



## **FCMS Board of Directors Special Meeting – Minutes, Feb. 4, 2016**

**Present:** John Sanderson, Nancy Tellez, Lorie Federman, Robyn Hoxie, Eric Danielson (by phone).

**Introduction and Purpose:** Mr. Sanderson opened the meeting by thanking all for coming. Contractors need up to 8 weeks to install the fire alarm system, so there is urgency to move forward with the leases for both Immanuel Christian Reform Church (ICRC) and Westminster Presbyterian Church (WPC).

Mr. Sanderson explained the CDE Board Modules to Ms. Tellez and Ms. Hoxie, required for all board members.

The new lease rate for Immanuel Christian Reform Church is good for two years. Westminster Presbyterian Church lease is also for two years, modeled after ICRC lease with minor differences regarding building usage.

Mr. Sanderson drew attention to the language regarding the TABOR amendment which allows us to end our lease after one year, even though the terms of the leases are two years.

The WPC lease contains information and agreements about how upgrades to the facilities will be paid for. The fire alarm system is the most expensive item, budgeted at \$28,500. Westminster agreed to pay 70% of the costs for the fire alarm system; we will pay 30%. Westminster does not currently have \$28,500. We proposed that we would pay for fire alarm system with our unrestricted reserve; then for the first 11 months of the lease, beginning August 1, we will divide their 70% share by 11 and reduce our payments to recoup our investment. Mr. Danielson is comfortable with this agreement, and he will work with our accountant to manage this agreement.

As a condition of childcare licensing, we need to deal with ADA (Americans with Disabilities Act) compliance of bathrooms at WPC. Licensing may suggest that we will need to upgrade only if there is a child who requires it. However, we have to have a written plan as to how we will address this issue if a child or parent needs ADA facilities, and we need to have money set aside to pay for this.

Mr. Sanderson asked for questions about leases. Ms. Hoxie: If we are reducing our payments to WPC during the first 11 months of the lease to recover upfront expenditure on the fire alarms system, would the money be put back into reserve? Mr. Danielson: This is a question for our accountant. He will clarify at his next meeting with accountant.

**Fire Alarm System:**

Our bylaws require us to approve any expenditure over \$10,000. We also need 3 bids for anything over \$1,000.

Ms. Estelle has been working extensively with office manager to bring 3 contractors to the facility for bids on a fire alarm system. All bids have been approved by the Fire Marshall. They are all reputable contractors.

Fire Detection Systems is the least expensive at \$22,000, plus this company paid attention to aesthetics. It has been recommended by the Facilities Committee in collaboration with the office manager at WPC that we use Fire Detection Systems.

Ms. Tellez is pleased that all parties involved seem to favor FDS.

**Motion:** Mr. Sanderson:

*The FCMS Board hereby approves the lease with ICRC as presented in the attachment to this meeting's agenda, and the Board authorizes the Board President to sign the lease on behalf of the Board.*

**Ms. Tellez seconds.**

**Discussion:** Mr. Danielson recused himself from the vote, as he was unable to read all the materials previous to the meeting.

**Motion passed with all in favor, none opposed.**

**Motion:** Mr. Sanderson: *The Fort Collins Montessori Board hereby approves the lease with Westminster Presbyterian Church as presented in the attachment to this meeting's agenda, and the Board authorizes the Board President to sign the lease on behalf of the board.*

**Ms. Tellez seconded.**

**Discussion:** No further discussion.

**Motion passed with all in favor, none opposed.**

**Motion:** Mr. Sanderson: *The Fort Collins Montessori Board hereby approves the expenditure of approximately \$25,000 to install a fire alarm system at Westminster Presbyterian Church, and the Board approves the selection of Fire Detection Systems of Westminster Colorado as the contractor that will install the system. This approval is granted with the understanding that Fort Collins Montessori School total investment in the fire alarm system installation will be 30% of the total cost, with the 70% to be recovered in a reduction in monthly payments during the first 11 months of the lease with Westminster Presbyterian Church, as described in the lease attached to this meeting agenda.*

**Ms. Tellez seconded.**

**Discussion:** No further discussion.

**Motion passed with all in favor, none opposed.**

**Mr. Sanderson moved that:** The FCMS Board moves to adjourn the February 4, 2016 special Board meeting.

**Ms. Tellez seconded**

**Discussion:** No further discussion.

**Motion passed with all in favor, none opposed.**

Respectfully submitted,  
Lorie Federman, Board Treasurer and  
Interim Secretary

Affirmed by:  
John Sanderson, Board President

