

March 18, 2014

Poudre River Public Library

FCMS Board Agenda

4:00 - 4:10 **Welcome and Reading of Vision and Mission**

4:10 – 4:40 **FINANCES**

>Introduce Sarah-Ginnie Colazio - accountant

>Work plan and agreement letter with SGC

VOTE to sign the agreement at the next Board Meeting – please review papers.

>Alignment of PSD and CCSP budgets – discussion of budgets

>FIRST BANK as our bank – accounts are open. Have set up:

- 1) general operating account - \$ for Public PPR
- 2) preschool operating account – for deposit of preschool tuition monthly
- 3) tuition savings - for deposit of preschool and full day K deposits.

LOAN PAPERS: nearly ready for signature. VB has to send these out. They are individualized by interest rate of 4.5% and 4.75 % (the interest rate set according to individual bank rates for each loan). The principal of the loans will be repaid at the end of YR 1, start-up, by CCSP (as close to July 1, 2014 as we can make it – will depend upon grant reconciliation timeline); the interest will be repaid by PPR in early YR 2 (July 2014).

4:45 – 5:10 **FACILITIES**

- LOI submitted on Facility Option 1: waiting for ownership group to respond this week.
- Discussion of LOI on Facility 1
- LOI on Facility Option 2 in preparation by VBE. Forthcoming to board members. Goal is to submit this by Thursday this week. OR do we wait to see what we get from Property owners of option 1?
- Meeting with the ownership group on Thursday this week to discuss our LOI.
 - Questions they have for us before they give us a counter offer:
 - Our business plan, including the Financials
 - Our long term vision – would we be able to stay in the property
 - How do we see the TI progressing?
 - Further details on what we need in TI
- VB must present to PSD School Board on Tues March 25 regarding our facilities situation in anticipation of requesting an extension on our April 11 and 20 due dates for a lease.

4:45 – 5:15 **HOS HIRING (now), Guide Hiring (next)**

In negotiations with HOS: Jackie has begun this process.

We need to draft an offer letter or something that can serve as a 'contract'. Should include terms of agreement: salary amount, duration (10 mo, 12 mo?), leave (sick and vacation), PERA, health insurance offer.

Our 12 mo salary offer was a bit low. The candidate is evaluating. He really wants the job , but it is substantially less than he currently makes.

ACTION ITEM: Can someone draft an offer letter using Bill Bethke's comments and example letter from Jackie?

- HOS references – Jackie called 3, each was glowing.
- Offer letter and contract for HOS – upper limit for a twelve month salary... and here is what can happen if we increase enrollment and other streams of revenue. Need this ASAP. What should go in it? Length of work year? Leave?
- HOS candidate is willing to take on some tasks now. Guide hiring, for example. He knows we are building a Start-up TEAM.

Other tasks for HOS:

- a) Hire teaching staff (Jackie has done first cut on applicants and is willing to work with candidate to sort through and give opinions on whom should be offered first.) We have several candidates for each position, and Jackie thinks there will be more once we release the name of our candidate.
- b) Make materials and furnishing lists, book lists for each classrooms (includes evaluation of Lakewood Montessori school's sale of materials and furnishings).
- c) Marketing – begin work with families to strengthen and support our currently accepted families and to attract more. This will involve weekend enrollment events and parent education. Have a couple of parents skilled in marketing willing to help with recruitment and enrollment events this spring. We are planning a family potluck on April 5 or 12 for enrolled families. The purpose of this evening event is to support families, introduce our HOS, and give families a time to meet and engage through volunteerism – committees....
- d) Others: attend AMC event on April 8 in CO Springs. (required of administrator by CCSP).

4:45-5:15 **Executive Session – HR Needs - Hiring**

5:15-5:25 **Final Comments, Issues, Questions:**

5:30 **ADJOURNE**