

**BOARD OF DIRECTORS' MEETING
DCS MONTESSORI CHARTER SCHOOL**

Tuesday, January 28, 2014

Board Members in attendance:

Shelly Biggs, Jeff Caron, Lana Van Egeren, Hilary Fox, Helen Kretzmann, Tory Traut, James Ullom

Head of School: Jeromy Johnson

Members Absent: None

6:02pm

Lana called to Order

Hilary read of mission and Ends-1

Public Comment (GP-12 Public Participation at Board of Directors' Meetings)

Public comment by Paul Daugherty

MEF Report (GP-1 – Global Governance Commitment, GP-3 Governing Style) – Almee Goodrich

The MEF bank balance is \$128,484.30

They are planning their community events:

Daddy/Daughter event (Feb 22): have added fund raising to this event

Mother/Son Kickball (May 16th): They will also be adding fund raising to this event

Spring Gala (Apr 25) at the Sanctuary

Direct Giving Campaign: Plan to launch this effort at the Spring Gala or shortly thereafter

HOS Report – Jeromy Johnson (EL-3 Communication and Support to the Board)

- **Middle School Facilities and Financials**

Jeromy discussed the middle school status and passed around pictures of the school interior.

Workers are finishing outlets, doors are going in and the counter tops are going in.

Mechanical is in and they want to do an initial punch list next Tuesday.

We are scheduled to take possession on Feb 10th.

Move in plans: We would move in at the end of the block on the 24th of February.

Tory suggested we plan to have a retrospective concerning the building of the Middle School so that future building projects can be done better.

Jeromy talked to how there would be real benefit to having both BOD and MEF have the retrospective on the Middle School and develop an understanding between the two boards to help facilitate and communicate about projects like the Middle School.

Mr. Mike talked about the March 6th Dinner Theater at 6-8pm and how they were treating it as a soft opening in the new Middle School building.

Lana asked Mr. Mike on his feelings concerning the timing of the building of the additional buildings.

He feels the longer they don't exist the harder it will be to prevent from becoming more traditional in education. They do have the space to get projects that those buildings would serve begun, but it wouldn't be the fully intended experience.

- MEF Funding Request
MEF Funding (2014-01)
\$12,734.92 - two months of the three major components
Hilary motioned to accept the MEF funding request, Lana seconded. Unanimously approved
- Risk Management Update
Jeromy spoke with a representative from the District's Risk Management as a follow-up to a concern raised by a parent. Jeromy reported that there would need to be changes to our policies and our parent handbook as a result of the information he learned. Jeromy discussed how field trips are handled and the forms required when field trips are to take place. The "Short walk" provision in the DCSM Parent Handbook needs to be removed from handbook and to replace with the requirement of forms and parental notifications to authorize these kinds of trips.
- Monitor
 - EL-8 (Staff Evaluation)
Jeromy is looking for a balance to be able to evaluate the performance of the students while maintaining the autonomy of teacher within the Montessori philosophy. We are required to meet the intent of the State Bill 191. NAP North Western Education Association MAPS testing is the evaluation process we are using.
Helen asked about how the parent survey's weigh on the evaluation of a teacher and Jeromy explained how the feedback from the parent surveys is one of many aspects of the teacher evaluation taken into consideration of their evaluation and goal setting as a whole.

Lana motioned to accept Jeromy's monitoring of EL-8 as a reasonable interpretation. Hilary seconded the motion. Unanimously approved.
 - EL-10 (Financial Planning and Budgeting)
Jeromy discussed the 13/14 Revised Budget to Actual as of 12/31/2013.
Lana moved to accept Jeromy's interpretation of the EL-10, Shelly seconded. Unanimously accepted.
 - EL-11.1 Financial Condition and Activities
Quarterly Financials were reviewed.
 - Ends-1
Jeromy clarified the report presented at the last meeting about where the data was coming from.
Jeff motioned to accept Jeromy's interpretation of the Ends 1, Shelly seconded. Unanimously approved.

Enrollment for 2014/15:

Jeromy discussed enrollment each grade has a wait list except Kindergarten but they are full. There is a huge enrollment into 6th Grade, also a lot of retention of to-be 7th graders. Totaling an 11% student increase for next year.

Policy Review (GP-2 Board Job Description, GP-3 Governing Style & GP-4 Agenda Planning)

- GP-12 (Public Participation)
Lana discussed the time frames for public comment and the Board's flexibility in adjusting to fit the needs of the situation if the Board is in agreement on how to adjust.
Reviewed, No changes
- GP-13 (Conflict Resolution Process)
Suggested amendment to include a statement on #7 to respond to the claimant as appropriate.
"..and will respond to the concerned party as is deemed appropriate by the Board."
Lana made a motion to approve the GP with the changes discussed, Hilary seconded. Unanimously approved.
- GP-14 (Facilities Construction, Expansion or Renovation)
Lana suggested to defer until we can have the retrospective of the Middle School.
Helen suggested that the Memorandum of Understanding with the MEF is reviewed
Jeromy suggested that the organization responsible for managing the project reports to both boards instead of just one.
Lana talked about the need to ensure that there is proper representation at important construction meetings.
Review was deferred until after the Middle School postmortem.
- EL-8 (Staff Evaluation)
Lana motioned to strike #2, Tori seconded. Unanimously approved.

Capital Campaign Discussion: Lana/Jeromy

Option: Unsecured loans carry with them higher costs. Would also look to work with the MEF to contribute to loan repayment.

Option: Raise/Fund: Raise funds until \$125k had been reached and then match that from a fund balance and repay the fund balance over time.

May have someone build a feasibility study to determine the plan and possibility in raising the money.

Option: Jeromy will consider the effects of setting a % of the budget as designated funds. He will recommend a balance of % and effects for the board to evaluate.

The Board does not intend to pursue an external assistance in capital campaign development.

The Board does not intend to pursue external loan funding.

Administrative

- Approve minutes 12/3 – James
Lana moved to approve the minutes with the suggested changes (Work for Good, Font, Page Numbers)
Roll Call: Jeff: aye, Hilary: aye, James: aye, Helen: aye and Lana: aye.
Tory: Abstain, Shelly Abstain
- HOS Evaluation Update – Hilary and Lana
Ask that the Board members fill out the HOS Evaluation surveys by Monday (Feb 3rd)
- Follow-up to the question of working documents
BOD Minutes and even the DRAFT versions are considered public and discoverable documents.

- List for electronic elections – Hilary
Secretary is to make this Election survey happen
Will get the list of Primary Contacts, one per family, from Bryce.
- Review MEF schedule/meetings
MEF - James: Feb 19th 8:30am
March 19th: Shelly
April 26th: Hilary
May 21st: <TBD>
- New Business
Received an email from the parent asking for continued involvement in review of the construction progress and documentation. The Board has elected to not pursue this path.

Relevant to the public comment by Paul, since a previous Board had undertaken review of the request, the Board asked the Chair to obtain the previous response to his request and provide that to Paul.

Jeromy informed the board of a preschool assessment QRIS is coming down the pipe. The teachers are aware of its coming.

- Board Self-Assessment

11:00pm

Lana called for adjournment, seconded by Shelly. Unanimously approved.

Respectfully submitted,

James Ullom
DSC Montessori Board Secretary

**BOARD OF DIRECTORS MEETING
DCS MONTESSORI CHARTER SCHOOL**

Tuesday, February 18, 2014

Pursuant to the Colorado Open Meeting Law, please be advised that there will be a special meeting of the Board of Directors at 311 E. Castle Pines Parkway, Castle Pines North, CO 80108 on:

Board Members in attendance:

Shelly Biggs, Jeff Caron, Lana Van Egeren, Hilary Fox, Helen Kretzmann, James Ullom

Members Absent: Tory Traut

6:11pm

Lana called the meeting to order.

6:12pm

Lana motioned to enter into Executive Session as allowed per C.R.S. 24-6-402(4): Personnel Matters: Head of School Evaluation. Shelly seconded. Unanimously approved.

8:12pm

Lana motioned to adjourn out of Executive Session, Shelly seconded. Unanimously approved.
The Board reentered into public session.

Jeff moved to approve the evaluation of the HOS as presented and discussed. Shelly seconded.
Unanimously approved.

Helen moved to authorize Lana and Hilary to conduct the HOS evaluation to present an intent to retain Jeromy through 2017 with a promotional raise to reflect the expanded job description of the HOS. Shelly seconded. Unanimously approved.

8:50pm

James motioned to adjourn the meeting, Hilary seconded. Unanimously approved.

Respectfully submitted,

James Ullom

DCS Montessori Board Secretary

**BOARD OF DIRECTORS' MEETING
DCS MONTESSORI CHARTER SCHOOL**

Tuesday, February 25, 2014

Board Members in attendance:

Shelly Biggs, Lana Van Egeren, Helen Kretzmann, Tory Traut, James Ullom

HOS: Jeromy Johnson

Members absent: Jeff Caron, Hilary Fox

5:44pm

Lana called to order.

Entered Working Session

Jeromy provided an update on the Middle School

We can now occupy the Middle School building. It will be fully operational by next week. Classes have been taking place in the new Middle School this week.

The Middle School HVAC vendor, Trane, is also going to bid on a retro fit for the HVAC controls for the main school.

6:02pm

Lana called to Order

Reading of mission and Ends-1 – Shelly

Public Comment (GP-12 Public Participation at Board of Directors' Meetings)

None

MEF Report (GP-1 – Global Governance Commitment, GP-3 Governing Style) – Tom Brock

Bank balance: \$128k

They are continuing to tally the funds raised from the Daddy/Daughter Dance.

Special Business addressed at the last MEF meeting:

Looking at different investment strategy for the bond reserve funds. Currently valued at 653k earning .01%. Looking to increase the yield on those funds. Had a certified financial planner talk to the MEF to discuss those paths of investment strategy.

Looking to come to a decision by the end of the fiscal year (June 2014). The funds generated by the investment gains would benefit the school.

HOS Report – Jeromy Johnson (EL-3 Communication and Support to the Board)

- Middle School Facilities and Financials

The staff is finalizing getting the kids moved into the Middle School. They now have occupancy. The furniture, Internet and FOB Access are to be completed this week.

- MEF Funding Request

No funding request.

- Staff Scholarship announcement

The scholarship is to be awarded to: Troy Legaard, Debbie Miller

Policy Monitoring

- **EL-12 (Asset Protection)**
Discussed fund usage and a discussion about the MEF investment options to ensure the boards understand the risk/reward and the processes for both gains and losses.

Tory moved to accept Jeromy's monitoring of the EL-12 as a reasonable interpretation, Shelly seconded. Unanimously Approved.

- **EL-9 (Compensation and Benefits)**
Discussed the salary survey comparisons of other school districts. Jeromy talked about the market based salary levels used in Douglas County Schools and the pro/cons of those kinds of salary systems.
Lana motioned to accept Jeromy's monitoring of EL-9 as a reasonable interpretation, Tory seconded. Unanimously Approved.

7:22pm

The Board took a recess to tour the Middle School building.

8:15pm

The Board re-adjoined out of recess

Helen asked about Rick having to support both buildings. Jeromy talked about how the school growth budget takes into account adding additional support for Rick to support both school buildings. Tory asked about holding final payment until the punch list was completed. He also talked about making sure that the things that have a warranty associated with them get the proper re-review scheduled to ensure they are not missed.

SAC Report:

Classroom homework, academic progress, school is adequate for my child's education. Each of these traditionally lowest scoring sections had a positive uptick in their rating this year.

Policy Review (GP-2 Board Job Description, GP-3 Governing Style & GP-4 Agenda Planning)

- **GP-10 (Board Self-Assessment)**
Reviewed, no changes.
- **EL-9 (Compensation and Benefits)**
Discussed having Jeromy include an element of the monitoring to call out that the available information is not adequate to derive a Median number as called for by the policy.
Reviewed, no changes.
- **EL-12 (Asset Protection)**
Janet suggested a change to #7 "expenses OF \$500,00 " from OF to OR.
Tory suggested the change to #11 to change "with" in the first sentence to "without".
Tory motioned to approve the policy with the suggested changes, Lana seconded the motion. Unanimously approved

Consideration of legal consultation related to construction process

Lana proposed the idea to have our construction contracts reviewed by a legal consultant to render information about how or if the vendors operated outside of their contracts and what, if any, action the Board could take.

Tory motioned to authorize for Lana to engage in legal consultation, within budget, to have the contracts reviewed associated with the Middle School construction. Shelly seconded. Unanimously approved.

Administrative

- Approve minutes 1/28 – James
Due to the lateness of the distribution of the draft minutes several minor corrections were discussed.
Lana motioned to accept the minutes with the changes suggested. Tory seconded. Unanimously approved.
- Approve the minutes February 18, 2014
Due to the lateness of the distribution of the draft minutes several minor corrections were discussed.
Lana motioned to approve the minutes with the changes suggested. Shelly second
Shelly: ay, Helen: ay, James: ay, Lana: ay
Tory: abstained
- HOS Evaluation Update – Hilary and Lana
Lana updated the board on the progress of the HOS engagement. Jeromy has accepted the terms of the contract including the intention of a time commitment and salary adjustment due to his changed job description with the addition of the middle school.
The merit pay based on the HOS evaluation will be released as per the evaluation agreement.
- Scholarship process discussion – Tory
There is a three-year service commitment to those accepting the scholarship award. Jeromy distributed an example of the Tuition Reimbursement Agreement.
Tory talked about looking into perhaps changing the process to better facilitate the evaluation and to ensure the process doesn't end up falling solely upon Jeromy.
- Board Election Update - James
James needs to send out the dates of the election prep leading up to the May meeting.
James will need to make a request about the data needed to setup the election site.
Look at the election web site to review what is needed from a data perspective to ensure we get the right data from Brycie in the front office.
- Review MEF schedule/meetings
Shelly will be attending the March MEF meeting.
- New Business
A response by the parent with a grievance as been received. They have not yet committed to attending the March BOD meeting.

Lana mentioned that she was surprised to see cracks in the MS floor already. Asked if that was normal and expected. Tory mentioned to Jeromy to make sure we know the warranty rules surrounding the allowable gaps in the cracks before a warranty claim can be made.

Lana now has the signed document to give to Paul Daugherty.

- Board Self-Assessment

10:10pm

Lana moved for meeting adjournment, Tory seconded. Unanimously approved.

Respectfully submitted,

James Ullom
DSC Montessori Board Secretary

BOARD OF DIRECTORS' MEETING MINUTES
DCS MONTESSORI CHARTER SCHOOL
Tuesday, April 1, 2014

Board Members in attendance:

Shelly Biggs, Jeff Caron, Lana Van Egeren, Hilary Fox, Helen Kretzmann, Tory Traut, James Ullom joined the meeting at 7:11 p.m.

HOS: Jeromy Johnson

5:23pm

Call to working session

Ends discussions with teachers

6:01pm

The meeting was called to order

Public Comment (GP-12 Public Participation at Board of Directors' Meetings)

8th graders are currently in NYC doing Montessori Model UN representing the Democratic Republic of Congo

MEF Report (GP-1 – Global Governance Commitment, GP-3 Governing Style) – Aimee Goodrich

Aimee Goodrich provided a recap of recent happenings with the MEF which included:

- Timeline on schedule to find commitment on Middle School building in process.
- Dan Maurer and one additional new MEF member this month.
- Spring Event is launching direct giving plan (monthly giving program) via direct deposit.

The board agreed to move some administrative items ahead on the agenda due to being ahead of schedule.

Administrative: Follow up of legal consultation

Lana and Hilary provided a recap of the discussion with the attorney at Robinson and Henry regarding the construction project. The recommendation from the attorney and the attendees was that there was not probable cause for any type of further legal consultation over the middle school construction and contracts. The board was in consensus that no further legal consultation is necessary.

Construction Debriefing – schedule tentatively for 4:30pm on 4/29

Strategic Planning – Lana will coordinate for a date in late May

6:29pm

Lana moved to enter Executive Session as allowed by C.R.S §24-6-402(4) re: Personnel matters: Parent grievance re: Jeromy Johnson, seconded by Tory

Aye: all

Absent: James

James arrived at 7:11pm

9:56pm

Lana moved to exit out of executive session. Jeff seconded. Unanimously approved.

10:00pm

Reconvening into regular session:

Lana made a motion that after reviewing relevant information and documentation as well as hearing from the grievant and multiple sources the that the board finds that Jeromy acted within a reasonable interpretation of all relevant policies, including but not limited to:

- EL- 1 (Global Executive Complaint) –
- EL-4 (Building Security and Physical Safety)
- EL-5 (Treatment of Students, Families and Community)
- EL-8 (Staff Evaluation)
- EL-12 (Asset Protection)
- EL-3 (Communication and Support to the Board)

Shelly seconded the motion, unanimously approved.

The Board did request that Jeromy seek out professional development to support his growth in the areas that presented the most difficulty to him. Jeromy also suggested he might present a summary of the learning opportunities.

Lana motioned to table the Policy Review and Ends 1 discussion to the April 29th meeting.
Seconded by Jeff. Unanimously approved.

HOS Report – Jeromy Johnson (EL-3 Communication and Support to the Board)

- Middle School Facilities and Financials
The grading for the landscaping occurred over spring break. Jeromy is waiting on a plan from the landscaping company to ensure there are no safety issues while the students are occupying the building.
Jeromy discussed the financials and how the 4th quarter is expected to impact the final budget balances.
- MEF Funding Request
None at this time.
- Pre-approved '14-15 Budget – Approval
Jeromy presented the pre-approved budget and discussion ensued. Hilary moved to approve the proposed budget, Lana seconded. Unanimously approved.
Lana signed the Proposed Budget.
- Enrollment report
Enrollment is up at this time of the year. Only 3 open Pre-K slots open right now, last year there were 22 at this time. Many more school tours have been performed this year, the waiting lists are the longest they've been in 5 years.
- Monitor

▪ Ends-2 Values

Lana motioned to approve Jeromy's interpretation of Ends 2 as a reasonable interpretation.
Tory seconded. Unanimously approved.

Policy Review (GP-2 Board Job Description, GP-3 Governing Style & GP-4 Agenda Planning)

- Ends 2
Tabled to the April 29th meeting
- GP-13 – approval of edits
Tabled to the April 29th meeting

Ends 1 discussion

Tabled to the April 29th meeting

Administrative

- Approve minutes 2/25 – James
Lana moved to approve the minutes with the mentioned changed.
Helen, James, Tory, Shelly, Lana: Ay
Jeff and Hilary: Abstentions
The minutes were approved with 5 aye votes and two abstentions.
- Board Election Update – James
James provided a timeline of events to carry out the BOD election process. The timeline was reviewed in light of the bylaw requirements and updated. James will finalize the call for candidates and distribute via email to the board for final review.
- Review MEF schedule/meetings
Hilary will attend the MEF's April 16th Meeting.
- New Business
- Board Self-Assessment – Review of survey results – James
Results of the survey were distributed to the Board and they will be discussed at the April 29th meeting.

11:23pm

Tory moved to adjourn the meeting, Shelly seconded.
Unanimously approved

Respectfully submitted,

James Ullom
DSC Montessori Board Secretary

BOARD OF DIRECTORS' MEETING MINUTES DCS MONTESSORI CHARTER SCHOOL

Pursuant to the Colorado Open Meeting Law, please be advised that there will be a meeting of the Board of Directors at Pegasus Restaurant 313 Jerry St, Castle Rock, CO 80104

Monday, May 12, 2014

6:51 Call to Order: Members present: Hilary Fox, Jeff Caron, Helen Kretzmann, Shelly Biggs, Lana Van Egeren, Jeromy Johnson

James Ullom joined at 7:15 p.m.

Strategic Planning: Discussed who we serve and what is important about a board. Discussion ensued about possible directions for our school to lead to desired improvement.

Two themes were discussed – creating a robust and engaged alumni community, and creating a long-term sustainable plan for continuing to improve our facilities and to support educational, athletic and performing arts needs.

Lana will ensure that the goals get put into writing for the board to approve in June.

8:54 Lana moved to adjourn, Hilary seconded the motion and adjournment was unanimously approved.

Respectfully Submitted,

Lana Van Egeren

BOARD OF DIRECTORS' MEETING MINUTES DCS MONTESSORI CHARTER SCHOOL

Tuesday, May 20, 2014

The facilitated discussion regarding building process with Jim Weigel working session was called to order at 4:42pm.

- In Attendance: Jim Weigel, HOS - Jeromy Johnson, MEF – Jean Dupper, BOD – Lana Van Egeren, Shelly Biggs, Hilary Fox, Jeff Caron , Helen Kretzmann

The meeting was called to order at 6:14pm.

- Directors Present: Jeff Caron, Helen Kretzmann, Shelly Biggs, Lana Van Egeren, Hilary Fox
- HOS Present: Jeromy Johnson
- Directors Absent: Tory Trout, James Ullom

Lana read the Mission and Ends-1.

Public Comment (GP-12 Public Participation at Board of Directors' Meetings)

There was no public comment.

Election Results

DCS Board of Directors Election Ballot for term 2014 – 2016

Candidate	Results
Leigh Camel (Parent Member)	49
Geoff Williams (Parent Member)	48
Jeff Caron (Parent Member)	48
Total Voters	62

All three candidates are elected to the three open seats for the 14-16 term.

MEF Report (GP-1 – Global Governance Commitment, GP-3 Governing Style) – Jean Dupper

- Spring event was a huge success, \$44-46k profit estimate.
- MEF Middle School commitment of \$200k should be able to be closed out this fiscal year (vs original commitment of 14-15 school year).
- Samantha Cohen has been appointed to the open MEF board seat.
- Direct Giving campaign is planned to be launched in July.

HOS Report – Jeromy Johnson (EL-3 Communication and Support to the Board)

- Jani Ziedens (SAC President) was present to discuss SAC Student and Alumni Survey data previously distributed. Discussion ensued.
 - Alumni survey was a relatively small sample – there is an anticipated increase in participation going forward due to future opportunity to communicate separate parent and student alumni survey via district email
- Sheila Wolfe presented her report the Adherence to Montessori Philosophy and Alignment of the Curriculum with 21st Century Skills in the school. Discussion ensued.

- Jeromy presented his monitoring report on EL-3 (Communication and Support to the Board). Discussion ensued. Lana moved to approve Jeromy's monitoring of EL-3 as a reasonable interpretation. Shelly seconded the motion. Unanimously approved.
- Jeromy discussed the Middle School Facilities and Financials. Discussion ensued regarding the concrete floor. The GC and architect have been notified of the concern. Monitoring and 3rd party assessment is in process. Final payment to GC is pending completion of landscaping and assessment of the floor.
- Jeromy provided an update on staffing and curriculum planning for the Middle School and other open positions for the 14-15 school year.
- Jeromy provided an update on the HVAC status and options.

Policy Review (GP-2 Board Job Description, GP-3 Governing Style & GP-4 Agenda Planning)

- The BOD reviewed EL-3 (Communication and Support to the Board) – no changes made.

Administrative

- Approve minutes 4/29: Shelly moved to accept the minutes with the changes presented, Jeff seconded. Aye: Lana, Jeff, Shelly, Hilary Abstention: Helen
- Approve minutes 5/12/14: Shelly moved to accept the minutes with the changes presented, Helen seconded. Unanimously approved.
- Jeff, Hilary, Lana, and Shelly provided an update on the lunch meeting with the 8th graders on 5/1/14 to discuss Ends.
- We discussed the June meeting schedule.
- New Business
 - We discussed a tradition of taking a picture of the graduating 8th grade class and teaching staff for display in the Middle School.
- Board Self-Assessment

Helen moved to adjourn the meeting at 9:58pm, Jeff seconded. Unanimously approved.

Respectfully submitted,

Hilary Fox
DCS Montessori Board of Directors

BOARD OF DIRECTORS' MEETING MINUTES DCS MONTESSORI CHARTER SCHOOL

Tuesday, June 24, 2014

The meeting was called to order at 6:06pm.

- Current Directors Present: Helen Kretzmann, Shelly Biggs, Lana Van Egeren, Hilary Fox
- Future Directors Present: Leigh Camel, Geoff Williams
- HOS Present: Jeromy Johnson
- Directors Absent: Tory Trout, James Ullom, Jeff Caron

Helen read the Mission and Ends-1.

Public Comment (GP-12 Public Participation at Board of Directors' Meetings)

Lana expressed her appreciation for all that Helen Kretzmann and Tory Traut have done in their tenure as Directors as their terms expire.

MEF Report (GP-1 – Global Governance Commitment, GP-3 Governing Style) – Jean Dupper (via email)

- June funding request was approved.
- Schedule of 14-15 Events
 - Fun run planned for 9/5
 - Fall Festival 9/19
 - Daddy/Daughter Dance tentatively 2/7 (or 2/21)
 - Spring Event 4/17
 - Mother/Son Kickball 5/15
- MEF projections for the coming year were also a topic of discussion.

HOS Report – Jeromy Johnson (EL-3 Communication and Support to the Board)

- Jeromy discussed the Middle School Facilities and Financials. Discussion ensued regarding the concrete floor. There have been three opinions provided and a fourth district opinion pending regarding the cracks. Structural Engineers and City and County inspectors have been out to review the situation. Due to lack of vertical articulation in the cracks that have been the topic of concern, while aesthetically displeasing, they are not structurally impacting. Cracks will continue to be monitored closely and if any vertical articulation arises through May 2015, it will be submitted under warranty. If no vertical articulation arises, cracks will be caulked and sanded prior to the warranty period ending. Jeromy will pursue a professional opinion from Wember this week on what else, if anything, we should consider doing prior to issuing final payment to the GC. Final payment will be issued with a letter that represents the outstanding concerns to preserve our legal rights in the contract with GC.
- Jeromy presented the MEF funding request for final payment on the MEF Middle School Funding Commitment. Lana moved that we approve the MEF Funding request #2014-3 in the amount of \$60,726.20, Shelly seconded. Unanimously approved.
- Jeromy provided an update on staffing for the 14-15 school year. Discussion ensued.
- Jeromy provided an overview of the Middle School Sustainability Report. Discussion ensued.

- Jeromy presented the 14-15 Adopted Budget Summary. Discussion ensued. Hilary moved to approve the 14-15 Adopted Budget Summary as presented. Helen seconded. Unanimously approved.
- Jeromy presented his monitoring report on EL-10 (Financial Planning and Budgeting). Discussion ensued. Lana moved to accept the monitoring of EL-10 (Financial Planning and Budgeting) as a reasonable interpretation of policy. Shelly seconded. Unanimously approved.

Policy Review (GP-2 Board Job Description, GP-3 Governing Style & GP-4 Agenda Planning)

- Lana moved to change the review of EL-10 (Financial Planning and Budgeting) on the calendar to October going forward. Hilary seconded. Unanimously approved.

Strategic Goals, HOS Goals and HOS Compensation

- Lana moved to approve and release payment based on the Supplemental Compensation for additional work 2013-2014 agreement approved on 6/27/13. Hilary seconded. Unanimously approved.
- Lana and Hilary presented a proposal for a 2014-2015 HOS Supplemental Compensation plan to cover construction management of the two additional buildings planned for the Middle School facility. Discussion ensued. Lana moved we approve the Supplement Compensation for additional work 2014-2015 with changes as discussed. Helen seconded. Unanimously approved.
- Lana made a motion to approve the 2014-2015 HOS Merit Pay Scale as presented. Shelly seconded. Unanimously approved.
- Lana and Hilary presented the recommended 2014-2015 Strategic Planning Goals based on discussion at the Strategic Planning meeting on 5/12/14. Discussion ensued. Shelly made a motion to approve the 2014-2015 Strategic Planning Goals as presented. Helen seconded. Unanimously approved.
- Discussion ensued around the 2014-2015 HOS Goals. Hilary moved to approve the 2014-2015 HOS Goals as presented. Shelly seconded. Unanimously approved.

Administrative

- Approve minutes 5/20: Lana moved to approve the minutes with the changes discussed. Shelly seconded. Unanimously approved.
- July meeting schedule: Due to multiple scheduling conflicts, the meeting has been tentatively moved to Wednesday, July 30, 6pm.
- New Business
 - Due to bylaws conflict, we will be seeking a parent or community member to appoint to a seat that will be vacant in August 2014.
- Board Self-Assessment

Helen moved to adjourn the meeting at 8:41pm.; Shelly seconded. Unanimously approved.

Respectfully submitted,

**Hilary Fox
DCS Montessori Board of Directors**

**BOARD OF DIRECTORS' MEETING MINUTES
DCS MONTESSORI CHARTER SCHOOL**

Wednesday, July 30, 2014

The meeting was called to order at 6:10pm.

- Directors Present: Shelly Biggs, Lana Van Egeren, Hilary Fox, Jeff Caron, Geoff Williams, Leigh Camel (6:14pm)
- HOS Present: Jeromy Johnson

Jeff read the Mission and Ends-1.

Public Comment (GP-12 Public Participation at Board of Directors' Meetings)

Lana welcomed our new board members, Geoff Williams & Leigh Camel

Leigh Camel arrived at 6:14pm.

HOS Report – Jeromy Johnson (EL-3 Communication and Support to the Board)

- Jeromy shared that Ms Rose Benson will be taking over the UE classroom opening, relocating from North Carolina.
- Jeromy discussed questions that came up about the newsletter that was distributed to parents last week.
- Jeromy discussed changes in assessment systems due to changes in regulatory requirements.
- Jeromy discussed that PARCC replaces TCAP for state assessments for the coming year.
- Jeromy discussed reporting progress changes planned for the 14-15 school year, which includes progress towards the reporting aligning with the Ends
- Jeromy shared that there will be additional reading support in the form of an additional part-time staff member.
- Jeromy shared that the new Health Assistant position has been filled and will include some CCD responsibilities and staffing the Primary pod, as needed
- Jeromy presented his monitoring report on EL-1 (Global Executive Constraint). Discussion ensued. Hilary moved to accept the monitoring of EL-1 (Global Executive Constraint) as a reasonable interpretation of policy. Jeff seconded. The motion was approved by a vote of 5-0-1 (Aye: Jeff, Lana, Shelly, Leigh, Hilary; Abstention: Geoff).
- Jeromy presented the preliminary end of year (13-14) financials. Discussion ensued. Final end of year (13-14) financials are pending annual audit completion which should be done in the late-September, early-October timeframe.

Discussion of MEF proposal regarding fundraising for completion of the middle school secondary buildings including Board financial commitments.

- Lana provided a recap of the efforts of the BOD last year in researching options to complete the ancillary buildings for the middle school program.
- The MEF provided a written Funding Forecast with funding commitments and approximate timeframes for their support of construction of these structures.
- Jeromy shared what the impact and significance of these structures would be to the middle school program.
- Discussion ensued amongst Directors and Jeromy regarding the project.

- The BOD came to consensus that the MEF Funding Forecast seems like a reasonable go forward plan. Jeromy will proceed with soliciting bids via the architect to provide both boards with numbers to budget towards and make a decision in the future.

Policy Review – (GP-2 Board Job Description, GP-3 Governing Style, GP-4 Agenda Planning)

- The Board reviewed GP-1 (Global Governance Commitment). Geoff made a motion to approve GP-1 with the changes discussed. Lana seconded. Unanimously approved.
- The Board reviewed GP-2 (Board Job Description). No changes made.
- The Board reviewed GP-3 (Governing Style). Discussion ensued. Jeff made a motion to approve GP-3 with the changes discussed. Shelly seconded. Unanimously approved.
- The Board reviewed GP-6 (Code of Conduct). Discussion ensued. Lana made a motion to approve GP-6 with the changes discussed. Leigh seconded. Unanimously approved.
- The Board reviewed GP-8 (Electronic Mail). Discussion ensued. Lana made a motion to approve GP-8 with the changes discussed. Geoff seconded. Unanimously approved.
- The Board reviewed EL-1 (Global Executive Constraint). No changes made.
- The Board reviewed the proposed changes to EL-3 (Communication and Support to the Board). Discussion ensued. Hilary made a motion to approve EL-3 with the changes discussed. Geoff seconded. Unanimously approved.
- Proposed new policy language for EL-15 (Continuity and Consistency) will be reviewed for approval in September.

Election of Officers

- Officer roles were discussed. Lana moved to elect the following for the 14-15 school year. Leigh seconded. Unanimously approved.
 - Jeff Caron, Chair
 - Lana Van Egeren, Vice-Chair
 - Hilary Fox, Secretary
 - Shelly Biggs, Treasurer

Set Annual Calendar of meetings and approve annual calendar

- The Board discussed the 14-15 annual meeting calendar. Lana made a motion to approve the schedule with the 12/2 option for the last meeting of 2014. Jeff seconded. Unanimously approved.
- The Board discussed the 14-15 annual task calendar. Lana made a motion to approve the schedule with changes discussed. Shelly seconded. Unanimously approved.

Administrative

- Approve Minutes 6/24 – Hilary moved to approve the minutes with the changes discussed. Shelly seconded. The motion was approved by a vote of 3-0-2 (Aye: Lana, Shelly, Hilary; Abstention: Geoff, Leigh).
- Approve posting locations of minutes – Lana made a motion that we approve the posting locations of the main entrance and the teacher/staff entrance. Shelly seconded. Unanimously approved.
- Website/email coordination – Discussion regarding email and document management ensued.
- Board vacancy – James Ullom tendered his resignation as of July 29. Lana reviewed the appointment process.

- Plan for Board training with Jim Weigel – Jeff will coordinate the training date/time with Jim and communicate to the Directors..
- MEF update – there was no update from the MEF.
- MEF meeting assignments – Hilary will attend the August meeting, Geoff will attend the September meeting.
- New business
 - Board Introductions
 - The Board discussed an inadvertent violation of GP-6 (Code of Conduct).
 - Jeff presented the Board with Strengths Finder 2.0 books for each Director.
- Board Self-assessment

Lana moved to adjourn the meeting at 10:42pm.; Jeff seconded. Unanimously approved.

Respectfully submitted,

Hilary Fox
DCS Montessori Board of Directors

**BOARD OF DIRECTORS' MEETING MINUTES
DCS MONTESSORI CHARTER SCHOOL**

Tuesday, August 26, 2014

The meeting was called to order at 6:03pm.

- Directors Present: Lana Van Egeren, Hilary Fox, Jeff Caron, Geoff Williams, Leigh Camel, Shelly Biggs (6:07pm)
- HOS Present: Jeromy Johnson

Leigh read the Mission and Ends-1.

Public Comment (GP-12 Public Participation at Board of Directors' Meetings)

- Lana commented that the new dismissal process is running very smoothly from her perspective. Discussion ensued. Jeromy confirmed that it is running more quickly than this time last year and the feedback from teachers has been positive.
- Liz Malody was present to learn more about the Board in consideration of applying for the open Director position.

Shelly Biggs arrived at 6:07pm.

MEF Report (GP-1 – Global Gov. Commitment, GP-3 Gov. Style) - Christine Martin

- Events planned for this year include the Fun Run (9/5), Fall Festival (9/19), Spring Gala (4/17), and end of year Family Event (May TBD).
- MEF had representation at the back to school nights to get more families volunteering to help with events.
- Dan Maurer is leading an initiative to be more intentional and concrete with regard to how money is being spent and increase communication back to the parent community with success stories.
- Direct giving campaign is building momentum, expecting a higher enrollment at the Fall Festival. Current enrollment projects additional contributions of approx. \$5,000 for the 14-15 school year.
- Annual sponsorship planning to be launched April 2015.

Strength-Finders Discussion, Board Direction Discussion

- Jeff Caron led the group in a discussion regarding the output of the Strength-Finders 2.0 exercise.
- Discussion continued regarding how this data is relevant to the Board and how it can be beneficial to the productivity of the team.
- Leigh Camel will be the time-keeper for meetings to ensure we are staying on topic and working efficiently.

HOS Report – Jeromy Johnson (EL-3 Comm. and Support to Board)

- Jeromy provided an update on the Middle School Program. Discussion ensued regarding the training staff participated in over the summer. Discussion continued regarding the program

enhancements for this school year and planning for continuity and consistency as enrollment increases.

- Jeromy presented a MEF Funding Request for teacher training scholarship reimbursement. Geoff made a motion to approve MEF Funding Request #2014-4 in the amount of \$5,750. Leigh seconded the motion. Unanimously approved.
- Jeromy presented his monitoring report on EL-2 (Head of School (HOS) Transition Planning). Discussion ensued. Geoff moved to accept the monitoring of EL-2 (Head of School (HOS) Transition Planning) as a reasonable interpretation of policy. Hilary seconded. Unanimously approved.
- Jeromy presented his monitoring report on EL-11 (Financial Conditions and Activities). Discussion ensued. Jeff moved to accept the monitoring of EL-11 (Financial Conditions and Activities) as a reasonable interpretation of policy. Geoff seconded. Unanimously approved.
- Jeromy provided an overview of the effectiveness of the new tardy/unexcused absence policy. While there has been quite a lot of parent feedback, the policy seems to be effective given 11 tardies (as compared to 48) in the first 7 school days and 3 (as compared to 21) unexcused absences for the same time period.

Policy Review (GP-2 Board Job Description, GP-3 Gov. Style & GP-4 Agenda Planning)

- The Board reviewed B/S-R-1 (Global Board – HOS Linkage). Discussion ensued. Result of discussion was to review bylaws for a potential revision to address inconsistencies with this policy at the next meeting. No changes to B/S-R-1 were made.
- The Board reviewed B/S-R-2 (Unity of Control). Discussion ensued. Geoff made a motion to approve B/S-R-2 with the changes discussed. Hilary seconded. Unanimously approved.
- The Board reviewed B/S-R-3 (Accountability of the HOS). Discussion ensued. Result of discussion was to review bylaws for a potential revision to address inconsistencies with this policy at the next meeting. Jeff made a motion to approve B/S-R-3 with the changes discussed. Leigh seconded. Unanimously approved.
- The Board reviewed GP-11 (Transition Planning). Discussion ensued. Geoff made a motion to approve GP-11 with the changes discussed. Jeff seconded. Unanimously approved.
- The Board reviewed EL-2 (Head of School (HOS) Transition Planning). Discussion ensued. No changes to EL-2 were made.
- The Board reviewed EL-11 (Financial Conditions and Activities). Discussion ensued. Hilary made a motion to approve EL-11 with the changes discussed. Shelly seconded. Unanimously approved.

Administrative

- Jeff moved to approve the minutes from the 7/30/14 meeting with the changes discussed. Leigh seconded. Unanimously approved.
- Discussion regarding outstanding action items from previous meeting was led by Geoff.
- Jeff provided an update on board training dates available with Jim Weigel. Training scheduled for Monday, October 20, 5-9pm.
- Hilary discussed BOD Drive & Document Management process.

- Geoff will attend the 9/10 MEF meeting. Shelly will attend the 10/8 MEF meeting. Lana will attend the 11/12 MEF meeting. Jeff will attend the 12/10 MEF meeting.
- Lana discussed Head of School Evaluation Committee responsibilities and process. Shelly made a motion to appoint Jeff and Hilary to the HOS Evaluation Committee. Lana seconded the motion. Unanimously approved.
- Lana reviewed the resignation and vacancy appointment process. The Board answered questions from Liz Malody regarding how the Board operates at our school.
- New Business
 - Meeting schedule, public roster and bios need to be updated on the website.
- Board Self-Assessment

Jeff moved to adjourn the meeting at 10:01pm.; Geoff seconded. Unanimously approved.

Respectfully submitted,

**Hilary Fox
DCS Montessori Board of Directors**

**BOARD OF DIRECTORS' MEETING MINUTES
DCS MONTESSORI CHARTER SCHOOL**

Tuesday, September 23, 2014

The meeting was called to order at 6:04pm.

- Directors Present: Jeff Caron, Leigh Camel, Shelly Biggs, Hilary Fox, Lana Van Egeren (6:21pm)
- HOS Present: Jeromy Johnson

Leigh read the Mission and Ends-1.

Public Comment (GP-12 Public Participation at Board of Directors' Meetings)

- There was no public comment.

MEF Report (GP-1 – Global Gov. Commitment, GP-3 Gov. Style)

- Fun Run raised in excess of \$70,000 which will fund PC replacement and intercom system that will connect buildings and increase communication during safety.
- Additional events planned for this year include the Spring Gala (4/17), and end of year Family Event (May TBD).

Lana Van Egeren arrived at 6:21pm.

Board Vacancy Process Discussion

- Jeff Caron welcomed the candidates and thanked them for their interest in the open Director position.
- Candidates (Jack Venable, Erica Kinney, Liz Malody, Ben Williams, Brian Baun) each answered two questions for the Board (in addition to the written responses to questions and bio previously submitted).
- Discussion ensued regarding the candidates.

Board Meeting Assessment/Direction Discussion

- Jeff discussed adding this as a standing agenda items going forward to recap the items collected at the last meeting to ensure carry forward/continuity month-over-month.

HOS Report – Jeromy Johnson (EL-3 Comm. and Support to Board)

- Jeromy discussed the middle school building leak and punch list item status, specific to the flashing inconsistencies with the last three windows installed on the upper level. The repair, while temporarily effective, was not approved as a permanent fix and remains an open item with the GC. The seeding was also addressed as concern. The cracks in the floor continue to be monitored as a concern. Discussion ensued.
- There is no MEF Funding Request for approval this month.

- Jeromy presented his monitoring report on EL-7 (Treatment of Staff). Discussion ensued. Hilary moved to accept the monitoring of EL-7 (Treatment of Staff) as a reasonable interpretation of policy. Lana seconded. Unanimously approved.
- Jeromy presented his monitoring report on EL-5 (Treatment of Students, Family and Community). Discussion ensued. Jeff moved to accept the monitoring of EL-5 (Treatment of Students, Family and Community) as a reasonable interpretation of policy. Shelly seconded. Unanimously approved.

Policy Review (GP-2 Board Job Description, GP-3 Gov. Style & GP-4 Agenda Planning)

- The Board reviewed B/S-R-4 (Delegation to HOS). Discussion ensued. No changes to B/S-R-4 were made.
- The Board reviewed the proposed new EL-13 (Continuity and Consistency) policy. Discussion ensued. Jeff made a motion to approve EL-13 as presented. Lana seconded. Unanimously approved.
- The Board reviewed B/S-R-5 (Monitoring to HOS Performance). Discussion ensued. Hilary made a motion to approve B/S-R-5 with the changes discussed. Jeff seconded. Unanimously approved.
- The Board reviewed EL-7 (Treatment of Staff). Discussion ensued. Leigh made a motion to approve EL-7 with the changes discussed. Jeff seconded. Unanimously approved.
- The Board reviewed EL-5 (Treatment of Students, Family and Community). Discussion ensued. No changes to EL-5 were made.

Administrative

- Lana moved to approve the minutes from the 8/26/14 meeting with the changes discussed. Shelly seconded. Unanimously approved.
- Discussion regarding outstanding action items from previous meeting was led by Leigh.
- Board training is scheduled for Monday, October 20, 5-9pm. Discussion ensued regarding topics to be covered in training.
- Hilary provided an update on the proposed BOD Drive & Document Management process. Discussion ensued.
- Shelly will attend the 10/8 MEF meeting. Lana will attend the 11/12 MEF meeting. Jeff will attend the 12/10 MEF meeting.
- Jeff and Hilary are working on the timeline for Head of School Evaluation activities. Proposed timeline will be presented at the next meeting.
- New Business
 - Jeff informed the Board that he received communication from a parent. At this point there is no further action required of the Board.
- The Board discussed the candidates that applied for the vacant Director position. Jeff moved to appoint Erica Kenney to the open Director position. Shelly seconded. Unanimously approved.
- Board Self-Assessment

Jeff moved to adjourn the meeting at 10:11pm; Shelly seconded. Unanimously approved.

Respectfully submitted,

Hilary Fox
DCS Montessori Board of Directors

**BOARD OF DIRECTORS' WORKING SESSION MINUTES
DCS MONTESSORI CHARTER SCHOOL**

Monday, October 20, 2014

The working session was called to order at 5:17pm.

- In Attendance
 - Directors: Hilary Fox, Jeff Caron, Shelly Biggs, Lana Van Egeren, Geoff Williams
 - HOS: Jeromy Johnson
 - Trainer: Jim Weigel

Jeff read the Mission and Ends-1.

Jim provided an overview of his background.

Jeff reviewed goals and objectives for the training.

Jim provided an overview of the Policy Governance Source Document and Policy Governance Process roles and responsibilities in the context of our school community. Discussion ensued.

Jim led the group in a discussion about Ends, the role of Community Engagement and effective monitoring techniques for Ends. Discussion continued.

Jim led the group in a mock monitoring with Jeromy on EL-04 (Building Security and Physical Safety). Discussion ensued.

Jim led the group in a discussion around treatment of Parents, Students and Staff. Discussion ensued.

Hilary moved to adjourn the meeting at 9:02pm; Shelly seconded. Unanimously approved.

Respectfully submitted,

Hilary Fox
DCS Montessori Board of Directors

**BOARD OF DIRECTORS' MEETING MINUTES
DCS MONTESSORI CHARTER SCHOOL**

Tuesday, October 28, 2014

The meeting was called to order at 6:03pm.

- Directors Present: Jeff Caron, Leigh Camel, Shelly Biggs, Hilary Fox, Erica Kenney, Geoff Williams
- HOS Present: Jeromy Johnson

Shelly read the Mission and Ends-1.

Public Comment (GP-12 Public Participation at Board of Directors' Meetings)

- Colorado Montessori Association Board Members were present to share the vision of their organization. Each board member briefly shared their background and current role in Montessori education in Colorado.
 - Directors Present:
 - Kathryn Ross - President
 - RB Fast - Vice President and Public Policy Chair
 - Martha Teien
 - Karen Farquharson
 - Sheila Wolff

MEF Report (GP-1 – Global Gov. Commitment, GP-3 Gov. Style) - Samantha Cohen

- Samantha shared that the Fall Festival was a success raising approx. \$9,600 for the school. It was planned as a community building event primarily and exceeded expectations from that perspective as well.
- An update was provided on the direct giving campaign. Enrollment is lower than anticipated. The MEF believes this is due to a lack of understanding across parent community about the program. Plans are in place to reintroduce the campaign with the option to elect which initiative the funds go towards as well as other new options.
- The MEF plans to share MEF fund allocation information more directly with the parent community to encourage parents to continue to support the school financially.
- The MEF is considering updating their bylaws.
- Plans are underway for the spring event.

Jeff welcomed the new Board member, Erica Kenney.

Board Assessment/Direction Discussion - Jeff Caron

- The Board discussed the training conducted in the working session held on 10/20/14.

Executive Session

- At 6:20pm, Jeff moved to enter in to executive session as per statute CRS-24-6-402(4) to discuss a personnel matter. Hilary seconded. Unanimously approved.

- At 6:22pm the executive session was called to order.
- At 7:47pm Jeff moved to conclude the executive session. Leigh seconded the motion. Unanimously approved.

General Session was reconvened at 7:48pm with no action taken from the Board as a result of the Executive Session.

HOS Report – Jeromy Johnson (EL-3 Comm. and Support to Board)

- Janet presented the '13/'14 Revised Budget to Actual as of 6/30/14. Discussion ensued.
- Janet presented the '14/'15 Adopted Budget to Actual as of 9/30/14. Discussion ensued.
- Janet advised the Board that the completed audit had been forwarded to each Director via email on Tuesday, 10/28. Wendy Swanhorst will be in attendance at the next meeting to present the final audit and address questions from the Board.
- Kristina provided a tour of the Middle School building for the directors present. Discussion ensued regarding the post-construction potential concerns and warranty timeline.
- Jeff provided a recap of the previous discussions regarding treatment of staff. Discussion continued amongst the Directors and Jeromy.
- Jeromy presented MEF Funding Request 2014-5. Discussion ensued. Geoff moved to approve MEF Funding Request 2014-5 as presented. Jeff seconded. Unanimously approved.
- Jeromy provided an update on the Middle School warranty concerns. Jeromy advised the permanent resolution of the leaks due to the flashing being replaced has been completed. Geoff moved that Jeromy and Lana move forward with the structural engineering review to get a third party opinion on the cracks in the floor. Jeff seconded. Unanimously approved.
- Jeromy presented his monitoring report on EL-4 (Building Security and Physical Safety). Discussion ensued. Jeromy reiterated the immediate need for an updated intercom system. Process is underway to get that in place by the end of the year. Geoff requested more specific information surrounding training that has been performed. Jeromy plans to follow up with additional information and the CEMP for additional discussion and approval of the monitoring of EL-4 at the next meeting.
- The Board agreed to move the monitoring of EL-10 (Financial Planning and Budgeting) to the December meeting due to the audit also being discussed at that meeting.

Policy Review (GP-2 Board Job Description, GP-3 Gov. Style & GP-4 Agenda Planning)

- The Board agreed to move the monitoring of the policies planned for this meeting to the next meeting, due to time constraints.
 - GP- 4 Agenda Planning
 - GP- 5 Officers Roles
 - GP- 7 Board Committees Principles
 - GP- 9 Cost of Governance
 - EL- 4 Building Security and Physical Safety

Administrative

- Hilary made a motion to approve the minutes from the 9/23/14 as presented. Leigh

seconded. The motion was approved by a vote of 4-0-2 (Aye: Shelly, Hilary, Jeff, Leigh; Abstention: Geoff, Erica).

- Geoff reviewed the action items from previous meetings.
- Geoff provided an update on the potential bylaws revision effort.
- Lana is scheduled to attend the MEF meeting on 11/12 and Jeff is scheduled to attend the MEF meeting on 12/10.
- Jeff and Hilary are starting planning for the Head of School Evaluation Committee Schedule/Process.
- New Business
 - The Board discussed communications involving the parent of a student. Following discussion, Hilary made a motion to authorize Mr. Williams and the Head of School to engage outside legal counsel to provide legal advice on the matter, including advice on communications with the parent in question. Additionally, that Mr. Williams and the Head of School be, and each of them hereby individually is, authorized and directed, jointly and severally, for and on behalf of DCS Montessori Charter School take any and all steps and do any and all things which any of them individually may deem necessary or advisable in order to effectuate the purposes of the foregoing resolution. Jeff seconded. The motion was approved by a vote of 5-0-1 (Aye: Shelly, Hilary, Jeff, Leigh, Erica; Abstention: Geoff). Mr. Williams and the Head of School agreed to report back the Board with respect to the legal matter.
- The Board conducted a self-assessment and concluded that the Board is operating effectively.

Jeff made a motion to adjourn the meeting at 10:25pm, Geoff seconded. Unanimously approved.

Respectfully submitted,

Hilary Fox
DCS Montessori Board of Directors

**BOARD OF DIRECTORS' MEETING MINUTES
DCS MONTESSORI CHARTER SCHOOL**

Tuesday, December 2, 2014

The meeting was called to order at 5:02pm.

- Directors Present: Jeff Caron, Lana Van Egeren, Shelly Biggs, Hilary Fox, Erica Kenney, Geoff Williams
- HOS Present: Jeromy Johnson

Erica read the Mission and Ends-1.

Public Comment (GP-12 Public Participation at Board of Directors' Meetings)

- There was no public comment.

MEF Report (GP-1 – Global Gov. Commitment, GP-3 Gov. Style) - Dan Mauer

- Dan shared that two members will be resigning at the end of the school year that are both officers of the MEF today. The MEF is working on transition planning to ensure the least amount of disruption. They will be appointing two new members to fill the positions that will be opening up.
- The cocoa cup awareness campaign to promote direct giving is underway.
- Additional fundraising efforts for the year include the teacher's wish list giving opportunity and the Spring Gala.
- Community events planned include a family ice skating night on 2/11/15 at the rink in Castle Rock and a family event planned for May.
- The MEF has a new initiative to create consistency in messaging and branding and to more prominently promote accomplishments of past fundraising activities.

Board Meeting assessment/development/direction discussion (Jeff)

- Jeff advised this will be moved to the January agenda for further discussion.

HOS Report – Jeromy Johnson (EL-3 Comm/Support)

- Janet provided the '13/'14 Audit Summary and Financial Statements for the fiscal year ending in June 2014 prepared by Swanhorst & Company LLC. Discussion ensued regarding the audit results and financial status of the school. The Board requested Wendy Swanhorst attend the January meeting for further discussion.
- Jeromy provided an overview of the changes included in the '14/'15 Revised Budget Summary. Discussion ensued. Hilary moved to approve the Revised Budget Summary as presented. Geoff seconded. Unanimously approved.
- Jeromy presented the Appropriating Resolution for 2014/2015 Budgeted Expenses. Geoff made a motion to approve the Appropriating Resolution with the change discussed. Jeff seconded. Unanimously approved.
- Lana and Jeromy provided an update on the engineering assessment conducted last month. A formal report will be available from the structural engineer next week.

- Jeromy presented the Architectural Services Proposal for the Middle School - Accessory Buildings from DLH Architecture. Discussion ensued. Jeff made a motion to approve Jeromy to move forward with the bid process with DLH Architecture contingent upon the the project staying within the financial scope of what was provided with contract terms modified to include owner's representation. It was noted that the scope of work is limited to design work for the two buildings in order to get a better idea of cost for each building. Approval to move forward with construction of one or both buildings would require additional approval by the Board of Directors at a later date. Shelly seconded. Unanimously approved.
- Jeromy presented additional information for monitoring for EL- 4 (Building Security and Physical Safety) following up from discussion at the October meeting. Discussion ensued. Hilary made a motion to approve the monitoring report as a reasonable interpretation. Lana seconded. Additional discussion ensued regarding building access. The motion was amended by Jeff to approve as a reasonable interpretation subject to changes discussed being included. Shelly seconded. Unanimously approved.
- Jeromy presented his monitoring report on EL-10 (Financial Planning and Budgeting). Discussion ensued. Lana moved to approved Jeromy's monitoring report as a reasonable interpretation. Hilary seconded. Unanimously approved.
- Jeromy presented his monitoring report on Ends 1. Discussion ensued. Jeff moved to approve the monitoring as a reasonable interpretation, with the changes discussed. Geoff seconded. Unanimously approved.
- Jeromy provided an update on the UIP + SAC Discussion and Goals.

Policy Review (GP-2 Board Job Description, GP-3 Gov. Style & GP-4 Agenda Planning)

- The Board reviewed GP- 4 (Agenda Planning). Discussion ensued. Lana and Shelly will meet to draft proposed changes to bring the policy current.
- The Board reviewed GP- 5 (Officers Roles). Discussion ensued. Lana and Shelly will meet to draft proposed changes to bring the policy current.
- The Board reviewed GP- 7 (Board Committees Principles). Discussion ensued. Lana and Shelly will meet to draft proposed changes to bring the policy current.
- The Board reviewed GP- 9 (Cost of Governance). Discussion ensued. Lana and Shelly will meet to draft proposed changes to bring the policy current.
- The Board reviewed EL- 4 (Building Security and Physical Safety). Discussion ensued. No changes made.
- The Board reviewed EL-10 (Financial Planning and Budgeting). Discussion ensued. No changes made.
- The Board discussed how to increase community involvement around Ends-1. Discussion ensued.

Executive Session

- At 9:08pm, Jeff moved to enter in to executive session as per statute CRS-24-6-402(4) to discuss a personnel matter. Hilary seconded. Unanimously approved.
- Jeff made a motion to adjourn executive session at 9:34pm.

Jeff moved to reconvene in to Open Session. No actions were necessary based on personnel discussion conducted in executive session.

Administrative

- Shelly made a motion to approve the minutes from 10/28/14 with the changes discussed. Jeff seconded. The motion was approved by a vote of 5-0-1 (Aye: Shelly, Hilary, Jeff, Geoff, Erica; Abstention: Lana).
- Geoff reviewed the action items list from previous meetings.
- Geoff provided an update on the By Laws review process.
- MEF meeting representation planning: Dec 10 (Jeff), January 14 (Erica), Feb 11 (Geoff)
- Hilary and Jeff provided an overview of the Head of School Evaluation Committee Schedule/Process.
- New Business
 - Geoff and Jeromy updated the Board on the legal council engagement authorized at the last meeting. The Board authorized a specific parent communication regarding a complaint.
 - Hilary reviewed the minutes from the Working Session on 10/20/14. Lana moved to approve the minutes. Shelly seconded. The motion was approved by a vote of 5-0-1 (Aye: Shelly, Hilary, Jeff, Geoff, Lana; Abstention: Erica).

Shelly made a motion to adjourn the meeting at 11:04pm, Lana seconded. Unanimously approved.

Respectfully submitted,

Hilary Fox
DCS Montessori Board of Directors