



## FCMS Board of Directors Meeting Agenda

**Date:** January 21, 2016

**Time:** 5:30-7:30 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. Tellez)

**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 January 21, 2016 FCMS Board meeting.

Attachment: FCMS Agenda Jan 21, 2016 FINAL.pdf

- Adopt meeting minutes from the December 17, 2015 Board meeting.

Attachment: FCMS Board Meeting Dec 17 2015 minutes FINAL.pdf

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

- Adopt revised minutes from the August 20, 2015 Board meeting.

Attachment: FCMS Board Meeting Aug 20 2015 minutes FINAL REVISED.pdf

**Recommended action:** Adopt the revised minutes from the August 20, 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 – 6:05 Board Member Nominee, Robyn Hoxie** (Discussion and Vote; Mr. Sanderson and Ms. Federman)

- Clarify the length and timing of Board of Director's terms.
- Introduce Robyn Hoxie, questions and discussion between Ms. Hoxie and the board, followed by a vote to bring Ms. Hoxie on as a parent representative board member.

Attachments:

- FCMS Board of Directors table Jan 18, 2016.doc
- RobynHoxieResumepdf.pdf
- RobynHoxieSchoolBoardLetterApplication.pdf

Motion: The FCMS board elects Robyn Hoxie as a community member of the Fort Collins Montessori School Board of Directors.

## **6:05 – 6:20 Head of School Report** (Presentation; Mr. Vincent)

- Re-enrollment and applications to date.
- Setting enrollment expectations and caps for next school year.

- Plans for staffing next year, including hiring new staff for two additional classrooms and additional administrative staff required due to split facility.

Attachment:

- Enrollment Count With Wait List for 2015-2016 and 2016-2017.pdf

Motion: Whereas the current budget projection for fiscal year 2016-2017 is predicted on enrollment of 60 students in Primary classrooms, 47 students in Lower Elementary Classrooms, and 17 students in an Upper Elementary classroom, the FCMS Board approves recommended and maximum classroom enrollment for the following groups: Primary-Recommended enrollment of 20 students per classroom, with a maximum enrollment of 26 students per classroom. Lower Elementary-Recommended enrollment of 24 students per classroom, with a maximum enrollment of 26 students per classroom. Upper Elementary-Maximum enrollment of 17 students for the 2016-2017 school year.

**6:20 – 6:30 Charter School Support Initiative review** (Presentation and Discussion; Mr. Vincent)

- Why are we doing a CSSI review?
- What does it cover?
- What happens with results of the assessment?
- What do we need to do to prepare?

Attachments:

- Colorado Standards Indicators for Continuous School Improvement (stds. 1-8).pdf
- Standards 1-10 Detail Report with Evidence Template 2015-2016.pdf
- CSSI list of materials to review and guidance on visit structure.docx
- For additional information, see: <http://www.cde.state.co.us/cdechart/cssi>

**6:30 – 6:40 Financial Report** (Presentation and Vote; Mr. Danielson).

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

Attachments:

- 12-31-15 Balance Sheet.pdf
- P&L as of 12-31-15.pdf
- Check-Debit Register 12-1-15 to 12-31-15.pdf

**6:40-6:50 SAC update** (Presentation; Ms. Federman)

- Update on recent work of the SAC and PVC.
- Head of School Review.

**6:50 – 7:25 Facilities** (Presentation and Vote; Ms. Tellez and Mr. Sanderson)

- Ms. Tellez as an additional Board representative on the Facilities Committee.
- Update on negotiations and plans with ICRC, WPC, and the Poudre School District.
- Moving forward: (a) oversight of implementation of tenant improvements for WPC and obtaining Certificate of Occupancy, and (b) contracting for long-term facility needs—how to proceed?

Motion: The FCMS Board will go into executive session to discuss current negotiations with facilities that could be compromised by not holding the negotiation details confidential.

[Executive Session]

Once out of Executive Session, we anticipate an additional motion regarding WPC:

Motion: The FCMS Board hereby affirms that the plans outlined in *FCMS Facilities Plans, school years 2016-2017 and 2017-2018, January 17, 2015 FINAL* are the preferred facilities option for the next two years in that they satisfactorily address financial prudence, needs of staff and students, and the desire for long-term growth and viability of our school. Furthermore, implementation of work necessary to receive a Certificate of Occupancy for Westminster Presbyterian Church will be overseen by XXX (and add terms of oversight).

Attachments:

- FCMS Facilities Plans, school years 2016-2017 and 2017-2018, January 17, 2015 FINAL.docx
- FCMS ICRC Lease DRAFT 1-18-16.docx
- WPC and FCMS Lease 1-17-2016 DRAFT JS.docx
- Charter School Facilities - Generic Funding Options 1-16.docx
- Charter School Facilities - Generic project timeline 9-14.doc

**7:25-7:30 Conclude meeting** (Vote; Mr. Sanderson)

Motion: The FCMS Board moves to adjourn the January 21, 2016 board meeting.