of the CSSI report out date.

Attachment:

- Enrollment Count With Wait List February 2016.pdf

6:55 – 7:05 SAC update (Presentation; Ms. Federman)

- Status of Parent Satisfaction Survey and process going forward.

7:05 – 7:15 Fundraising Committee report (Ms. Hoxie)

- Report on Fundraising Committee status following our December 2015 motion to establish the committee

7:15 – 7:25 Financial Report (Presentation and Vote; Mr. Danielson).

- Current status of FY16 budget.
- FY17 budget process timeline and roles.

Attachments:

- 1-31-16 Balance Sheet.pdf
- 1-31-16 Rev & Expenditures.pdf
- Jan 2016 Check-Debit Register.pdf

7:25 – 7:40 Executive Session

Motion: The FCMS Board will move into Executive Session to discuss a personnel issue and to discuss an issue pertaining to an individual students where public discussion would adversely affect the student involved, both of which are allowable uses of Executive Session per C.R.S. § 24-6-402(4).

7:40 – 7:45 Conclude meeting (Vote; Mr. Sanderson)

Motion: The FCMS Board moves to adjourn the February 18, 2016 board meeting.