

BOARD OF DIRECTORS MEETING MINUTES DCS MONTESSORI CHARTER SCHOOL

Monday, October 25, 2010

6:10 p.m. Public Session: Call to Order

Members present: Ron Shuster, David Tornabene, Shelly Biggs, Jillaina Wachendorf, Lana Van Egeren, Dawn Nicola, Kimberly Van Auken, and Jeromy Johnson

Public Comment: A parent expressed concern with some teachers that resulted in her pulling her children from our school. She was advised of the formal grievance process and she stated that she would be bringing this to the board formally. Another parent commented that she appreciated the school's support on the recent 6th grade trip.

ACTION ITEM: Jillaina will research what boundaries we are allowed to set during public comment as the public comment section of the agenda extended well beyond the allotted time period.

SAC Report – No one present from SAC.

MEF Report - Dana Martin was present and reported on several items. There is no current scrip count; The Believe in Kids netted 11-12K; Spring Fundraiser will be 4/16 at The Wildlife Experience with the Casino theme again. They are trying to get scrip orders online with Great Lakes. They are also adding a Direct Giving link on the website. Any silent auction ideas should be sent to Dana. David asked about an item in the audit letter, MEF reviewed at last meeting.

HOS Report – Jeromy Johnson

Jeromy presented Executive Limitation 12 Building Security and Physical Safety

There was some discussion around a couple of necessary improvements on our property regarding sidewalk and additional parking and access to Charter Oaks.

Jeromy also provided the Discipline Monitoring Report and Safety Monitoring Report. Health room visits almost doubled, discussion around why the drastic increase.

Discussion around increased security questioning if parents don't have their key card.

David moved that we accept the EL-12 monitoring report as presented by Jeromy, Kimberly seconded the motion. A roll call vote was taken and the monitoring report was unanimously approved.

Financial Report – Janet Von Russow

Wendy Swanhorst from Swanhorst & Company was in attendance to present the audit findings. According to Wendy the school is in very good shape. Recommendations in audit letter not of significant concern.

Discussion regarding the negative operating loss. At this point we are depreciating the building at a higher rate than we are paying the debt back so there is a negative operating loss. Eventually this will turn around when we begin to pay more principal on our building. Discussion occurred regarding different investment opportunities for our school.

We have received and accepted the audit report.

Janet presented the budget through 9/30/10. There was discussion on the transition to QuickBooks which has gone well. Janet is working on drilling down into the reports available to her in the program.

Jeromy and Janet presented an initial draft of Investment Capital Guidelines put together by the Financial Committee. The goal is to move this into a policy so there is more confidence in what is done with money going forward.

Committee updates:
Committees are in place

Discussion came up regarding public comment. It was recommended that we come up with a policy that is published giving guidelines to those who come to make public comment at the meetings.

SAC meeting on Wednesday.

Administrative-

Review DCSM Board 2010/11 Master Calendar

Changes: BOD Monitoring of BOD Performance should be quarterly. We need to evaluate frequency of this. Plan to do this in November to catch up. Jillaina moved to approve Master Calendar with suggested changes. Shelly seconded the motion. The vote was unanimous to approve the Master Calendar with changes.

Review and approve Exit Survey

Jeromy will send link to BOD to preview survey. Discussion around timing of review of exit survey results. David recommended doing this in March and August, Jillaina will update calendar. This will be added to our Policy and guidelines Manual.

David moved to approve the minutes from 9/27/2010, Ron seconded the motion. David-ay, Lana-ay, Jeromy-ay, Shelly-ay, Ron-ay. Jillaina, Kimberly and Dawn abstained from the vote. Minutes were approved with 5 ay votes and 3 abstentions.

Carver Governance Training DVD-Signed by all board members except Jeromy

Code of Conduct Agreements-completed by Kimberly and Dawn

Discuss Recordkeeping Processes - **ACTION ITEM-Dawn, Lana and Jillaina to meet to discuss recommendations.**

Finalize Sub-Committee Assignments-discussion ensued around wording of committees. **ACTION ITEM Jeromy will follow up with us and revisions will be made based on discussion.**

Identify BOD Training Needs & Select Dates - Discussion around different training needs and desires. Jeromy stated that it is his job to plan/hold retreat. He needs to know what the needs of the board are.

Dawn moved to adjourn the meeting, David seconded the motion. A roll call vote was taken and the motion was unanimously approved.

Respectfully submitted,

Dawn Bunke Nicola
DCSM BOD Secretary

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December 13, 2010

6:08 p.m. Public Session: Call to Order

Members present: Ron Shuster, Shelly Biggs, Jillaina Wachendorf, Lana Van Egeren, Dawn Nicola, Kimberly Van Auken, and Jeromy Johnson

Members absent: David Tornabene.

Jillaina made a motion to move into Executive Session at 6:10 pm to discuss buying or selling property per § CRS 24-6-402(4). Ron Shuster seconded the motion. The vote was unanimous to move into Executive Session. MEF board members were invited to join us in Executive Session. The Executive Session ended at 7:51 pm.

Jillaina moved to authorize the continued pursuit of investment in land for the possible program expansion at a later date and simultaneously to retain real estate attorneys at an estimated retainer fee of \$9500. Shelly seconded the motion. The vote was unanimous to move forward.

Jillaina moved to appoint a negotiating committee of Jeromy Johnson, David Tornabene and one or two MEF Board Member to be named at a later date. This negotiating committee has full authority to negotiate an initial contract up to a maximum of 400K, including purchase price and associated fees. It is explicitly understood that the proposed final agreement will be reviewed and approved by the BOD prior to completing the purchase. Dawn seconded the motion. The vote was unanimous to move forward.

Shelly voted to adjourn the meeting at 8:15 pm, Kimberly seconded the motion.

Respectfully submitted,

Dawn Bunke Nicola
DCSM BOD Secretary