



May 21, 2015, 4:00pm

Fort Collins Montessori School Board Meeting Minutes

Present:

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

Ex Officio Board Members - Jennifer Schiller, Board Faculty Representative; Frank Vincent, Head of School

Community - Ronnie Estelle

Absent:

Board Member - Kathy Lynch

1. **Welcome and Reading of Vision and Mission** - Read by VP Lorie Federman

2. **Review and approve agenda** (Vote)

Motion *The FCMS Board hereby adopts this May 21, 2015 Board Agenda.*

Motion by VP Lorie Federman

Comments None

Seconded by Board President John

VOTE: All in favor, motion passes

3. **Public Comment**

Amber Nipp, FCMS Primary Guide, has been voted by staff to take over the role of FCMS Faculty Representative. President John Sanderson stated that this role will be discussed over the next few board meetings. This role might no longer be represented on the Board.

4. **Establishing a Facilities Committee**

(Discussion and Vote with invited guest, Ronnie Estelle, FCMS parent)

What options do we have for facilities beginning fall 2016? President John Sanderson gives an overview of options:

1. **"Design and Build"** (best) - Buy piece of land, build school to have own facility. It would take minimum of 18 months to do this - probably not an option at this point.
2. **"Commercial Lease and Retrofit"** - Lease and retrofit an existing commercial facility
3. **"Temporary Situation"**
 - 3a. New 1-2 year space without long term commitment
 - 3b. Split the school (part of school stay here - part be elsewhere) - not ideal
4. **Work with PSD** for district supplied building (Fullana space)

How do we structure the facilities committee?

President John Sanderson recommends that Ronnie Estelle, Parent Volunteer, take the lead on this. With HOS Frank Vincent as council. Asking parents volunteers. Architect may serve on committee as well (will eventually need funding for him).

What authority and direction should the committee have?

President John Sanderson wants to give a lot of authority to committee and will provide monthly reports to Board. It is the Board's responsibility to create/find this facility. We as a Board need to provide support to committee.

HOS Frank Vincent sent out note to parents to share the need for people to help us build this. President John Sanderson will send out note to parents also.

HOS Frank Vincent suggests having a marketing plan to sell idea. It will speak to how well we've done. One page that specifies what we're doing/what we're looking for. Can be discussed and delivered to Rotary Clubs, etc.) Must be ready to hand something to someone.

VP Lorie Federman suggest business cards/brochure/pix of children – and our clear needs.

This draft was created already (no pix) by Ronnie and Tom Domanski earlier in the school year. Board can use this.

Ronnie Estelle, Parent Volunteer, discusses the details regarding the intricacies of expected needs. We can't know this for giving an estimate – you never know what holes are going to be there when you choose a property. We will need to think about funding an architect.

President John Sanderson recommends that the Facilities Committee puts together a thorough description of options and plan to follow through with options (timing, steps, milestones) to have by June Board Meeting. And the resource needs the committee needs to explore those options.

Ronnie Estelle says it may be too much for one committee.

John says we need a high level plan with resource needs.

Ronnie wants to know how committee will be found.

John says he and she (and Board) reach out to parents and community members they already know.

Word of mouth to folks in community

Will add Paul Sizemore to Ronnie's list

Philanthropy! Philanthropic needs depends on marketing materials.

HOS Frank Vincent asks if there are people we don't want to solicit money from. What happens if we are approached by funders whose values don't align. (Strings attached?)

Motion: *The FCMS Board hereby establishes the Facilities Committee, led by Ronnie Estelle with Board Representation by John Sanderson and additional representation by parents to be determined, and authorizes the Committee to create and execute a facilities plan, in close coordination with the Board of Directors and with advisement from the Head of School.*

Motion by: Vice President Lorie Federman

Seconded by President John Sanderson

Comments: None

VOTE: All in favor, Motion passes

5. Board President John Sanderson's Report

1st part of May involved a lot of work transitioning to new Board President. It's been a lot of prioritizing. A large part of the transition has been working with CDE and the Grant. The grant has been transitioned to HOS Frank Vincent (overseeing) and Jessica Knight, FCMS Director of Child Care (implementation). John will work closely with them.

May 13th - John met with two people from Colorado Department of Education regarding progress toward grant goals. All went well and they were pleased with the information they received. Charter school support initiative visit next meeting. This will happen next year – a thorough evaluation – we will get report. We would like to schedule this visit earlier than later. We will use the report received to evaluate and make changes to our program.

May 16th – Board meeting with Charter League representatives Terry Croy Lewis and Doc Weiner, regarding Board Financial Oversight and the Roles and Responsibilities of the Board and Staff.

New Board Members – parent interest – community member interest. Nominating committee will be meeting soon to evaluate candidates. Must be finished by end of June (five voting Board members). Kathy will leave and be off board in a few months. We will have June and July Board meetings.

6. HOS Frank Vincent's Annual Report Card Plan and Status of Student Data

Frank has Annual Reports from other schools. What we put into the FCMS Annual Report depends on what we want to focus on. Mission/values and testing results. We want to emphasize students, learning, and Montessori. PARCC scores won't come in until November.

Evaluation of student performance (see attached emailed document) – 4 Measures (Dibels, Montessori Monitoring Form, State Mandated Tests (PARCC), Classroom Observation)

President John Sanderson led a discussion - teacher assessing – could they (teachers) be objective while scoring?

HOS Frank Vincent– it is a tool to inform teachers to offer children what they need – not necessarily to evaluate teachers

Dibels – HOS Frank thinks we'll see a few children who need extra support.

Montessori Monitoring Form – once PARCC results come in – we'll compare those to the form and see how the prediction of the form worked (in reading, writing, math).

President John asks when the Annual Report will come out (timing)? HOS Frank says it depends how intricate we want it to be.

John says we want one for this year (quite simple) before heading into next year.

HOS and John think July would be reasonable – to go out in August.

HOS asks if it's clear (the evaluation piece). John says yes.

VP Lorie Federman asks what's in the Charter. Where did we commit? What did we commit to do?

HOS has printed that out – financial and academic. How much detail do we want?
HOS leading – John supports – before Frank’s break – have a mock-up.
It will go on the website.
We’ll share electronically with parents.
Keep it simple and production costs low.

7. SAC Committee Report by VP Lorie Federman

Parent Survey went out!
At last SAC meeting Nicole Sizemore discussed PVCC (Parent Volunteer Committee)
Formed Parent Council (sub-committee of SAC) to solicit and nominate parent board members.
Will take summer off – aside from email.
In the fall – will take recommendations from board – how to use SAC for accountability
SAC will have information from Parent Survey to Board next month.

John wants to get a Dashboard – monthly.

8. HOS Evaluation Process (Vote) by President John Sanderson

Monday is the day we want to finalize this and send out (parent, staff, and Board). In early June, VP and John will meet with PSD for HOS evaluation. Will also meet with church to assess HOS. The input will all be confidential – John will summarize and present to Frank. At June board meeting VP and President will recommend action to Board. Board will vote. This is short-term plan. Not a long-term evaluation plan.

Would like all evaluations back by the end of May.

Attachment: Form for HOS self-evaluation and Board evaluation; Parent Survey Form; Staff Survey Form

Motion *The FCMS Board hereby adopts the Head of School evaluation process and associated forms for the 2014-15 school year.*

Motion by VP Lorie Federman and amended by Lorie – “for the 2014-15 school year”

Comments None

Seconded by President John Sanderson

Vote: All in favor, Motion passes

9. Finance Committee Report (Presentation and Discussion)

President John Sanderson submitted applications for credit cards:

Limits:

HOS Frank Vincent- \$5,000.00 (staff can check out)

Board President John Sanderson- \$25,000.00 (for reserves – kept in safe) (Frank can check out.)

Discussion around making sure teachers have easy access to make classroom purchases. Details will be worked out this summer.

CDE spending line is misaligned. All we are expecting this to be in line – with an extension.
Top priority to spend all this money.

Budget is showing a projecting ending fund balance of around \$14,000.
Unrestricted funds: \$480.00
Actuals are lagging income – we may be up to \$5-10 thousand unrestricted.

10. Review and Approve Minutes from April 16 and April 28 Board Meetings

Attachment: Minutes from April 16 and April 28 meetings.

President John Sanderson says that part of the minutes – under the Nominating Committee. - the authorization of President John to work with a lawyer to revise by-laws – was not voted upon. Lorie noticed on page 2 - Nominating Committees “enquired” should be “inquired”.

Motion *The FCMS Board hereby adopts the minutes, as amended, from the April 16, 2015 and April 28, 2015 meetings.*

Motion by Vice President Lorie Federman

Comments None

Seconded by President John Sanderson

VOTE: All in favor, motion passes.

11. Conclude Meeting

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

Motion by Vice President Lorie Federman

Comments None

Seconded by President John Sanderson

VOTE All in favor, motion passes