



**February 19, 2015 4:00pm**

## **FCMS Board Meeting Minutes**

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**Present:**

**Executive Board Members:** Ronnie Estelle, Board President; Lorie Federman, Vice-President; John Sanderson, Treasurer.

**Ex Officio Members:** Jennifer Schiller, Guide Representative; Frank Vincent, HOS

**Community:** Sarah-Gennie Colazio, FCMS Accountant

**Absent:** Kathy Lynch, Board Secretary

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**1. Financial Report:** Board Treasurer John Sanderson reported

Budget was presented, with the following points addressed:

- Revenue: at 45%; should be closer to 59% at this time. Any shortfalls in CDE Grant Revenue at this time are because the reimbursed amounts show up a month or two after expenditure; these funds will always lag until end of fiscal year.
- Tuition is over on preschool tuition; under on Kindergarten tuition; right on track.
- Salaries: low on balance sheet because of lag; pay is after revenue is received.
- CDE expenditures appear to be below where they should be. We need to review professional development plan and see where to spend
- Academic accountability: 10% spent
- Infrastructure: 21.19% spent

Balance sheet: budget is good for ending in the black. There is \$93,000 in checking and savings accounts, \$40,000 in outstanding loans.

Public school cannot subsidize the private school. Private tuition is helping to cover costs of public school.

Board President Ronnie Estelle responded:

- Professional development: Plans and expenditures are in the grant documentation; we have spent all but a small amount of that budgeted for 2014-2015.
- CDE money holdup: They are asking for additional information, including a financial table, accountability and assessment data, and plan for highly qualified teachers.
- Ronnie will have it done in one or two days. We can ask for a month extension if necessary.
- We need to spend \$150,000 from YR 2 yet.
- Shall we continue to keep preschool and K-3 funds in separate checking accounts?  
Sarah- Gennie Collazio, FCMS Accountant: All funds can be kept in one bank account according to PSD finance officer. The 'private funds' can be moved into the 'public account' and we will track private and public expenditures and revenue via fund accounting.

**Tuition:** To raise or not to raise? Reported by Board Treasurer John Sanderson  
Finance committee is in unanimous agreement that we should raise tuition. Modest monthly increase will help our bottom line next year. Increase total annual tuition for preschool by \$200 (2.8% increase). Put us slightly higher than Rivendell and Treehouse. This is in line with competitors. Propose: Modest increase in K afternoon tuition of \$10/month. Based on enrollment numbers as of 2/17/15, this would mean a \$5,400 increase to budget.

Board President Ronnie Estelle: Are there any other ways to increase budget?

Treasurer John Sanderson: fundraising of course. What we propose is not a lot of money for any one family; we can continue to give scholarships if we have funds available from fundraising. We may seek to rely on our families with means to provide scholarships in future. Finance committee says it's risky to depend on fundraising.

Board President Ronnie Estelle: Do we need to raise tuition to meet next year's budget?

Board Treasurer John Sanderson: Currently we are projecting \$14,000 of revenues beyond expenses. Additional Tabor investment next year of \$4,000. We would have approximately \$11,000 or 12,000 in unrestricted monies if we raise tuition. \$5,000 would be gained by raising tuition; a substantial portion of \$11,000.

HOS Frank Vincent: In his experience in the private sector:

- Charge what it costs to operate and fundraise for the rest.
- Always raise tuition annually.

**Motion:** *Treasurer John Sanderson moved that we raise tuition for 2015-2016 at the rate of \$200/year or \$20/mo for Full-time Preschool, this is a 2.8 % rate hike. For Afternoon Kindergarten proposed raising annual tuition by \$100/year or \$10/mo, a 2.8 % rate hike.*

*Vice-President Lorie Federman seconded. Motion passed.*

**2. Head of School Report:** Frank Vincent, HOS

**Highly Qualified Teachers**

Three of our four Classroom Teachers are Highly Qualified, and the fourth is taking the Praxis Test on March 10<sup>th</sup>. Teachers who cannot achieve Highly Qualified Status this school year will not be offered contracts for the coming school year.

**Student Progress Monitoring Toward Goal**

As stated in our Charter Application:

78% of students who attend two or more years will score Proficient/Advanced on the annual PARCC Reading and Writing tests in 3<sup>rd</sup> Grade.

75% of students who attend two or more years will score Proficient/Advanced on the annual PARCC Math tests in 3<sup>rd</sup> Grade.

Based on DIBELS testing, students will demonstrate 1.2 years growth in reading comprehension and decoding.

We will utilize authentic Montessori instruction to meet or exceed our performance goals.

This is our first year of operation as a charter school, and so we have a little time to reach our goals. We stated that after a student has spent 2 or more years with us, they will reach specific goals in various topic areas. The Goals were set by using performance data from PSD traditional schools.

FCMS Students have been assessed thus far using the DIBLES-Next (Reading assessment – 3 x per year), Montessori Monitoring Form (ongoing), and an Interim Test adapted from DPS.

**First Administration DIBLES-Next:**

Grade 3	0% Unsat	0% PP	100% P/A
Grade 2	0% Unsat	0% PP	100% P/A
Grade 1	5% Unsat	45% PP	50% P/A
Kindergarten	0% Unsat	10% PP	90% P/A

All Unsat students were previously receiving SPED services and continue to receive them.

All PP students are progress monitored for letter sound and sight word recognition improvement.

**Montessori Progress Mid-Year Reporting:**

Grade 3 Reading	0% Unsat	0% PP	100% P/A
Grade 3 Writing	0% Unsat	50% PP	50% P/A
Grade 3 Math	0% Unsat	50% PP	50% P/A
Grade 2 Reading	8% Unsat	0% PP	92% P/A
Grade 2 Writing	0% Unsat	55% PP	45% P/A
Grade 2 Math	0% Unsat	45% PP	55% P/A
Grade 1 Reading	12% Unsat	44% PP	44% P/A
Grade 1 Writing	19% Unsat	75% PP	6% P/A
Grade 1 Math	0% Unsat	75% PP	25% P/A
Grade K Reading	21% Unsat	43% PP	36% P/A
Grade K Writing	25% Unsat	50% PP	25% P/A
Grade K Math	14% Unsat	50% PP	36% P/A

Students that are identified as Unsat have the RTI process implemented to identify specific Montessori materials that will help them make adequate progress. Students that are identified as PP receive focused Montessori lessons to help them progress to proficiency.

**Grade 3 Interim Testing Mean Scores:**

Math Literacy  
79% 70%

Students are practicing writing skills with prompts to improve their literacy skill.

Interim testing created in DPS to anticipate PARC; Frank has adapted this interim test from DPS and has used it at FCMS.

The Montessori Monitoring Form is a Montessori specific assessment: the end goal of the form is to document where each child is at each age level and to record their advancement.

President Ronnie Estelle: will be able to demonstrate that we are in alignment with Colorado academic standards, and achieving our Performance Goals?

HOS Frank Vincent: We won't know until we have PARCC results. Will the questions on the test adequately measure the state standards?

If our performance is not adequate for PSD we will have to regroup.

## **Discussion about alignment with academic standards.**

Treasurer John Sanderson: What is done with Dibels data?

HOS Frank Vincent: Related to Colorado READ act. PARCC results are posted.

Went over enrollment process with staff.

### **3. SAC committee: HOS evaluation?**

Treasurer John Sanderson: Vice-President Lorie Federman work with a subset of SAC committee to develop the evaluation form. SAC reviews it and helps to implement.

Time frame: HOS evaluation form is behind schedule. Lorie and Ronnie are working on the evaluation tool to update it from our charter application.

Parent satisfaction survey: How happy are parents with the school? Write a survey and disseminate. Level of involvement, communication etc. Survey monkey. Clarify the role.

John suggested we show module from League of Charter Schools to the SAC.

### **4. Facilities:** Vice-President Ronnie Estelle

Can renew lease at church for next year.

Other facilities: We have looked at churches all over town, worked without realtor since November for commercial space. There is nothing available on the market that will work for us. Rules and regulations for 3-and 4-year-olds makes many spaces prohibitive. No commercial options at this time. In early March will get together with ICRC to discuss lease terms for next year.

Treasurer John Sanderson: The board is aware that this space is not ideal, and we are fortunate that the church have invited us for another year. Lots of effort has been put in to looking for a more long term facility, and we are grateful to have this space. Will continue to look for 2016-2017.

Ronnie: Suggested that we engage in conversation with the church to renew the lease, if terms are drastically different they will be communicated immediately and we will have an emergency board meeting.

Guide Representative Jennifer Schiller: Grateful for the ICRC space. Next year the elementary teachers know that having another adult will enable children to go outside, and will make space across the hall more useable. Turning class around has gotten difficult and tiring.

Ronnie: April 9: Discussion on Staff and Board Training on Roles and Responsibilities, work styles, interactions, and values statements. With Terry Lewis from Colorado League of Charter Schools.

***Motion:*** *Vice-President Lorie Federman moved that we go into executive session for HR discussion. Treasurer John Sanderson seconded. Motion passed.*

Meeting adjourned.

Respectfully submitted,  
Vice President Lorie Federman