



Nov 13, 2014

FCMS Board Minutes

Fort Collins Montessori School

Present Board members Ronnie Estelle, Kathy Lynch, John Sanderson; Exofficio members HOS Frank Vincent and Guide representative, Jen Schiller and four community members.

Absent Lorie Federman

Welcome and Reading of Vision and Mission Read by Ronnie Estelle, Board President

Approve the minutes from Oct 9, 2014 – Minutes approved

Public Comment

Board President's Update on business from Oct 9 meeting

- **Handbooks**
- **PD Plan**

Financial Report from Treasurer John Sanderson, Board Treasurer

- New Finance Committee met on Tuesday, Nov 11
- Reports will be shared by FCMS accountant
- The Finance Committee is responsible for working on the annual budget beginning FY July 1, 2014; the budget must be approved by our FCMS board, and submitted to PSD for their approval by April 15 each year (as per charter contract).
- Finance Committee must ensure that all required district/state reports are submitted on time.
- Budget will be presented to the FCMS Board in Dec. 2014.
- Enrollment numbers – 67 students total - 34 primary children; 33 elementary students
- Can TABOR reserves be placed in an interest bearing account? Further investigation on TABOR funds with the FCMS accountant.
- John shared:
 - FCMS Budget summary/projections from Year 0 to Year 5
 - Enrollment numbers as it relates to income (PPR)
 - FCMS Budget to Actuals as of 10/31/2014
 - FCMS Balance Sheet as of 10/31/2014

Head of School Report – Frank Vincent

- Enrollment – Nov 7 data: 67 students total – 34 primary children; 33 elementary students
Ratio in primary years is 10:1

- Assessments – update on Dibles (reading levels test) and interim assessment. Looking at testing in the broader picture...being a new school, we won't have three years of history to get our state evaluation of our school. Frank is therefore researching testing that will be of value to our students and teachers.
- Staffing – Has the addition of an second half time assistant relieved the work load in Primary? Now there are two guides with full time coverage by assistants in Primary; that is, one teacher has a full time assistant, and the other has two, half time assistants, each taking part of the day for full coverage by 2 adults in that classroom. Frank stated that the addition of the additional half time assistant has helped the primary teachers and reduced their work loads in those classrooms. Frank projects that we could go to 40 children without creating too much stress on guides and space, possible 41, but 40 would be ideal.
- Professional Development/Calendar Planning- Frank has given a calendar of PD to our Board President, and it includes staff professional and health/first-aid training.

Discussion regarding teacher compensation at additional school events that occur on the weekend or on week days after school.

Frank estimates going forward in our 2014-2015 school year (after Nov 13, 2014), 4 more, 2-staff events at 2 ½ hours per staff member = Frank projects cost of additional compensation for these extra events, plus events retroactively, will be \$1600 total.

- Be ready fair (Nov)– Early Childhood Center of Larimer County
- Pre-school fair (Jan) –
- Open House – January 2015
- Parent Education (Nov 17, Dec 8)

Since one event has passed, should we make this retroactive? Yes.

Motion that we compensate staff for additional school events that occur on weekend or on week days after school moving forward and retroactively from August 19, 2014 at a rate of \$20 an hour for each hour of attendance at the event, plus an extra \$10 for set-up and cleanup if teachers are in full attendance at the event. Planning and preparation for the event outside of the 30 minute set up and takedown will not be paid.

Vote: All in favor...Motion approved.

Committee formation

SAC

Committee chair is Lori Federman, FCMS Board Vice President

- Lori prepared a committee job description, and a committee description.
- Community members have already volunteered to be on SAC.
- Jen – is it possible to have both a primary and elementary guide represented on the the committee? - YES
- Frank – does the FCMS community vote for committee members – No, there is no vote on committee membership.

Facilities

Committee chair is Ronnie Estelle, FCMS Board President

We are working with a realtor, same as last year

There are few options on the market

We will meet and discuss plans and report back at next meeting.

Finance

- see John's report above.

- The Finance Committee discussed the need to establish a *fundraising committee*.

5:15-5:20 **Discussion regarding the need to move Board meetings** to the third Thursday of each month. This allows our financial reports to be available in time for our Board meetings

Motion to move Board meetings to the third Thursday of each month.

Vote All in favor... Motion Approved

5:20-5:30 Closing and Adjourn