



June 18, 2015 4:00pm  
Meeting Minutes

FCMS Board

**Present:**

**Board Members** - Lorie Federman, Vice-President; John Sanderson, President

**Ex Officio Board Members** - Amber Nipp, incoming Board Faculty Representative; Jennifer Schiller, outgoing Board Faculty Representative; Frank Vincent, Head of School

**Community** - Eric Danielson; Ronnie Estelle, FCMS Facilities Committee Chair; Jessica Knight, FCMS Director of Child Care; Emily Paris MacNiven; Nicole Sizemore, Parent Volunteer Committee

**Absent:** Secretary Kathy Lynch

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1. **Welcome and Reading of Vision, Mission and Values** / Amber Nipp, Board Faculty Representative

**Discussion:**

**Faculty Rep Amber:** It important for us to live these values every day.

**President John Sanderson:** What you do with your work values every day is not just in the workplace. How we are affected during the day impacts our families, community members, and others.

2. **Review and approve agenda/** President John Sanderson

**Motion** *that the FCMS Board hereby adopts this agenda of June 18, 2015*

**Motion by** Vice President Lorie Federman

**Seconded by** President John Sanderson

**Comments:** None

**Vote:** All in favor; motion passes.

3. **Public Comment:** none

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4. **HOS Report** by Frank Vincent, Head of School

**Enrollment** Board approved maximum enrollments by age groups.

- **Preschool** - 40 max; 32 preschoolers; 27 total on waiting list. Slots will be offered to waitlist. Need to add 3 and 4-year-olds. Enrollment needs to be balanced.

- **Elementary** - 47 max; 17 on waitlist; 46 enrolled presently.

**Hiring/Staff for fall 2015** All teachers and assistants are returning.

Jessica Knight will be office assistant, grant coordinator, and aftercare manager. Adding additional staff for aftercare. Current assistants will be full time.

Hiring 2 assistants for elementary.

**Start-up grant update** Jessica Knight has been coordinating. We are in good shape as far as expenditure.

Jessica: \$72,000 left to spend. \$25,000 (approximately) has been spent. It will be done in time. Made a request for extension.

John: we have money to spend on legal; year two is the last year we can spend on legal. Need to make revisions to by-laws. John will work with attorney about changes to by-laws and bring to board at July meeting. Must be billed by end of July.

5. **Facilities Committee Report** by Ronnie Estelle, Facilities Committee Chair

**Facilities** Chair Ronnie Estelle looked at property today. Tom Domanski, Facilities Committee and Ronnie put together information for realtors with overview of school and what we're looking for. Would like input.

**Options for facility**

- Purchase or commercial lease of a building** Short term; we need to determine our price range with loan qualification ready. How much of a loan are we willing to take, and what role does TABOR play? What is the process for acquiring loans for a charter? How would our attorney be involved in a lease or purchase?
- Temporary space for 2 to 3 years** Likely a church, no serious renovation. TABOR says we can only sign a lease for a year. Facilities Chair Ronnie showed example of a building on the market. Could cost \$300,000 to renovate. Ronnie and facility committee need to know what we can pay per month. Architect and HVAC to look over facility before purchase or lease will not work pro bono any more. \$15,000 next year for planning a new facility, including architect, traffic study, HVAC, etc. Asked that Jessica Knight, Director of Childcare, get information about childcare regulations. Finding a place that would accommodate the entire student body will be challenging.
- Purchase land and build:** 3 years to complete
- Facilities from PSD, with possibility of bond measure.** We, as a school, can write a bond measure and get it on the ballot.

**Facilities Committee's Needs from Board:**

- Capital campaign and development plan. John will get a meeting with development director at work
- Giving from families
- Legal consult for founding a separate 501c-3 that is the money arm of the process.
- John suggested looking into impact investing: investor makes a loan at a below-market interest rate, gets principal back, expecting to have a social impact.
- John suggested making information sheet more marketable. Ronnie asked that teachers get photographs.
- We need to strengthen our relationship with the PSD Board.

- Ronnie has one person to help on this committee; needs more members. Phone calls, visiting places, spending time as a committee on what to look for. 8 to 10 hours a month plus 2 meetings a month.
  - Need to sign a lease by Feb. 1.
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6. **Finance Committee Report** by President John Sanderson

Finances are on track with actuals to budget. Fiscal year ends in two weeks; we were projecting a surplus; may be \$10,000 or \$15,000.

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7. **Parent Satisfaction Survey Report** by Vice President Lorie Federman

We need to have an annual report. Lorie will send results to School Advisory Committee (SAC) and post a summation on website. John stressed the need for a communication plans that is evaluated quarterly.

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8. **Prospective Board Members Report** by President John Sanderson

Our bylaws say we must have 5 voting board members; HOS and the faculty representative are non-voting board members. Of the 5 to 7 board members, 2 are parents, selected each May. The Parent Council, a subcommittee of SAC, nominates parents. Board elects. 3 to 5 member seats are for community members. Kathy is stepping down. John spoke of the importance of community members on the Board.

John introduced potential board members, chosen by the Nominating Committee, made up of President John Sanderson and Vice-President Lorie Federman.

- **Parent board seat:** The Nominating Committee interviewed two parents selected by the Parent Council, and are nominating Nicole Sizemore.
- **Community Board Seats:** Nominated are Eric Danielson and Emily Paris MacNiven.  
John gave brief bios of each of the nominees and asked them to share a bit about themselves.  
John invited Head of School Frank Vincent and Board Faculty Representative Amber Nipp to asks questions of the nominees.

**Motion** *The FCMS Board hereby elects Nicole Sizemore as a parent representative on the Board, and Emily Paris and Eric Danielson as community-member representatives on the Board.*

**Motion by** Vice President Lorie Federman

**Seconded by** President John Sanderson

**Comments** None

**Vote** All in favor; motion passes

**Election of officers at next meeting**

President John Sanderson reviewed the need to adhere to roles and responsibilities. Board members must work through all 30 Board modules. John will send the link to modules. Pay special attention to Sunshine Law. John reviewed guidelines for board membership and suggested familiarity with Charter application and contract.

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9. **Review and Approve Minutes**

**Motion** *that the FCMS Board hereby adopts the minutes, as amended, from the May 21, 2015 board meeting.*

**Motion by** President John Sanderson

**Seconded by** Vice President Lorie Federman

**Comments** None

**Vote:** All in favor; motion passes

**Next FCMS Board meeting is July 16.** President John Sanderson will send out agenda and board materials in advance, to be perused by all board members before the next meeting.

**Motion** *that the FCMS Board moves to adjourn the May 21, 2015 board meeting.*

**Motion by** President John Sanderson

**Seconded by** Vice President Lorie Federman

**Vote:** All in favor; motion passes

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Respectfully submitted,

Lorie Federman, Vice President