



FCMS Board of Directors Meeting
February 18, 2016

Present: Nancy Tellez, Robyn Hoxie, Lorie Federman, John Sanderson, Frank Vincent
Visitors: Shoshana Leis, Steve Gaisford, Angie Noden.

Ms. Hoxie read the FCMS Mission and Vision, and Values

Consent Agenda:

- **Recommended action:** *Adopt the agenda for the February 18, 2016 FCMS Board meeting.*
- **Recommended action:** *Adopt the minutes from the January 21, 2015 FCMS Board meeting.*
- **Recommended action:** *Adopt the minutes from the February 4, 2015 FCMS Board special meeting.*

Mr. Sanderson moved that the Board approve and adopt the recommended actions for the items on the consent agenda.

Ms. Tellez seconded.

Motion passed. None opposed.

Community Comment:

- Rabbi Leis thanked the Board for the opportunity to speak, and for the Board's efforts. She submitted her grievance to the board. She has reviewed the minutes from August through December clarifying the enrollment policy. R. Leis feels she has a case due to ambiguities in the policy as stated on the website. The line from the Charter concerning Founding Family criteria was not included in the newly written policy.
- Mr. Gaisford asked that the board consider Skype or other alternatives so that parents can "attend" board meetings en absentee. Meetings are often difficult for parents to attend. The Board will review this question and address it.

Board Officer: Nomination of Robyn Hoxie:

Mr. Sanderson reviewed the Secretary's duties:

- In the charter on page 83-84 are descriptions of responsibilities of officers. The most important aspect is to keep the minutes of the meetings, and see that all notices are given in accordance with our by-laws.
- Open Meetings Law: The Sunshine Law requires that meeting notices are posted to the public 24 hours in advance. The Secretary must oversee this. Any meeting where 3 or more board members are meeting needs to be posted.

Mr. Vincent commented that the minutes are meant to be objective. Any decision has to be very clearly recorded, i.e., motions.

Ms. Tellez moved that the Board elect Robyn Hoxie as Secretary of the FCMS Board of Directors.

Ms. Federman seconded.

Ms. Hoxie recused herself.

Motion passed. None opposed.

Facilities: Ms. Tellez:

- Leases have been signed for Immanuel Christian Reform Church and Westminster Presbyterian Church.
- We want to affirm that we moved forward with the WPC leases with the understanding that the FY17 budget would contain sufficient funds to pay for a person (possibly with an assistant) to pack away classrooms twice per week as required by the lease.
- Long term facilities needs:
There have been some considerations about long-term planning and discussion about moving forward. At the last meeting, the committee began looking at phases of work for long-term facilities needs. Only three people attended, and the committee would like to have more people attend.

Before building a building, we need to know how much we have to spend. Meeting with a financial advisor is needed to know what we can afford to do. There have been leads from the League and others on the facilities committee.

Mr. Vincent commented: The financial representative from the CSSI visit has worked with a number of charter schools in the area and has experience with financial planning for school facilities.

Mr. Sanderson requested that the Facilities committee outline the basic phases for long-term facilities needs, with options and recommendations for each phase, to be submitted to the Board.

- Mr. Vincent asked about the breadth of the facilities search. Mr. Vincent stressed that we need to be out of the churches in two years.

Mr. Sanderson explained that we originally aspired to serve the North end of town, however, due to a tight market, that search has been broadened. We need to get

our parents involved in the conversation about what kind of facility we want and where. The breadth of our search needs to serve our children.

Ms. Tellez commented that when she served on the PSD Board, our desire to locate north was appealing to her.

Mr. Sanderson said that 5 years after the initial approval of our charter, we will need to get renewed by the District. If we are financially sound, do not get complaints from parents, and are meeting academic standards, we should be in good stead.

Ms. Tellez commented that we are already in good stead.

Ms. Tellez: If our intention was to be on the north end of town and a facility in that area does not exist, we will have to settle elsewhere.

Ms. Hoxie commented that children at our school have to choice in anyway.

Mr. Sanderson replied that for many, transportation is an issue.

- Ms. Tellez, as board liaison to the Facilities Committee, commented that current members are knowledgeable, but busy. How might we recruit more committee members?

She also said that parents and staff need to have input into our facility.

Ms. Tellez said that the Facilities committee will come up with a plan for board approval.

Mr. Sanderson asked if a specific plan for moving forward be presented at the next meeting for approval. Ms. Tellez will suggest that for their next committee meeting.

Ms. Tellez: Would it be appropriate to ask Facilities Committee to attend our Board meetings?

Mr. Sanderson answered that this would be very appropriate and helpful. We could also invite our architect and a League member to answer technical questions.

Other questions: how will our money be spent? Will we use a general contractor, some parent support, etc.

Mr. Sanderson said that we have reserves to get us started.

- Ms. Tellez: Short-term Facilities needs
Mr. Sanderson recused himself and left the room.

At the January meeting, Ms. Tellez suggested that, because the Chair of the FCMS Facilities Committee, Ronnie Estelle, is Mr. Sanderson spouse, "If Ms. Estelle wants to bid for payment for facilities work, she would have to recuse herself from all committee work at the school." Since that meeting, Ms. Tellez has had second thoughts about that comment because: (i) the FCSM Conflict of Interest policy—as well as federal and state law and PSD policy—clear permit this type of conflict of interest provided it is disclosed and interested parties (i.e. Mr. Sanderson) recuse themselves from any decision making and do not attempt to influence the decision, and (ii) since the last facilities meeting, Ms. Tellez has become aware of how much is involved and how long it takes to apply for and receive permits, inspections, etc. in the move to a new facility.

There is a sense of urgency to get this started. Ms. Estelle has been involved in facilities and is the most qualified. She has extensive relationships with all involved, has put in many hours.

Ms. Tellez has read the FCMS financial policy about contractual hires requiring 3 estimates if over \$1,000. However, there has been some precedent for proceeding without these estimates in the situation where there is/are individual(s) uniquely qualified to do the work.

Ms. Tellez would like to rescind or amend the previous motion so that we can move on with Ms. Estelle overseeing the short-term facilities project. If she is to be paid, she does not need to be off of the facilities committee. (see policy) Ms. Estelle has recruited all of the people on the committee and Ms. Tellez is concerned that the committee will disband if Ms. Estelle is not on it. It's a big process: Traffic study, health department, child care licensing, etc. It's a big process. Ms. Hoxie thinks that it makes sense for Ms. Estelle to continue the work she has done and is doing.

Ms. Tellez moved that we rescind the decision by the board to require bidding for the short-term work at WPC.

Ms. Federman seconded.

Discussion:

Ms. Federman asked about nepotism.

Mr. Vincent replied that nepotism is an issue when the person does not have experience or skills required for the position.

Motion passed. None opposed.

Ms. Tellez moved that the position of Project Manager to prepare WPC for occupancy be sole-sourced to Ronnie Estelle, and that Ms. Estelle be compensated at a rate commensurate with or below the market value for her work, in accordance with our by-laws. Ms. Estelle may remain Facilities Committee Chair in a volunteer capacity.

Ms. Federman seconded.

Discussion: None

Motion passed. None opposed.

Next step: Ms. Tellez will execute the decision of the board.

Head of School Report: Mr. Vincent:

- We received nearly 200 applications for 125 positions, and FCMS is already almost fully enrolled for fall 2016.

Mr. Sanderson applauded the school for its strong enrollment.

Numbers are very high and support the school financially, and also indicated that our program is succeeding for children and their parents.

Next year we will be able to change our enrollment policy due to the three year grant from CDE. Once we get off the federal grant we will have more leeway with enrollment policy.

- CCSI visit: The consultants have been here for three days and Mr. Vincent anxiously awaits their report. CCSI will request about an hour with the Board to do a download of their observations.
- Mr. Sanderson mentioned the need to schedule a Professional Development day for the Board soon; two are required by the end of June.
- .Staffing for next year:
Need two teachers and one part-time assistant. Timing to hire is March. Mr. Vincent advertised two months ago. It is still early and many teachers have not decided what they are doing next year. Not many applicants.

Teachers for the 4th and 5th grades need experience and must understand our high standards. That narrows the field of applicants. We also need consistency; Mr. Vincent needs to find someone who meets our criteria. We have one applicant that meets those criteria. The Staff suggested that we consider Martha Vincent, wife of Mr. Vincent. She did submit an application.

Mrs. Vincent worked with Mrs. Vincent at Mountain Shadows for five years and has experience with a model that worked:

- She would be evaluated by a board member.
- All parent questions go to HOS as well as a board member.

Mr. Vincent would like the board to consider this. He suggested that once you start right and maintain high standards, you can bring in less experienced teachers, and he pointed out that Mrs. Vincent has 25 years of Montessori teaching experience.

Mr. Vincent brought evaluations from previous schools for the Board to peruse. Staff would review applicants and choose the two top people, interview, and make recommendations. It was suggested that Mr. Vincent would also interview all candidates except Mrs. Vincent, although no formal decision about process was made by the Board. Final decision would be the Board.

Best time for hiring is March; the later we wait the less chance of finding a good candidate.

Ms. Tellez: If teachers are to be the interviewers, they need to be coached to interview. The fact that Mr. Vincent has done this before gives her confidence.

Ms. Federman will participate in the hiring along with teachers for the elementary position.

Hiring is Mr. Vincent's responsibility. He would recommend that the hiring committee make a recommendation to the board.

Ms. Hoxie said that she would like the most qualified person for the job.

Mr. Vincent stressed that this is based on what is best for the school.

SAC /PVC Report: Ms. Federman

School Accountability Committee:

- Parent Satisfaction Survey is in process, due to be out next month.
- Preparing to draft HOS survey.
- Mr. Sanderson explained that we will institute Frank's review, after which the Board will decide about contract renewal.
Ms. Tellez: Is there other information used for Mr. Vincent's review?
SAC made goals for Mr. Vincent last year based on tools used.
- SAC will review the UIP with Frank.

Parent Volunteer Committee:

- Considering being an independent entity, which would involve getting a 501c3
- Ocean Engen will be the liaison from PVC to the Fundraising committee.

Fundraising: Ms. Hoxie

Ms. Hoxie met with PVC members Anneke Toomey, Ocean Engen, and Ms. Federman to define fundraising for the general fund and PVC

Ms. Hoxie would like to find new revenue streams for the school:

- grants
- relationally connecting with people who might support the school financially
- goal is to bring in larger sums of income
- PVC will fundraise for its own responsibilities and community fundraisers.
- Fundraising committee will connect with Mr. Danielson regarding finances and where we need fundraising to go.
- Pursuit of parents who can write grants and/or pursue investors.
- Ms. Hoxie will form a committee.
- There will be some crossover with PVC. Ocean will be the delegate.

Mr. Sanderson has done philanthropic fundraising for larger pitches and is happy to present to potential philanthropists.

Ms. Hoxie requested completion of 501c3 and offered to help. Mr. Sanderson will connect with Ms. Hoxie by the end of the month.

Ms. Hoxie asked if there are any legal restrictions.

Mr. Sanderson replied that we are already an entity to which someone can write a check without the 501c3 and get a tax deduction.

Financial Report: Mr. Sanderson in the absence of Mr. Danielson:

Currently we are projecting a \$8,400 surplus for this fiscal year, and will likely be bigger than this.

Action item: Eric and Frank: We need a draft budget by the next board meeting to present to PSD. Present to Dave Montoya, adopt by April.

Mr. Vincent: the bond issue with PSD has funding available to Charter schools, assuming that the bond issue passes.

Mr. Sanderson moved that FCMS Board go into Executive Session to discuss a personnel issue and to discuss an issue pertaining to an individual student where public discussion would adversely affect the student involved, both of which are allowable uses of Executive Session.

Ms. Federman seconded.

Motion passed.

None opposed.

Executive Session

Mr. Sanderson moved that the meeting be adjourned.

Ms. Hoxie seconded.

Motion passed. None opposed.

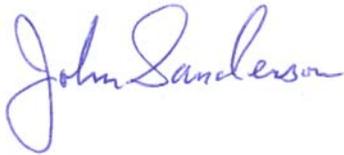
Respectfully submitted,

Lorie Federman

Board Vice President, interim Secretary

Affirmed by John Sanderson,

Board President

A handwritten signature in blue ink that reads "John Sanderson". The signature is written in a cursive style with a large, looped initial "J".