

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

Tuesday, January 27, 2015

**The meeting was called to order at 6:02pm.**

- Directors Present: Jeff Caron, Lana Van Egeren, Hilary Fox, Erica Kenney, Geoff Williams (arrived at 6:05pm)
- HOS Present: Jeromy Johnson

**Lana 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)**

- The MEF was not available to present a report.

**Audit/Financial Review & Discussion (Wendy Swanhorst)**

- Wendy Swanhorst and Janet VonRussow were present to discuss the 2013-2014 Audit.
- Discussion ensued between the Board, Jeromy, Janet and Wendy regarding identified areas of focus for the current year and progress underway.
- The Board asked questions of Wendy, Jeromy, and Janet regarding the independent auditor's assessment that certain misstatements identified in the audit "indicate a weakness in the School's financial reporting process." A discussion ensued. It was noted that the misstatements consisted of technical bookkeeping errors and were not material, nor indicative of fraud. Jeromy explained his plan for addressing the weakness with the goal to eliminate the weakness. The Board asked questions of Jeromy which were answered.
- It was noted that Jeff and Geoff spoke with Wendy regarding the 2013-14 Audit on December 18, 2014 to ask questions of her prior to the posting of the audited financial statements on the School's website.
- Financial controls were discussed, including the documentation of financial controls. Following such discussion, Jeromy and Janet agreed to work with Wendy and other outside resources to improve the financial controls processes and documentation of such processes for the School. Jeromy agreed to report back to the Board on this matter at the April 28, 2015 meeting.
- Audit dependencies on MEF financials were discussed and increased communication and coordination throughout the year between both organizations was recommended.
- Wendy reviewed the impending impact of the Governmental Accounting Standards Board (GASB) mandate to include unfunded Public Employees Retirement Association (PERA) liability in 2015 financials. Discussion ensued.
- Geoff made a motion to accept the audited financial statements. Jeff seconded. Unanimously approved.

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

- Janet provided the '14/'15 Revised Budget to Actual as of 12/31/14 Summary. Discussion ensued.
- Jeromy provided an update on the additional middle school buildings bid process as well as warranty timeline and process for the existing structures. Discussion ensued.
- Jeromy provided an update on progress toward the SAC UIP and Strategic Planning Goals. Discussion ensued.
- Jeromy presented his monitoring report on EL-8 (Staff Evaluations). Discussion ensued. Geoff moved to approved Jeromy's monitoring report as a reasonable interpretation. Erica seconded. Unanimously approved.
- The Board reviewed the 2014/2015 Fund Balance Reserves. Lana moved to approve the document as presented. Geoff seconded. Unanimously approved.

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

- The Board reviewed GP- 12 (Public Participation). No changes made.
- The Board reviewed GP- 13 (Conflict Resolution Process). Discussion ensued. Jeff moved to approve the changes as discussed. Erica seconded. Unanimously approved.
- The Board reviewed GP- 14 (Building Construction, Expansion or Renovation). Discussion ensued. Lana and Shelly will meet to draft proposed changes to bring the policy current.
- The Board reviewed EL- 8 (Staff Evaluation). Discussion ensued. Hilary moved to approve the changes as discussed. Lana seconded. Unanimously approved.
- The Board discussed community involvement related to Ends-1 and engagement and communication with the parents on a regular basis. Discussion ensued.

**Administrative**

- Jeff made a motion to approve the minutes from 12/2/14 with the changes discussed. Geoff seconded. Unanimously approved.
- Geoff reviewed the action items list from previous meetings.
- Geoff provided an update on the By Laws review process.
- MEF meeting representation planning: Feb 11 (Geoff), Mar 11 (Erica)
- Hilary and Jeff provided an overview of the Head of School Evaluation Committee data points and action items required for the next 30 days.
- New Business
  - Discussion ensued regarding the meeting location of regular Board meetings.
  - Discussion ensued regarding a possible joint meeting with the MEF and/or SAC.
  - MEF teacher scholarship process and timeline were reviewed and discussed.
  - Board Retreat date/time was set for Tuesday March 3 at 6pm.
- The Board conducted a self assessment of the meeting.

**Jeff made a motion to adjourn the meeting at 10:27pm, Geoff seconded. Unanimously approved.**

**Respectfully submitted,**

**Hilary Fox**  
**DCS Montessori Board of Directors**

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

**Thursday, February 12, 2015**

**The meeting was called to order at 9:10am.**

- Directors Present: Jeff Caron, Shelly Biggs, Hilary Fox, Erica Kenney, Geoff Williams, Leigh Camel (arrived at 9:14am)

**At 9:12am, Jeff moved to enter in to executive session as per statute CRS-24-6-402(4) - Personnel Matters to discuss the Head of School (HOS) Evaluation.** Geoff seconded. Unanimously approved.

**Executive Session**

- At 9:14am the executive session was called to order.
- At 10:51am Jeff moved to conclude the executive session. Shelly seconded the motion. Unanimously approved.

**General Session was reconvened at 10:52am.**

**Shelly moved to authorize Jeff and Hilary to present the HOS Annual Review to Jeromy Johnson with the changes discussed in Executive Session.** Leigh seconded. Unanimously approved.

**Geoff moved to authorize Jeff and Hilary to release the HOS Performance Bonus associated with the HOS Annual review.** Erica seconded. Unanimously approved.

**Hilary made a motion to adjourn the meeting at 10:54am.** Shelly seconded. Unanimously approved.

**Respectfully submitted,**

**Hilary Fox  
DCS Montessori Board of Directors**

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

**Tuesday, February 24, 2015**

**The meeting was called to order at 6:07pm.**

- Directors Present: Jeff Caron, Lana Van Egeren, Erica Kenney, Geoff Williams, Leigh Camel, Shelly Biggs, Hilary Fox (arrived at 6:10pm)
- HOS Present: Jeromy Johnson

**Lana 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)**

- Jean Dupper was in attendance to present the status of planned spring activities and recruitment efforts for the open MEF Board positions.

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

- Jeromy provided an update on the additional middle school buildings bid process and timeline. Discussion ensued.
- Jeromy advised that current enrollment for Middle School is above projections at 71 students. A full-time science teacher is planned to augment the Middle School staff. Discussion ensued.
- Previously identified warranty items for the Middle School building are scheduled to be worked over Spring Break.
- Jeromy fielded questions from the Board regarding the HOS news. Discussion ensued.
- Jeromy presented his monitoring report on EL-9 (Compensation and Benefits). Discussion ensued. Geoff moved to approve Jeromy's monitoring report as a reasonable interpretation. Jeff seconded. Unanimously approved.
- Jeromy presented his monitoring report on EL-12 (Asset Protection). Discussion ensued. This will be tabled pending further review at the March meeting.

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

- The Board reviewed EL- 9 (Compensation and Benefits). Discussion ensued. No changes made.
- The Board reviewed EL- 12 (Asset Protection). Discussion ensued. Hilary moved to approve the changes as discussed. Leigh seconded. Unanimously approved.
- The Board discussed community involvement related to Ends-1 and engagement and communication with the parents on a regular basis. Discussion ensued.
- The Board reviewed GP- 10 (Board Self Assessment). This will be moved to the March agenda for review and discussion.

### **Administrative**

- The minutes from 1/27/15 were reviewed. Discussion ensued. These minutes will be reviewed again at the 3/31/15 meeting for approval.
- Geoff reviewed the action items list from previous meetings. Discussion ensued.
- Geoff provided an update on the By Laws review process.
- Tuition Reimbursement Program (TRP) Applications Review - Based on process Ms. Chris Scovil will be offered a tuition reimbursement for Lower Elementary Montessori Education Center of the Rockies (MECR) training.
- Hilary and Jeff provided an overview of the Head of School Evaluation Committee process and planning for 15-16 year.
- New Business
  - Jeromy reviewed the arrangement with DCSD for purchased services via the annual DCSD Charter School Purchased Services Agreement. The only change anticipated in the scope of services is the removal of liability coverage as the district will no longer offer that service to charter schools. Shelly moved to authorize Jeromy to renew the purchased services agreement with DCSD based on the removal of liability coverage. Jeff seconded. Unanimously approved.
  - The Board conducted the evaluation with Jeromy on 2/20/15. The Board extended an offer and Jeromy accepted to continue in his role of HOS for the 15-16 school year.
  - Board Retreat date/time was set for Tuesday, March 3 at 6pm. Discussion ensued regarding topics for the retreat.
- MEF meeting representation planning: Mar 11 (Erica), April (Jeff)
- The Board conducted a self assessment of the meeting.

**Jeff made a motion to adjourn the meeting at 10:19pm, Geoff seconded. Unanimously approved.**

**Respectfully submitted,**

**Hilary Fox**

**DCS Montessori Board of Directors**

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

**Monday, March 3, 2015**

**The working session was called to order at 6:09pm.**

- In Attendance
  - Directors: Hilary Fox, Jeff Caron, Shelly Biggs, Lana Van Egeren, Leigh Camel, Erica Kenney
  - HOS: Jeromy Johnson

**Jeromy led a discussion on School Boards and provided several discussion items.** Discussion continued.

**Jeromy provided additional data surrounding Board Consistency and Transitions.** Discussion ensued.

**Hilary moved to adjourn the working session at 8:02pm; Shelly seconded. Unanimously approved.**

**Respectfully submitted,**

**Hilary Fox  
DCS Montessori Board of Directors**

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

**Tuesday, March 31, 2015**

A working session with the teachers was held in advance of the regular meeting. Starting at 5:15pm, and with representation of 3 middle school teachers, 5 upper elementary teachers, 4 lower elementary teachers, 3 primary teachers, 1 specials teacher.

**The meeting was called to order at 6:00pm.**

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

**Lana 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)**

- Aimee Goodrich was present to present the MEF report.
  - The fund balance is currently at \$154,500.
  - The Spring Gala Event is scheduled for 4/17.
  - The Spring Family Event is scheduled for 5/17 as a community building event. There is a nominal cost of \$5/family. Choice of four movies will be voted on by the students.
  - There are four member spots open on the MEF. Multiple applications have been received; members will be selected at the 4/9 meeting.
  - MEF has planned to provide tangible gift for each classroom.

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

- Jeromy provided an update on the current enrollment for 15-16 school year. Discussion ensued.
- Jeromy provided an update on maintenance activities planned for the end of the year/summer. Discussion ensued.

**Middle School Bid Process Update**

- Dave Hieronymus & Nathan Albers from DLH Architecture were in attendance to present to the Board directly on the process and field questions..
- DLH provided a site plan and drawing for a tech lab and greenhouse and provided an overview of the bid process and expected bidders. Discussion ensued. Expected bidders include:
  - Crossline Construction - Castle Rock
  - Sbarra West - Castle Rock
  - Myers Construction, Englewood
  - Bassett & Assoc - Centennial



- Dave provided an overview of the tech lab construction specs. Discussion ensued.
- Dave provided an overview of the greenhouse specs. Discussion ensued.
- Dave provided an explanation for the excessive water tap fees from the Metro District for potable water and sewage. Contact information will be provided by DLH to Jeromy for further discussion.
- Tentative schedule for bid process and construction was reviewed. Discussion ensued.

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

- Jeromy presented his monitoring report on Ends 2 (Values). Discussion ensued. Lana moved to approve Jeromy's monitoring report as a reasonable interpretation. Geoff seconded. Unanimously approved.
- Jeromy provided an update on the warranty work for the Middle School building that occurred over Spring Break. A final walk through is pending for closure on this item.

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

- Lana provided an overview of the changes suggested to GP-04, GP-09 and GP-14. The policy drafts will be reviewed and considered at the April meeting.
- The Board reviewed GP-10 (Board Self Assessment). Discussion ensued. Lana moved to approved the changes discussed. Shelly seconded. Unanimously approved.
- The Board reviewed Ends 2 (Values). Discussion ensued. Hilary moved to remove Ends 2 as a policy. Jeff seconded. Unanimously approved.

#### **Administrative**

- The minutes from 1/27/15 were reviewed. Discussion ensued. Jeff made a motion to approve the minutes from 10/28/14 with the changes discussed. Lana seconded. The motion was approved by a vote of 5-0-1 (Aye: Lana, Hilary, Jeff, Geoff, Erica; Abstention: Shelly).
- The minutes from 2/12/15 were reviewed. Discussion ensued. Jeff made a motion to approve the minutes from 2/12/15 with the changes discussed. Geoff seconded. The motion was approved by a vote of 5-0-1 (Aye: Shelly, Hilary, Jeff, Geoff, Erica; Abstention: Lana).
- The minutes from 2/24/15 were reviewed. Discussion ensued. Erica made a motion to approve the minutes from 2/24/15 with the changes discussed. Shelly seconded. Unanimously approved.
- The minutes from 3/03/15 were reviewed. Discussion ensued. Jeff made a motion to approve the minutes as submitted. Shelly seconded. The motion was approved by a vote of 5-0-1 (Aye: Shelly, Hilary, Jeff, Lana, Erica; Abstention: Geoff).
- Jeff reviewed the schedule and follow up plan for Community Involvement. Discussion ensued.
- Hilary provided an overview of the Election Process and Timeline for the open Director seats for the 15-17 term.
- Jeromy and Jeff provided an update on the EL-12/Financial Controls project which remains in process.
- Geoff provided an update on the Bylaws review process which remains in process.
- Geoff reviewed the action items list from previous meetings. Discussion ensued.
- MEF meeting representation planning: April (Jeff), May (Lana)

- Hilary reviewed the proposed Document Management Process. Discussion ensued. We will review again at the April meeting.
- New Business
  - Leigh Camel resigned as a Director on 3/31/15. We will postpone the appointment process until after elections.
  - Nicole Gassman has been hired as the new science teacher for the Middle School.

**Hilary made a motion to adjourn the meeting at 10:32pm, Erica seconded. Unanimously approved.**

**Respectfully submitted,**

**Hilary Fox  
DCS Montessori Board of Directors**

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

**Tuesday, April 28, 2015**

**The meeting was called to order at 6:01pm.**

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

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

- Ben Williams was present to provide an overview of SAC UIP goals and survey highlights from this year. Discussion ensued.
- Coordination of parent survey communication was discussed.

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

- Tom Brock was present to present the MEF report.
  - The fund balance is currently at ~\$205,000.
  - Capital project commitment for the school is pending a vote of the MEF members.
  - The Spring Gala Event was held on 4/17 and was a successful fundraising and community event.
  - The Direct Giving Campaign currently has 40 families participating which adds a meaningful additional \$10,000 contribution annually.
  - The Spring Family Event is scheduled for 5/17 as a community building event.
  - There are four member spots open on the MEF. Multiple applications have been received; selection process is underway for appointment to begin in June.

**Meet the Candidates**

- Erica Kenney (currently serving on the Board of Directors) is the only candidate running for the open positions. Ballots will go out as planned on 5/1/15.

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

- Janet Von Russow and Jeromy presented the '14/'15 Revised Budget to Actual as of 3/31/15 per EL-11.1 (Quarterly Budget). Discussion ensued. It appeared acceptable and consistent with expectations.
- Jeromy and Janet presented the '15/'16 Proposed Budget Summary for approval. Discussion ensued. Lana moved to approve the '15/'16 proposed budget as presented. Erica seconded. Unanimously approved. The approved budget will be presented at the June meeting.

- Geoff provided an update on the Middle School Out Buildings sewer and water tap fee concerns. After meeting with Jim Nichols of Castle Pines Metro District (CPMD) and Nathan Albers from DLH Architecture, we received preliminary approval to have both water and sewer tie back to the main Middle School building which will reduce the cost by approx. \$100,000 that would have been incurred to tie in both buildings directly. Discussion ensued.
- Jeromy provided an update on the Middle School Out Buildings bid timeline and process. Discussion ensued.
- The use case and descriptions of the out buildings were revisited and discussed.
- Jeromy presented his monitoring report on EL-06 (Discipline and Prevention of Bullying). Discussion ensued. Geoff moved to approve the monitoring report with the changes discussed. Erica seconded. Unanimously approved.
- Jeromy and Geoff provided an update on the comparison of the policy language to state statute. Monitoring of EL-12 will be moved to the May meeting.
- Jeromy provided an update on the planned improvements to the parking lot over the summer. Discussion ensued.
- Jeromy provided an update on the warranty work for the Middle School building that occurred over Spring Break. All interior work has been completed. The landscape 'walk through' is pending for closure on this item.

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

- The Board reviewed EL-06 (Discipline and Prevention of Bullying). Discussion ensued. No changes made.
- Policy review of EL-12 (Asset Protection) will be moved to the May meeting.
- The Board reviewed the GP-14 (Facility Construction Expansion or Renovation) draft provided by the Lana and Shelly. Discussion ensued. Geoff moved to approve the changes as discussed. Lana seconded. Unanimously approved.

#### **Administrative**

- The minutes from 3/31/15 will be reviewed at the May meeting due to technical difficulties.
- Jeff provided an update on proposed timeline for Community Involvement Parent Communication as well as the planning for 8th grader engagement session.
- Hilary provided an overview of the Election Process and Timeline for the open Director seats for the 15-17 term. Discussion ensued.
- Working session planned for 5/5/15 5-8pm is scheduled specific to Bylaws review.
- Geoff reviewed the action items list from previous meetings. Discussion ensued.
- MEF meeting representation planning: May (Lana)
- New Business
  - Jeff updated the Board on a draft grievance that was submitted and retracted. No action required by the Board at this time.
- The Board conducted a self assessment.

**Hilary made a motion to adjourn the meeting at 10:15pm, Jeff seconded. Unanimously approved.**

**Respectfully submitted,**

**Hilary Fox  
DCS Montessori Board of Directors**

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

**Monday, May 5, 2015**

**The working session was called to order at 5:05pm.**

- In Attendance
  - Directors: Hilary Fox, Lana Van Egeren, Geoff Williams
  - HOS: Jeromy Johnson

**Jeromy provided an update the Middle School outbuilding pre-construction activities. Discussion ensued.**

**Geoff provided an overview of the proposed changes to the Bylaws. Discussion ensued.**

**Jeromy departed at 7:15pm.**

**Hilary moved to adjourn the working session at 7:33pm.; Geoff seconded. Unanimously approved.**

**Respectfully submitted,**

**Hilary Fox  
DCS Montessori Board of Directors**

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

**Tuesday, May 26, 2015**

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

- Directors Present: Jeff Caron, Erica Kenney, Geoff Williams, Shelly Biggs, Hilary Fox, Lana Van Egeren (arrived at 6:05pm)
- HOS Present: Jeromy Johnson

**Shelly read the Mission and Ends-1.**

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

- Jeff Caron read GP-12 to review the public participation policy.
- John & Barb Flocco and Rebecca Jones were present for public comment.
  - Barb expressed concern over the 8th grader engagement session facilitated by the Board as part of the community engagement session. Jeff Caron explained the intent of the engagement session. Lana reviewed the questions that were covered. John and Barb expressed additional concern over their daughter's educational experience.
  - Rebecca Jones shared that the feedback she received from some of the participants was overwhelmingly positive and there was a sincere appreciation of the engagement from the Board.

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

- Jean Dupper was present to present the MEF report.
  - The Spring Event generated \$34,000 and a good time was had by all.
  - The Summer Celebration generated just under \$1,000.
  - All four open MEF positions were filled. The new members are Brian Shaffer, Mike Malady, Kristy Diozior, Dave Roots.
  - Current bank balance is \$189,000. MEF expects to meet or possibly exceed the commitment towards funding of the Middle School out buildings.

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

- Adherence to mission by Montessori Curriculum Director (Sheila Wolfe)
  - Sheila provided the Adherence to Montessori Philosophy report.
  - In light of the discussion during public comment, Sheila shared that we report 91% compliance to Montessori Philosophy in the Middle School environment which is presented further in the sustainability report.
  - Sheila reviewed her background and qualification at Geoff's request.
  - Sheila reviewed the methodology behind the scoring system used in the report.
  - Sheila identified increased collaboration within levels and between levels as well as new professional development process as primary contributors to the 3% increase in overall adherence to Montessori philosophy.
- Middle School Out-Buildings Update (Jeromy/Geoff)
  - Jeromy provided an update on the bid meeting held today (5/26).

- Primary concerns are around timeline (weather related) and possible permit delays.
- Bids are due back 6/4/15.
- Timeline should be finalized within 2-3 weeks.
- Geoff reviewed the process required to get an official declaration from the state inspector on whether the 'tech lab' needs to be built to woodshop specifications or the current architectural design.
- Jeromy reviewed his monitoring report for EL-12 (Asset Protection). Discussion ensued. Lana moved to approve the monitoring of EL-12 with the changes discussed as a reasonable interpretation. Shelly seconded. Unanimously approved.
- Jeromy reviewed his monitoring report for EL-03 (Communication and Support to the Board). Discussion ensued. Recommendation was made to add external viewpoint attendee requests to the annual calendar. Jeff moved to accept the monitoring of EL-03 (Communication and Support to the Board) as a reasonable interpretation. Erica seconded. Approved by a vote of 5:0:1 Geoff abstained.
- Jeromy provided an overview of future planning for the Middle School program.

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

- The Board reviewed EL-03 (Communication and Support to the Board). Discussion ensued. No changes made.
- GP-04 will be moved for review in June.
- The Board reviewed the GP-09 (Cost of Governance) draft provided by the Lana and Shelly. Discussion ensued. Geoff moved to approve the changes as discussed. Erica seconded. Unanimously approved.

#### **Grievance Review (GP-13 Conflict Resolution)**

- The Board reviewed the outstanding grievance update and reviewed the recommended response from Council. Discussion ensued.

Geoff departed at 10:05pm.

#### **Administrative**

- The 3/31/15 minutes were reviewed. Discussion ensued. Lana moved to approved with the correction discussed. Jeff seconded. Unanimously approved.
- The 4/28/15 minutes were reviewed. Discussion ensued. Erica moved to approved with the correction discussed. Lana seconded. Unanimously approved.
- Jeff provided an update on Ends-1 - Community Involvement and the meeting with graduating 8th graders. Discussion ensued.
- Lana witnessed the election results. Erica Kenney was elected to an open Director position for the 2015-2017 term with 97% of the vote (56 votes, 2 abstentions).
- Special Session to review construction bids planned for June 5 at 7am at Mimi's in Lone Tree.
- Financial Controls discussion and review will be reviewed at a future meeting.
- By Laws discussion update and review process will be reviewed at a future meeting.
- Action Items review (Geoff)



- Document Management process discussion (Hilary)
- New Business
  - Jeromy presented the MEF funding request. Lana moved to approve request 2015-1 \$3,262.07. Erica seconded. Unanimously approved.
  - Jeromy provided an update on the insurance options received. Pending 3rd party review of the options for presentation to the Board.
- Discuss June meeting
- Confirm next MEF meeting: June 24 (Jeff)
- The Board conducted a self assessment.

**Hilary made a motion to adjourn the meeting at 10:53pm, Shelly seconded. Unanimously approved.**

**Respectfully submitted,**

**Hilary Fox  
DCS Montessori Board of Directors**

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

**Tuesday, June 23, 2015**

**The meeting was called to order at 6:00pm.**

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

**Geoff read the Mission and Ends-1.**

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

- There was no public comment.

**New Director Candidate Consideration**

- Brian Baum was present as a candidate for consideration for appointment to the 2015-2017 Board of Directors. Discussion ensued with Ben regarding the open Director position and the structure and responsibilities of the Board.
- Shelly moved to appoint Brian Baum to an open two year term Director seat to start July 2015. Jeff seconded. Unanimously approved.
- Hilary moved to appoint Shelly Biggs to an open two year term Director seat to start July 2015. Erica seconded. Approved by a vote of 4-0-1. Aye: Geoff, Jeff, Erica, Hilary. Abstention: Shelly.
- Shelly moved to appoint Hilary Fox to an open one year term Director seat to start July 2015. Jeff seconded. Approved by a vote of 4-0-1. Aye: Geoff, Jeff, Shelly, Erica. Abstention: Hilary.
- Shelly moved to appoint Lana Van Egeren to an open two year term Director seat to start July 2015. Geoff seconded. Unanimously approved.

**Middle School Outbuildings Update:** Dave Hieronymus from DLH Architecture was here to discuss the bid results for the outbuildings. Bids came back significantly higher than expected due primarily to a labor shortage. Dave's recommendation is to rebid in September when it is anticipated that the conditions would be more favorable to see reasonable bids.

**MEF Report (GP-01 Global Gov. Process, GP-03 Gov. Style) - Kelly Martin**

- Spring Gala Recap: \$35,496.40 net profits raised
- Summer Celebration was a success with 150-200 people in attendance despite the threat of rain.
- Four new MEF members joining this year: Mike Malody, Kristi Dozois, Dave Rootes, Brian Schaiper.
- New Program: Friday Folder sponsorship program has already generated a lot of interest.

**HOS Report – Jeromy Johnson (EL-03 Comm/Support)**

- Facilities Update: Jeromy provided an update of the facility updates happening in the Elementary and Middle School buildings to prepare for the 2015-2016 school year.
- Jeromy provided a recap of the Middle School Sustainability Report. Discussion ensued.
- Jeromy provided a recap of the Academic Data Report. Discussion ensued.
- Jeromy reviewed his monitoring report for EL-10 (Financial Planning & Budgeting) and the Adopted Budget Summary for 2015-2016. Discussion ensued. Hilary moved to approve the Adopted Budget Summary for 2015-2016 and the monitoring of EL-10 with the changes discussed as a reasonable interpretation. Jeff seconded. Unanimously approved.

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

**Tuesday, June 23, 2015**

- Jeromy reviewed the finalized Risk Management Services/Commercial Insurance coverage for 2015-2016. Discussion ensued.
- The Board reviewed 2015-2016 HOS Goals with Jeromy. Discussion ensued. Geoff moved to approved the 2015-2016 Strategic Goals with the changes discussed. Jeff seconded. Unanimously approved.

**Policy Review (GP-02 Board Job Description, GP-03 Gov. Style & GP-04 Agenda Planning)**

- Geoff reviewed the proposed draft of EL-12 (Asset Protection). Discussion ensued. Jeff moved we approved the policy as presented. Erica seconded. Unanimously approved.
- GP-04 (Agenda Planning) - will be reviewed at the July meeting.
- The Board reviewed EL-10 (Financial Planning and Budgeting). Discussion ensued. No changes made.

**Grievance Review (GP-13 Conflict Resolution Process)**

- Jeff provided an update on the outstanding grievance and response review. Discussion ensued. Pursuant to GP-13 (Conflict Resolution Process), the Board finds with respect to the grievants' claim that further information/investigation is required under 7d of said policy. The Board sets the regularly scheduled July board meeting as a date for continuance of the review. The grievant will be invited for a second time to present his grievance in person and to respond to questions from the Board in order to gather the additional information needed to resolve the complaint. The Board will continue to consult outside legal counsel on this matter.

**Administrative**

- The Board reviewed the minutes from 5/26/15. Discussion ensued. Shelly moved, Jeff seconded. Unanimously approved.
- Review Supplemental Compensation contract for release - not applicable based on current contract status
- Financial Controls discussion and review - Geoff and Jeromy will work with the insurance broker to refine.
- By Laws discussion update and review process (schedule working session) - still in process
- Geoff reviewed the outstanding action items.
- MEF meeting representation: June 24 (Jeff), July (Erica)
- New Business
  - There was no new business.
- The Board conducted a self-assessment.

**Hilary made a motion to adjourn the meeting at 10:16pm, Shelly seconded. Unanimously approved.**

**Respectfully submitted,**

**Hilary Fox  
DCS Montessori Board of Directors**

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

Tuesday, July 28, 2015

**The meeting was called to order at 6:00pm.**

- Directors Present: Jeff Caron, Erica Kenney, Brian Buan, Shelly Biggs, Hilary Fox
- 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-01 Global Gov. Process, GP-03 Gov. Style) - Kelly Martin**

- First meeting with new members. Great new members and enthusiasm!
- Two officers announced: Samantha Cohen - President, Mike Malody - Treasurer
- Summer Celebration was a success as a community event and also raised over \$450 in profit.
- Friday Folder sponsorship program already has four confirmed sponsors which should generate significant contributions for the school.
- Direct Giving Update: 40 families currently participating generating over \$10,000 in donations annually.
- MEF survey received 91 responses. Overall, very positive feedback and well received constructive feedback.
- The Fun Run is scheduled for September 11.
- The Fall Festival is scheduled for October 2.
- The Spring Gala will be at the Sanctuary. The date will be announced at the next MEF meeting.

**HOS Report – Jeromy Johnson (EL-03 Comm/Support)**

- Middle School Out Buildings Update: Jeromy updated on the permit process which is expected to be by September. DLH is optimistic that the bids will come in more favorably. DLH provided confirmation that the 'tech 'lab' is not required to be built as a vocational technology lab based on upon expected usage.
- Jeromy provided a recap of the efforts over the summer to add furniture and additional facilities and infrastructure updates throughout the school.
- Jeromy reviewed his monitoring report for EL-1 (Global Executive Restraint). Discussion ensued. Hilary moved to approve the the monitoring of EL-1 as a reasonable interpretation. Lana seconded. Unanimously approved.
- Jeromy provided a brief financial update on the 14-15 budget to actual. Discussion ensued.

**Policy Review (GP-02 Board Job Description, GP-03 Gov. Style & GP-04 Agenda Planning)**

- The Board reviewed GP-01 (Global Governance Commitment). Discussion ensued. No changes made.
- The Board reviewed GP-02 (Board Job Description). Discussion ensued. Jeff moved to approve GP-02 with the changes discussed. Erica seconded. Unanimously approved.
- The Board reviewed GP-03 (Governing Style). Discussion ensued. A grammatical change was made.
- The Board reviewed GP-06 (Code of Conduct). Discussion ensued. Hilary moved to approve GP-06 with the changes discussed. Shelly seconded. Unanimously approved.

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

**Tuesday, July 28, 2015**

- The Board reviewed GP-08 (Electronic Mail). Discussion ensued. No changes made. This will be reviewed again in August.
- GP-04 (Agenda Planning) will be reviewed at the August meeting.
- The Board reviewed EL-01 (Global Executive Constraint). Discussion ensued. No changes made.

**2015-2016 Meeting and Task Calendar Planning**

- Election of Officers: Discussion around officer roles ensued. Lana moved to appoint Jeff as Chair, Erica as Vice-Chair, Shelly as Treasurer and Hilary as Secretary. Brian seconded. Unanimously approved.
- Annual Calendar: Discussion around the annual meeting schedule ensued. Jeff moved to approve the annual meeting calendar as discussed. Erica seconded. Unanimously approved.
- Discussion ensued around location of Notice of Meeting and Agenda. Shelly moved to post at the middle school as well as the staff and main entrances. Jeff seconded. Unanimously approved.
- Discussion ensued around Board training. Tentatively scheduled for 9/23.
- Discussion ensued around the 2015-2016 Task Calendar. Brian moved to approve with the changes discussed. Shelly seconded. Unanimously approved.

**Grievance Review (GP-13 Conflict Resolution Process)**

- Jeff and Erica provided an update on the outstanding grievance and response review. Pursuant to GP-13 (Conflict Resolution Process), the Board completed the review of the grievance and invited the grievant to this second meeting; the grievant declined to attend. Discussion ensued. The Board has completed its due diligence including consulting with outside counsel, third-party financial consultants and discussions with HOS regarding the complaint. With respect to the grievants' claim, we have found that we are compliant with the Charter and that there are no outstanding issues of merit on the concerns raised around issues of law, contract and public school finance. Hilary moved to authorize Jeff and Erica to communicate the findings to the grievant. Lana seconded. Unanimously approved.

**Administrative**

- The Board reviewed the minutes from 6/23/15. Discussion ensued. Jeff moved that we accept the minutes with the changes discussed. Shelly seconded. Approved by a vote of 4-0-2. Aye: Hilary, Jeff, Shelly, Erica. Abstentions: Lana and Brian.
- By Laws discussion update and review process - working session will be scheduled.
- Jeff reviewed the outstanding action items.
- MEF meeting representation: July (Erica), August (pending date)
- New Business
  - There was no new business.
- The Board conducted a self-assessment.

**Lana made a motion to adjourn the meeting at 10:08pm, Jeff seconded. Unanimously approved.**

**Respectfully submitted,**

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

**Tuesday, July 28, 2015**

**Hilary Fox  
DCS Montessori Board of Directors**

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

**Tuesday, August 25, 2015**

**The meeting was called to order at 6:02pm.**

- Directors Present: Jeff Caron, Lana Van Egeren, Erica Kenney, Geoff Williams, Brian Buan
- HOS Present: Jeromy Johnson

**Erica read the Mission and Ends-1.**

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

- Lana brought up the "phishing" and malicious website. Ticket open with DCSD IT and no one else is reporting malicious websites.

**MEF Report (GP-0-1 -Global Gov. Process, GP-0-3 Gov. Style) - Brian Schaiper**

- Dan Mauer has resigned from the MEF; open seat will be filled.
- MEF is set up with the Amazon Smiles fundraising program.
- The Fall Festival is scheduled for October 2.
- The Spring Event has been scheduled for April 22nd, 2016. There are currently 2 platinum sponsors and 2 gold sponsors.
- Postcards for the direct giving program have gone out to increase awareness and participation in the program.
- SCRIP Program - considering working with the middle school students to create an instructional video.

**HOS Report – Jeromy Johnson (EL-0-3 Comm/Support)**

- Jeromy reviewed his monitoring report for EL-2 (HOS Transition Planning). Discussion ensued. Lana moved to approve the the monitoring of EL-2 as a reasonable interpretation. Brian seconded. Unanimously approved.
- Jeromy advised that there is an auditor in the building this week working with Janet Von Russow.
- Jeromy reviewed his monitoring report for EL-11 (Financial Conditions and Activities). Discussion ensued. Jeff moved to approve the the monitoring of EL-11 as a reasonable interpretation. Geoff seconded. Unanimously approved.
- Middle School Outbuildings: pre-bid contractors for the middle school outbuildings were in last Friday walking the site. The bid date is set for 2 weeks from the pre-bid meeting.
- Middle School Update: Jeromy provided an update on the middle school program as it relates to the start of the year and adjustments that are ongoing. Discussion ensued. Enrollment is currently at 61 students with a waitlist of 3. The carline and related communication was also discussed.

**Policy Review (GP-0-2 Board Job Description, GP-0-3 Gov. Style & GP-0-4 Agenda Planning)**

- The Board reviewed B/SR-01 (Global Board-HOS Linkage). Discussion ensued. No changes

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

**Tuesday, August 25, 2015**

made.

- The Board reviewed B/SR-02 (Unity of Control). Discussion ensued. No changes made.
- The Board reviewed B/SR-03 (Accountability of the HOS). Discussion ensued. No changes made.
- The Board reviewed GP-04 (Agenda Planning). Discussion ensued. Geoff moved to approve GP-04 with the changes discussed. Jeff seconded. Unanimously approved.
- The Board reviewed GP-11 (Transition Planning). Discussion ensued. Geoff moved to approve GP-11 with the changes discussed. Brian seconded. Unanimously approved.
- The Board reviewed EL-02 (HOS Transition Planning). Discussion ensued. Geoff moved to approve EL-02 with the changes discussed. Brian seconded. Unanimously approved.
- The Board reviewed EL-11 (Financial Conditions and Activities). Discussion ensued. No changes made.

**Grievance Review (GP-13 Conflict Resolution)**

- Jeff updated the Board on the status of the outstanding parent grievance and the proposed response. Jeff noted that the grievant was appealing the Board's decision. Discussion ensued. Erica moved to authorize Geoff to consult with outside legal counsel with questions regarding the grievance and the proposed response and to draft a response to the parent to present to the Board for approval. Brian seconded. The motion was approved by a vote of 4-0-1 (Aye: Erica, Jeff, Brian and Geoff; Abstention: Lana). Lana abstained as she believed that the Board had previously decided the matter presented by the parent grievant and that the grievance before the Board was not therefore proper.

**Administrative**

- The Board reviewed the minutes from 7/28/2015. Discussion ensued. Jeff moved to approve the minutes with the changes discussed. Lana seconded the motion. The motion was approved by a vote of 4-0-1 (Aye: Erica, Jeff, Brian, Lana; Abstention: Geoff).
- The Board discussed the Director bios on the school website. Updates will be sent to Brycie.
- By Laws discussion update and review process - working session will be scheduled for November.
- Geoff reviewed the outstanding action items.
- SAC will be invited to the next regularly scheduled meeting.
- Teachers will be invited to the meeting in October. Discussion ensued regarding objectives and goals for the engagement.
- MEF meeting representation: 9/9 (Geoff)
- Erica worked with the MEF to create a parent communication about the various boards at the school. Everyone will provide feedback to her this week.
- Head of School Evaluation Committee: this will be moved to the September meeting when Shelly and Hilary are present.
- New Business
  - There was no new business.
- The Board conducted a self-assessment.



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

**Tuesday, August 25, 2015**

**Brian made a motion to adjourn the meeting at 9:49pm, Erica seconded. Unanimously approved.**

**Respectfully submitted,**

**Lana Van Egeren  
DCS Montessori Board of Directors**

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

**Friday, September 4, 2015**

**The special meeting was called to order at 8:30am.**

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

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

- There was no public comment.

Shelly arrived at 8:32am.

**Grievance Review (GP--13 Conflict Resolution Process)**

- Jeff reviewed status of the outstanding grievance (appeal of the Board's decision) and the proposed response. Jeff noted that the proposed response to the parent grievant had been prepared based on consultation with outside legal counsel. Discussion ensued.
- Because Lana could not be present at the meeting, Jeff read Lana's feedback regarding the appeal. Discussion ensued.
- After such discussion, Shelly moved to deny the grievant's appeal due to the lack of new information provided by the grievant, the failure of the grievant to appear before the Board to discuss the grievance or the appeal, and for the reasons set forth in the previous communication prepared by outside legal counsel which was provided to the grievant. Brian seconded. Unanimously approved.
- Jeff moved to approve the response communication with the changes discussed. Geoff seconded. Unanimously approved.

**Administrative**

- New Business
  - Jeromy provided an update on the bids received for the middle school outbuilding project. Discussion ensued. Pricing was reviewed. Discussion continued.

**Jeff made a motion to adjourn the meeting at 9:01am, Brian seconded. Unanimously approved.**

**Respectfully submitted,**

**Hilary Fox  
DCS Montessori Board of Directors**

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

**Wednesday, September 23, 2015**

**The working session was called to order at 5:09pm.**

- In Attendance
  - Directors: Hilary Fox, Jeff Caron, Shelly Biggs, Lana Van Egeren, Erica Kenney
  - 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.**

**Hilary and Shelly arrived at 6:04pm.**

**Jim led the group in a discussion about Ends, the Board/HOS relationship and effective monitoring techniques for Executive Limitations. Discussion continued.**

**Jeromy updated the Board on the bids received for the Middle School Outbuildings. Discussion ensued.**

**Jim led the group in a mock monitoring with Jeromy. 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, September 29, 2015**

**The meeting was called to order at 6:02pm.**

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

**Shelly read the Mission and Ends-1.**

Lana arrived at 6:04pm.

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

- There was no public comment.

**MEF Report (GP-0-1 -Global Gov. Process, GP-0-3 Gov. Style) - Kenyon Fox**

- The Fun Run is in the process of closing out. Exceeded the goal by raising \$71,532 in donations, with 74% participation.
- The Fall Festival is schedule for Friday, October 2.
- The open MEF seat has been filled by Melissa Sanders.
- SCRIP is under review from a process and profitability perspective.
- MEF has been set up with the Amazon Smile program has been set up to allow supporters to select the MEF for receipt of the affinity program donations based on % of sales.
- Direct Giving Update: 51 families currently participating generating over \$15,000 in donations annually.
- Planning for a new Winter Community Event is underway.
- The Spring Gala is scheduled for April 22 which will be held at the Sanctuary.

**Middle School Outbuildings Construction Contract**

- Jeromy provided an update on the contract and bid process review from outside legal counsel. Dave Hieronymus from DLH was present to review the bids received for the proposed construction project. Discussion ensued. Dave shared that his professional experience with the two contractors with the lowest bids has been favorable, both from a timeline and budget perspective. The Board discussed whether to approve the Based Bid (construction of the Technology Lab in its entirety and the foundation for the Greenhouse) or the Full Bid (construction of the Technology Lab and the Greenhouse in their entirety. It was agreed that due to financial constraints, the School did not have the financial resources at this time to construct the both buildings in their entirety.
- The Board discussed the two bids in detail. After such discussion, Geoff moved that we approve the Base Bid from Bassett & Associates, Inc. and award the construction contract for the proposed project to Bassett for the following reasons:
  - Bassett followed the bidding instructions and made no errors in its bid.
  - SCS, Inc. made a significant error in its bid.
  - SCS was aware of Bassett's bid when it resubmitted its bid to correct its error.
  - Bassett's bid is the lowest bid overall, assuming full construction of the greenhouse.
  - Bassett has bid all three times on this project.

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

**Tuesday, September 29, 2015**

- Bassett has a good reputation for completing school projects in Douglas County on time and on tight schedules with a minimum of disruption to school operations.
  - Bassett has a reputation for doing excellent construction work. Jeff seconded. Unanimously approved.
- The proposed Memorandum of Understanding between the School and the MEF setting forth certain agreements between the parties as it relates to the construction project was discussed. In addition, the formation of a Building Committee comprising a member of the Board and a member of the MEF's Board was discussed.
- Jeff proposed that the Board appoint Geoff to serve on the Building Committee as the Board representative. Hilary moved to appoint Geoff to the Building Committee. Jeff seconded. Unanimously approved.
- Shelly moved to authorize Jeff to finalize and execute the Memorandum of Understanding with the changes discussed with the MEF regarding, among other things, payment of the middle school out buildings base bid. Hilary seconded. Unanimously approved.
- Jeremy discussed certain changes to the construction contract proposed by outside legal counsel. Discussion ensued. Geoff moved that we authorize Jeff to finalize the contract, subject to outside legal advice and input from the HOS, and to execute the contract on behalf of the school. Lana seconded. Unanimously approved.

**Board Training Review & Discussion**

- This item will be moved to the October 27 agenda.

**HOS Report – Jeromy Johnson (EL-0-3 Comm/Support)**

- Middle School Update: Jeromy provided an update on the middle school program. Discussion ensued.
- Jeromy presented the MEF Funding Request for approval. Discussion ensued. Lana moved to approve the MEF Funding Request 2015-2 for \$12,900. Shelly seconded. Unanimously approved.
- Jeromy reviewed his monitoring report for EL-5 (Treatment of Students, Family, and Community). Discussion ensued. Lana moved to approve the monitoring of EL-5 as a reasonable interpretation. Geoff seconded. Unanimously approved.
- Jeromy reviewed his monitoring report for EL-7 (Treatment of Staff). Discussion ensued. Jeff moved to approve the monitoring of EL-7 as a reasonable interpretation. Shelly seconded. Unanimously approved.

**Policy Review (GP-0-2 Board Job Description, GP-0-3 Gov. Style & GP-0-4 Agenda Planning)**

- The Board reviewed B/SR-04 (Delegation to HOS). Discussion ensued. No changes made.
- The Board reviewed B/SR-05 (Monitoring to HOS Performance). Discussion ensued. No changes made.
- The Board reviewed EL-07 (Treatment of Staff). Discussion ensued. Hilary moved to approve EL-07 with the changes discussed. Shelly seconded. Unanimously approved.

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

**Tuesday, September 29, 2015**

- The Board reviewed EL-05 (Treatment of Students, Family and Community). Discussion ensued. Geoff moved to approve EL-05 with the changes discussed. Hilary seconded. Unanimously approved.

**Administrative**

- The Board reviewed the minutes from 8/25/2015 and 09/04/2015. Discussion ensued. We will review both for approval at the October meeting.
- Geoff reviewed the outstanding action items.
- By Laws discussion update and review process - working session will be scheduled for November.
- MEF meeting representation: 10/21 (Jeff), 11/11 (Geoff), 12/9 (Geoff)
- SAC meeting representation: 10/21 (Geoff)
- Head of School Evaluation Committee: Geoff moved to appoint Jeff, Erica and Hilary to the HOS Evaluation Committee. Shelly seconded. Unanimously approved.
- New Business
  - Geoff presented a concern from his 3rd grader regarding the timing of recess and lunch. Discussion ensued.
  - Lana requested we revisit the layout of the tables and chairs for the Board meetings.
- The Board conducted a self-assessment.

**Shelly made a motion to adjourn the meeting at 9:28pm, Lana seconded. Unanimously approved.**

**Respectfully submitted,**

**Hilary Fox  
DCS Montessori Board of Directors**

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

Tuesday, October 27, 2015

**The working session was called to order at 5:03pm.**

- Directors Present: Jeff Caron, Erica Kenney, Geoff Williams, Hilary Fox, Brian Baun
- HOS Present: Jeromy Johnson
- Teachers: Ms Julia, Ms Ryoko, Ms Roda, Ms Alison, Ms Erika, Mr Paul, Ms Kristina, Ms Sheila

A SWOT analysis was conducted with the teachers and administrators present on our school.

**The meeting was called to order at 6:05pm.**

**Brian read the Mission and Ends.**

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

- There was no public comment.

**MEF Report (GP-01 Global Gov. Process, GP-03 Gov. Style) - Aimee Goodrich**

- Bylaws update is in process.
- SCRIP is under review from a process and profitability perspective.
- Website redevelopment is underway.
- Direct Giving Update: 51 families currently participating generating over \$15,000 in donations annually.
- The Spring Gala is scheduled for April 22 which will be held at the Sanctuary.

**HOS Report – Jeromy Johnson (EL-03 Comm/Support)**

- Jeromy reviewed his monitoring report for EL-4 (Building Security and Physical Safety). Discussion ensued. Geoff moved to approve the monitoring of EL-4 as a reasonable interpretation. Erica seconded. Unanimously approved.
- Middle School Update: Jeromy provided an update on the middle school program. Discussion ensued. Geoff provided an update on the progress of the outbuilding construction project. Discussion continued.
- Discussion regarding financials and the audit related to for EL-10 (Financial Planning and Budgeting).

**Policy Review (GP-02 Board Job Description, GP-03 Gov. Style & GP-04 Agenda Planning)**

- GP- 4 (Agenda Planning) - deferred to December meeting
- GP- 5 (Officers Roles) - pending Bylaws revision for further review
- GP- 7 (Board Committees Principles) - pending Bylaws revision for further review
- GP- 9 (Cost of Governance) - review completed. No changes made.
- GP-10 (Board Self Assessment) - review completed. No changes made.
- EL- 4 (Building Security and Physical Safety) - review completed. No changes made.

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

**Tuesday, October 27, 2015**

**Jeff led a discussion around the Board Training session conducted on 9/23/15.**

**Administrative**

- The Board reviewed the data from the self-assessment. Discussion ensued.
- The Board reviewed the minutes from 8/25/2015. Geoff moved to approve the minutes with the changes discussed. Brian seconded. Approved by a vote of 4, 0, 1 (Aye: Geoff, Jeff, Erica, Brian; abstention: Hilary)
- The Board reviewed the minutes from 9/4/2015. Geoff moved to approve the minutes with the changes discussed. Brian seconded. Unanimously approved.
- The Board reviewed the minutes from 9/23/2015. Jeff moved to approve the minutes with the changes discussed. Erica seconded. Approved by a vote of 3, 0, 2 (Aye: Hilary, Jeff, Erica; abstention: Geoff, Brian)
- The Board reviewed the minutes from 9/29/2015. Jeff moved to approve the minutes with the changes discussed. Hilary seconded. Approved by a vote of 3, 0, 2 (Aye: Hilary, Jeff, Geoff; abstention: Erica, Brian)
- Geoff reviewed the outstanding action items.
- By Laws discussion update and review process - working session has been scheduled for November.
- MEF meeting representation: 11/11 (Geoff), 12/9 (Geoff)
- Head of School Evaluation Committee: Jeff moved to approve the HOS evaluation schedule as discussed including the HOS Evaluation executive session is scheduled for 2/16/16. Geoff seconded. Unanimously approved.
- New Business
  - The teacher engagement session was reviewed.
- The Board conducted a self-assessment.

**Jeff made a motion to adjourn the meeting at 9:09pm, Erica seconded. Unanimously approved.**

**Respectfully submitted,**

**Hilary Fox  
DCS Montessori Board of Directors**



## **BOARD OF DIRECTORS' SPECIAL MEETING MINUTES**

### **DCS MONTESSORI CHARTER SCHOOL**

Friday, November 6, 2015

**The special meeting was called to order at 8:40am.**

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

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

- There was no public comment.

#### **Bylaws Review**

• Geoff gave an overview of the purpose of the meeting, which was a follow-up discussion to special meeting in May to review the DCS Montessori Bylaws. The objective of this meeting was to identify 3-5 items requiring review and change in Bylaws. Discussion ensued around 4 main areas:

1. Treasurer Role - appropriateness of this role at the BOD level in an established school.
2. Director Term and Number
3. Timing of Director Elections
4. Electronic Requirements
5. Indemnification

#### **Administrative**

- New Business
  - No new business was discussed

Brian made a motion to adjourn the meeting at 10:09 am, Shelly seconded. Unanimously approved.

Respectfully submitted,

Erica Kenney

DCS Montessori Board of Directors

# **BOARD OF DIRECTORS' MEETING MINUTES**

## **DCS MONTESSORI CHARTER SCHOOL**

Tuesday, December 1, 2015

The Board of Directors meeting was called to order at 6:01 p.m.

Members present: Jeff Caron, Shelly Biggs, Brian Buan, Geoff Williams, Erica Kenney, Lana Van Egeren

Members absent: Hilary Fox, excused due to illness

Erica read the Mission and Ends.

Ken Lecrone from Swanhorst & Company, LLC was present to discuss the recently completed audit of DCS Montessori. The Board discussed the new reporting standards that are required by the Governmental Accounting Standards Board No. 68 Accounting and Financial Reporting for Pensions. Questions were raised around whether the school is actually liable for those amounts.

Discussion ensued around how the reporting requirements essentially make it look like individual schools carry liabilities that aren't truly ours. This is an issue all schools are facing.

Ken's opinion, In terms of how lenders will view the new reporting, is that they are interested in funds for day to day spending. Lenders have been aware that these changes are coming and have also been assessing how they will handle these changes.

Audit adjustments were minimal and the process went extremely well. It was commented that the school's business manager, Janet Von Russow, had done an extremely good job.

Jeff made a motion to accept the audit as presented, Geoff seconded the motion and it was unanimously approved to accept the audit.

Jeromy Johnson, Brian Buan and Geoff Williams exited the meeting at 6:25 p.m.

Lana made a motion to approve the audit summary as presented by Janet Von Russow and for Jeff to sign it as required, Shelly seconded the motion and a vote was taken. The motion was unanimously approved.

Jeff moved to approve the '15-'16 Revised Budget Summary as presented, Erica Kenney seconded the motion and the motion was unanimously approved.

Lana made a motion to approve the Appropriating Resolution for 2015-2016, Jeff seconded the motion and a vote was taken. It was unanimously approved.

Lana made a motion to approve the 2015-2016 Fund Balance Reserves, Shelly seconded the motion and a vote was taken and it was unanimously approved.

#### MEF Report (GP-1-Global Gov. Process, GP-3 Gov. Style)

Mike Malody was here for the MEF. Mike presented quarterly financials. Jeromy has been coming in monthly to discuss priorities that he has for the school. As such, there are some grants that they would like to pursue and they are trying to get a new member to work on grant writing. Dave Rootes has been going to the construction meetings.

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

- GP-4 (Agenda Planning) was approved at the August 25, 2015 meeting and new copies will be distributed.
- EL-10 Financial Planning and Budgeting was reviewed. No changes were made.
- Ends - 1 - Reviewed the policy, no changes were made.

Jeromy rejoined the meeting at 7:45 p.m.

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

- Middle School Update - Discussed curricular talks that are ongoing in the school.
- Middle School Construction update: The fill dirt work is completed. The timeframe is currently looking good, as they are able to make up for some of the weather days. Sewer update, they got approval to do a bore to move the lines, which will also mean not having to tear up the parking lot and sidewalks. The financial balance is not yet known.
- Ends 1 - Jeromy presented his Ends-1 monitoring report and supporting data. Discussion ensued. Lana moved to approve Ends 1 as a reasonable interpretation, Shelly seconded the motion and it was unanimously approved.
- EL-10 Financial Planning and Budgeting - Jeromy presented his monitoring report and discussion ensued. Shelly made a motion to approve EL-10 as a reasonable interpretation, Erica seconded the motion and it was unanimously approved.

#### Administrative

- We did not have a quorum to approve minutes from October 27th, 2015, so they will be moved to the next meeting's agenda.
- Lana moved to approve the minutes from the working session November 6, 2015 with the changes discussed, Shelly seconded the motion and they were unanimously approved.
- Jeff reviewed action items
- Tentatively scheduled next By-law review on December 11, 2015 at 8:30 a.m. pending feedback from the rest of the Directors
- Confirm next MEF meeting 12/9 Geoff

- Briefly discussed expansion opportunities.
- The Board conducted a brief verbal self-assessment.

Jeff made a motion to adjourn at 9:35, Shelly seconded the motion and it was unanimously approved and the meeting was thus adjourned.

Respectfully submitted,

Lana Van Egeren

## **BOARD OF DIRECTORS' SPECIAL MEETING MINUTES**

### **DCS MONTESSORI CHARTER SCHOOL**

Friday, December 11, 2015

**The special meeting was called to order at 8:30am.**

- Directors Present: Geoff Williams, Jeff Caron, Erica Kenney, Brian Buan, Shelly Biggs, Lana Van Egeren, Hilary Fox (arrived at 9:05am)
- HOS Present: Jeromy Johnson

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

- There was no public comment.

#### **Middle School Update**

- Geoff gave an update of middle school building progress. Construction may be done earlier than expected (in January vs. February). There may be cost savings related to workaround identified related to sewer requirements.

#### **Bylaws Review**

- Geoff gave an overview of the purpose of the meeting, which was a follow-up discussion to special meeting in November to review the DCS Montessori Bylaws. Discussion ensued.

Hilary left at 9:55am.

Brian left at 10:15am.

#### **Administrative**

- New Business
  - No new business was discussed

Jeff made a motion to adjourn the meeting at 10:40am, Erica seconded. Unanimously approved.

Respectfully submitted,

Erica Kenney

DCS Montessori Board of Directors