

Fort Collins Montessori School Board Minutes

Poudre River Public Library

March 18, 2014, 4pm

Board members: Board President Estelle, Lorie Federman, Kathy Lynch, Board Treasurer Sanderson

Community members: Sarah Gennie Colazio, Accountant and Lois Olson, retired Montessorian

Welcome and Reading of Vision and Mission, read by President Board President

Review and Approve Minutes of March 11, 2014

FINANCES

>Introduce Sarah-Ginnie Colazio to serve as the FCMS accountant

- [Sarah introduced herself and shared her experiences working with charter schools...
Accounting major/Music minor
Expertise with three charter schools; co-founder of one charter school; children attend charter schools
- [Sarah stated that she believes her role is to keep procedures and policies in place.
- [Sarah mentioned a \$400-\$600 pot of Per Pupil Funding money that CO legislation may put back into the PPF that had been reduced in 2005.

Board President requested accounting assistance from Sarah with the property and Board President requested assistance with the budget as it relates to facilities.

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 Board President asked Board Treasurer to elaborate on the alignment of PSD and CCSP budgets....

Why? CCSP Grant categories didn't line up with the FCMS line items. This issue needs to be dealt with before submitting the LOI. There are 288 line items in CCSP grant which must be aligned with the FCMS grant budget. Board Treasurer had to blend some of the categories. For e.g....
The CCSP line item for *Equipment* = computers, playground equipment, and other equipment, which in the FCMS grant budget are single items. Everything in the CCSP is covered. A couple of categories are blended.

First Bank FCMS accounts are now open with First Bank..

- 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.

We will have \$40,000 cash flow in First Bank.

As the CDE grant is reimbursable, we must have a high limit on our credit card.

Loan Papers are 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).

Sarah's advice is to begin repaying the loans in August, because you may need the cash flow for June and July, i.e. this is the time of costs pertaining to insurance, etc.

Sarah also indicated the importance of considering the time frame of teacher employment agreements, i.e. 12 month versus 9 months. Teacher agreements typically are salaries paid at end of month July 31 to July 31. It is best to divide the pay over 12 months for best accounting management. Also, salaries should be paid at the end of the last work day each month rather than the last day.

FACILITIES

>**Facilities Option 1** - LOI was submitted to the ownership group on Monday, March 17. We received a response on Tuesday, March 18 with a request to meet this Thursday, March 20. Board President suggested Thursday 9-11 or in the afternoon. Board Treasurer would like 9:30am or after 2pm on Thursday, March 20.

Meeting with the ownership group on Thursday this week to discuss our LOI will include the following items before they can 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

In addition, Brian Majeski, Architect, has estimated the cost of renovations to be \$114,000. We offered \$100,000 to the ownership group. We have a sum of money budgeted for facilities that would potentially meet the extra cost of renovations.

Facilities Option 2 - LOI on Facility Option 2 in preparation by VBE. Forthcoming to board members. Goal is to submit this by Thursday, March 20.

VBE 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.

4:45-5:15pm ***Executive Session*** - HR Concerns

Meeting adjourned