



FCMS Board Agenda

Date: June 16, 2016

Time: 5:30-7:30 PM

Location: At the school (1900 S. Taft Hill, Fort Collins), in the classroom on the bottom floor of the Annex (Ms. Schiller's room).

5:30 – 5:35 Welcome and Reading of Vision, Mission and Values (Lorie)

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.

Recommended action: Adopt the agenda for the June 16, 2016 FCMS Board meeting.

- Adopt meeting minutes from May 19, 2016 Board meeting

Attachments: FCMS-Board-Minutes-May-19-2016-FINAL.

Recommended action: Adopt the minutes from the May 19, 2016 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. Please keep your comments to 3 minutes per individual.

5:50 – 6:00 Finance Update (Presentation and Vote; Mr. Danielson).

- Summary of discussion with Paul Jasin, financial analyst.
- Monthly financials for May are included in the Board packet, but time is not allotted for discussion unless a Board member requests time.

Attachments:

- 5-16 Balance Sheet.pdf
- 5-16 Check-Debit Register.pdf
- 5-16 Rev & Exp.pdf

6:00 – 6:15 Head of School Report (Report; Mr. Vincent)

- Enrollment
 - Current levels
 - Long-term projections / aspirations
- Status of hiring for next year

6:15 – 6:25 Instructional Coach (Vote; Ms. Federman)

- Selection of Instructional Coach.

Attachments:

- Call for proposals.
- Memo describing process for seeking applicants
- Mrs. Vincent's proposal.

Draft Motion: Whereas FCMS is committed to a strong academic program that meets Colorado Academic Standards while being implemented with faithfulness to Montessori principles and practices, and Whereas the FCMS Board has chosen to hire an Instructional Coach to assist and coach teachers in creating and implementing a consistent, high-caliber academic program, and whereas one applicant for this position has exemplary qualifications for this work, the FCMS Board hereby authorizes the Board Vice President, Lorie Federman, to execute a contract with Martha Vincent for the 2016-2017 school years Curriculum Consultant for the 2016-2017 academic year.

6:25 – 7:00 Facilities (Presentation and Vote; Ms. Tellez)

- General guidelines for location, property, and enrollment
- Hiring and Owner's Representative
- Decision to choose (or defer the choice of) DCS as OR.

Attachment:

- Rationale for using an Owner's Representative and selecting DCS, Inc., including synthesis of client reference checks.
- FCM Strategic Master Plan 05.31.16.pdf
- FCMS - OR Services Proposal - 06.10.16.pdf
- DCS List of schools completed.pdf

Draft Motion: Whereas we have learned in recent months of the need to increase enrollment to improve our long-term financial viability and more favorable loan terms, and whereas the FCMS made a series of commitment to the Poudre School District during debate about our charter application, and whereas we envision a program that has a strong outdoor orientation, the FCMS Board hereby establishes these general guidelines for our facilities search and planning to be used when considering options about facilities:

- 1) *Location: As stated in the Charter application to the Poudre School District, “We propose locating Fort Collins Montessori School on the North to Central portion of Fort Collins, between LaPorte and Horsetooth Roads” in an “. . . attempt to make the school accessible to the most socio-economically diverse area of the city.”*
- 2) *Outdoor environment: As stated in the Charter application, we hope to create in our permanent facility a “small farm-like environment” with the land adjacent to the building providing “. . . grounds [that] will offer gardens, an art area, & a play area, as the ‘outdoor classroom’ is an integral aspect of Montessori.” And*
- 3) *Enrollment: In order to better secure our financial future and meet a strong demand for Montessori education in Fort Collins, we will target enrollment at full build-out through 9th grade at approximately 325 students, and increase from the full enrollment of 198 students indicated in our Charter application.*

Draft Motion: Whereas directing and managing the process for securing a long-term facility requires specialize knowledge and experience not possessed by the FCMS Board, and whereas the FCMS Board nor the Facilities Committee has the time or required expertise, the FCMS Board hereby resolves to hire an Owner’s Representative to assist us in this process.

Draft Motion: Whereas Diversified Consulting Services, Inc., a.k.a. DCS, has built XX charter schools, and whereas DCS comes highly recommended by the Colorado League of Charter Schools, the Board authorizes the Board President, John Sanderson, to enter FCMS into a contractual relationship with DCS according to the terms presented in FCMS - OR Services Proposal - 06.10.16.pdf.

7:00 – 7:20 Real estate for long-term facility (Executive Sessions)

Draft Motion: The FCMS Board will move into Executive Session to discuss a possible real estate negotiation which is allowable use of Executive Session per C.R.S. § 24-6-402(4).

7:20 – 7:25 Real estate for long-term facility

Based on the real estate discussion in executive session, the Board will vote on expending earnest money to secure our interest in the property for 1-2 months as we pursue due diligence on the property..

Draft Motion: Whereas there is a property on the market that appears to meet the long-term needs of the Fort Collins Montessori School, the FCMS Board hereby authorizes the Board President, John Sanderson, to enter FCMS into an options contract with the seller, including earnest money not to exceed \$20,000, with expectation that the earnest money will secure the property for FCMS while we investigate the possibility of moving forward with the property and with the expectation that the earnest money will return to FCMS if we conclude that the property will not meet our needs.

7:25-7:30 Conclude meeting

Motion: The FCMS Board moves to adjourn the August 20, 2015 board meeting.