



FCMS Board Agenda August 20, 2015

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

5:35 – 5:40 Review and approve agenda (Vote).

Motion: The FCMS Board hereby adopts the August 20, 2015 agenda.

5:40 – 5:50 Public Comment

5:50-5:55 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."

- **HOS contract.** The contract for school year 2015-2016 (FY2016) is similar to last year's, with a few minor adjustments in language, and the pay increase approved by the board in the FY16 budget.

Attachment: FY16 HOS contract.

Recommended action: *Approve the FY16 Head of School contract.*

- **Teacher spending.** This item is a part of the revision to our financial policy that we need to make soon. This specific element needs clarification so that teachers know how much discretionary funding they have available for the classroom.

Recommended action: *Establish classroom discretionary spending policy—to be later incorporated into the broader FCMS Financial Policy—as follows: "Each teacher shall have \$500 allocated for classroom purchases to be spent at his/her discretion. Purchases must be preapproved by the Administration, and should be made with a school credit card, purchase order, or check obtained from the Office Manager. All purchases must avoid taxes where possible by using FCMS's tax exempt status. Receipts for all purchases must be turned into the Office Manager."*

- **Board membership process – revised July 16, 2015.** The FCMS board originally adopted this policy in April. The Board President made minor clarifying revisions based on experiences while we were making the most recent additions to the board. The most important revision was noting that the status of the board members (community member or parent representative) is based on their status at the time of election to the board, but if a community member becomes a school parent, their term will end in May and if he/she seeks re-election it must be through the parent representative process.

Attachment: Board membership process ver. July 16, 2015.

Recommended action: *Adopt the Board Membership Process ver. July 16, 2015*

- **Tuition and Fee Reduction Policy.** As the FCMS Administration began trying to apply our newly adopted Tuition and Fee Reduction Policy, they learned that the U.S. Department of Agriculture (USDA) has issued policy prohibiting the use of the Application for Free and Reduced Price Meals for any other programs in schools that do not participate in the federal child nutrition programs. The

Colorado Department of Education has developed Colorado Department of Education has developed a Family Economic Data Survey (FEDS) form as an alternative data collection instrument. We have modified the policy to based tuition and fee reduction on the FEDS.

Attachment: Revised Tuition and Fee Reduction Policy.

Recommended action: *Adopt the revised Tuition and Fee Reduction Policy that reflects the use of a Family Economic Data Survey as the standard for qualification.*

- Meeting minutes

Recommended action: *Adopt the minutes from the July 16, 2015 FCMS Board meeting.*

Attachments: FCMS Board Minutes July 16, 2015 FINAL.

5:55 – 6:05 Enrollment (Presentation by Head of School and Vote)

Attachment: Current Enrollment as of 8-13-2015.

Motion: In order to provide flexibility to the Head of School to fulfill both financial and pedagogical enrollment goals, the Board hereby lifts the grade-based enrollment caps approved at the April 16, 2015 Board meeting and sets new enrollment caps as follows: Primary (age 3 – K), 40 students; Lower Elementary (Grade 1-3), 41 students, and Upper Elementary (Grade 4), 6 students.

6:05-6:20 FCMS curriculum vs. Colorado Academic Standards: report and implications (Presentation by Head of School and Discussion)

6:30 – 6:50 Financial Report and Annual Audit (Eric, presentation; guests are Sarah-Gennie Collazio, Conscious Accounting LLC, and John Cutler, John Cutler & Associates, LLC)

Attachment: July 2015 monthly financial reports.

State law requires that we conduct a financial audit each year. After a quick review of FY15 and current financials, we will learn how the audit will be conducted and what to expect.

6:50-7:05 Annual Report (Discussion, Frank and Lorie)

Attachment: Montessori Progress End of Year Reporting; Summary of Parent Satisfaction Survey

7:05 – 7:25 Executive session (Presentation and Discussion; Guest: Ronnie Estelle, Chair of the FCMS Facilities Committee)

Attachment: Facilities search status report.

Motion: The FCMS Board will go into executive session to discuss the status of our facilities search, including prospective locations and financing.

7:25-7:30 Conclude meeting

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

Other attachments to be included in Board Packet, for your information only, not for review during the meeting.

- Staff List, August 2015. All teacher and assistants were retained from last year. Two new assistants have been added, one each for each elementary classroom. We have created a new position: Office Manager, filled by Jessica, who was a classroom assistant last year. Jessica is also responsible for managing the last year of the CCSP (“start-up”) grant and is our licensed Childcare Director.
- FCMS-Family-Handbook-15-16. The Family Handbook was approved by the Board last fall. This version contains only minor modifications. Please take time to become familiar with its content.
- Robert’s rules handout. Please review this 3-pager so we are all familiar with the procedures by which we should be conducting our meetings and voting on motions.