



FCMS Board Agenda

Date: October 15, 2015

Time: 5:30-8:00 PM

Location: At the school (1900 S. Taft Hill, Fort Collins), in Ms. Nipp's Primary Room

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

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 August 20, 2015 FCMS Board meeting.*

- At FCMS, there are many things we need to do to ensure the safety of our children. The attached policies and forms include requirements for the various categories of volunteers, use of vehicles by employees and volunteers, and requirements for student transportation, field trips and "going out" events. These are all standard procedures for schools, and they draw heavily from Poudre School District policies.

Attachments:

- FCMS Volunteer Procedure
- FCMS Employee or Volunteer Automobile Waiver
- Student Transportation Policy
- Field Trip and Going Out Policy
- FCMS Incident Report

Recommended action: *Adopt the FCMS Volunteer Procedure, the FCMS Employee or Volunteer Automobile Waiver, the Student Transportation Policy, the Field Trip and Going Out Policy, and the FCMS Incident Report.*

- Faculty representative on the Board. Our current by-laws indicate that FCMS will have two ex officio, non-voting members on the Board: the Head of School and a faculty member, chosen by the entire faculty. During a Board professional development event in May 2015, we learned that having a faculty representative on the Board of Directors is not considered a "best practice" for boards. During that May 2015 meeting, the Directors tentatively agreed that we should put our Board in alignment with high-performing boards by removing the faculty position.

Recommended action: *Eliminate the faculty position on the FCMS Board of Directors.*

- The Parent Volunteer Committee has modified the document describing the committee, including the budget. This document required some adjustments following its adoption at our July 2015 Board meeting. The primary change is clarify the size of the budget, where the money comes from and how it can be spent.

Attachment: Parent Volunteer Committee description, revised October 13, 2015.

Recommended action: *Approved the Parent Volunteer Committee description, revised October 13, 2015.*

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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.

5:50-6:50 Facilities Special Session

Invited guests:

Jessica Johnson, Director of Policy and Legal Initiatives, Colorado League of Charter Schools
Tiffany Kallevik, Director of Member Business Services, Colorado League of Charter Schools
Brian Majeski, Architect, Principal @ urban | rural design
Annah Moore, Realtor, Realtec C.R.E.S.I.
Ronnie Estelle, Chair, FCMS Facilities Committee

The FCMS growth plan has us expanding from Preschool-4th grade with 87 students currently to Preschool-9th grade with over 200 students. This growth model requires that we have room to expand in fall 2016. Finding adequate and appropriate facilities could be considered the greatest challenge of new charter schools throughout Colorado. This challenge is compounded in Fort Collins dynamic and expensive real estate market. Fortunately, our Facilities Committee has a plan for meeting that challenge, and has been working diligently to execute that plan.

This hour-long session is designed to provide parents an overview of the challenge along with information on the current status of our facilities search. Representatives from the Colorado League of Charter Schools will provide a statewide perspective on charter school facilities. Our architect and our realtor will talk briefly about challenges presented by the current market, tax law, financing, and codes. The Chair of our Facilities Committee (Ronnie) will give brief overview of our plan and how it is being executed.

We intend to keep this presentation from our invited guests to less than 30 minutes, then we would like to open up the conversation to questions from parents for the experts and/or Board members.

6:50 – 7:00 Financial Report (Presentation; Eric).

- PSD bond committee-outcomes of first meeting and expectations going forward
- End-of-FY15 status, including audit results.
- Repayment of Loans.

Attachments:

- August 2015 monthly financial reports.
- Repayment schedules for loans from Lorie Federman and John Sanderson.

Motion: We approve re-payment of the loans entered into on March 19, 2014 between Lori Federman and the Fort Collins Montessori School and on March 27, 2014 between John Sanderson and Fort Collins Montessori School. Repayment will be made per the schedules prepared by our Board Treasurer and agreed to by the lenders.

7:00-7:25 Head of School Report

- Enrollment update
- Marketing plan to promote enrollment for fall 2016, which includes an additional Primary room
- Report on after-school extra-curriculars program
- Annual report (status and plans for completion)

Attachment:

- Enrollment and wait list by year.
- Extra-curriculars summary.

7:25-7:40 School Accountability Committee Update (Lorie)

Annual Goals - The School Accountability Committee has drafted annual goals for Frank Vincent, Head of School, and has solicited input from Board members on these goals.

Attachment: Draft Annual Goals for FCMS Head of School (Frank Vincent).

Motion: The FCMS Board adopts the Annual Goals for our Head of School.

7:40 - 7:55 Enrollment Policy (Vote)

The FCMS enrollment policy has been revised to (a) clarify certain ambiguities in our existing policy that were revealed this past summer, (b) set important dates for the process, and (c) set new tuition and fees rates.

Attachment: Enrollment policy ver.2015.10.10

Motion: The FCMS board approves the revised enrollment policy dated October 10, 2015.

7:55-8:00 Conclude meeting

Motion: The FCMS Board moves to adjourn the October 15, 2015 board meeting.