

BOARD OF DIRECTORS MEETING MINUTES DCS MONTESSORI CHARTER SCHOOL

January 24, 2011

6:07 p.m. Public Session: Call to Order

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

Members absent: Jillaina Wachendorf was absent due to illness.

Public Comment

Several parents were in attendance that raised questions regarding the grievance process and how it has been handled in the past and will be handled in the future.

Proposed Public Comment Policy

Ron moved that we accept the policy as modified and Kimberly seconded the motion. The vote was unanimous to approve the public comment policy with David Tornabene's suggested changes.

MEF Report-Harisha Bastiampillai was present from MEF. He announced their newest board member is Ranee Wilson. SCRIP is on target, but hoping to do more. Lana questioned SCRIP reporting and it was discussed that there was still not a good process in place for reporting but there would be more information regarding that later in the year. The Spring Event will be held on 4/16. There will be an online auction using Bidding for Good.

FINANCIAL REPORT-Janet Von Russow

Janet presented the updated budget. There is another church interested in using the facility beginning in February. There have been expenses related to legal fees and subs that have caused a variance in the Purchased Services category. There is a line item in Other Services due to an 09/10 reconciliation. David asked about un-budgeted revenue and expenses. Janet explained that this is where she tracks fees (field trip, supplies) brought in at the beginning of the year and then keeps track as that is spent down

HOS Report-Jeromy Johnson

Jeromy provided the HOS Report, September Executive Limitations Monitoring Report EL-9 and EL-8. David motioned to approve EL-8 Financial Conditions and Activities. Ron seconded the motion. The vote was unanimous to accept EL-8.

Jeromy also presented EL-9, Asset Protection. The CIP report was presented. Lana recommended that a legend be added for more information on the priority and probability. Ron moved to approve Jeromy's EL-9 report. David seconded the motion. Lana asked that Jeromy add to the EL-9 that the audit was passed. The vote was unanimous to accept EL-9.

Jeromy discussed the Mill Levy Distribution as it relates to DCSD. The district passed a resolution that by 2012/2013 all elementary schools, including charters, would be paid an equal amount. In the 2011-2012 year, the charters were asked to come to some agreement as to how the allotted amount would be distributed to charter schools. Jeromy asked for guidance from the Board as to what would be equitable for the middle year. The BOD's consensus was to support a plan that allows the charter school allotment to be shared equitably between all charters, rather than a plan where older charters received a higher amount than the newer charter schools in the interim year.

Jeromy commented on Michele Meininger's resignation. He was disappointed by her resignation and stated it was not the outcome he wanted. David asked about the replacement process and Jeromy discussed what the process would look like.

There was discussion around collaboration between the classrooms and how that is progressing. CSAP's are coming up and we are currently in the MAPS process but Jeromy reported that MAPS testing would only be conducted for a majority of students in the fall and spring, and in the winter for children where there are specific concerns.

Mike Catalano reported for the Development Team. The development team spent time at different Montessori Schools touring and meeting with HOS. They are very enthusiastic about what the future looks like and will be making further recommendations in the near future.

Policy & Procedure Committee Report-Lana reviewed the survey results and where the priorities are in the policy review.

ADMINISTRATIVE

Minutes- David moved to approve the BOD minutes with revisions outlined in the meeting, Lana seconded. The vote was unanimous to approve minutes with discussed changes for 11/29/2010. Shelly moved to approve the minutes for 12/13/10, Lana seconded. Vote: David abstained, Ron-ay, Kim-ay, Shelly-ay, Lana-ay, Dawn-ay.

Website Update-Jeromy needs brief bios and pictures from board members to post on the website. There was some discussion about what should be housed on the Board website. Everyone should review the website and provide comments back to Jillaina.

Training Date- March 12th 8am-12 pm, location to be determined.

EXECUTIVE SESSION

Lana made a motion to move into Executive Session per §C.R.S. 25-6-402 (4) for matters regarding sub-bullets A. Buying & Selling Property and F. Personnel Matters. Shelly seconded the motion. The vote was unanimous to move into Executive Session at 8:35 pm. Ron made a motion to move out of Executive Session at 9:58 pm, Dawn seconded the motion. A vote was taken and the Board adjourned the Executive Session.

Relative to the discussion regarding the buying or selling of property, the discussion was informational only and no action was required.

Relative to the personnel matter regarding a former employee, David moved that the board not consider further action until the ongoing investigative process is complete. Lana seconded the motion. The vote was unanimous and the vote was approved.

Lana moved to adjourn the meeting. Dawn seconded the motion. The vote was unanimous to adjourn the meeting at 10:06 pm.

Respectfully submitted,

Dawn Bunke Nicola

DCSM BOD Secretary

BOARD OF DIRECTORS MEETING MINUTES DCS MONTESSORI CHARTER SCHOOL

2/21/2011

Jillaina called the meeting to order at 6:15 p.m.

Board members present: Jillaina Wachendorf, Lana Van Egeren, Ron Schuster, Kimberly Van Auken, Dawn Nicola, David Tornabene

2 members excused: Shelly Biggs was out of town; Jeromy Johnson due to the nature of the meeting.

Jillaina made a motion to enter into Executive Session allowable per §CRS24-6-402(4) regarding personnel matters, discussion of the annual HOS evaluation. Ron seconded the motion; the vote was unanimous to move into Executive Session.

Executive Session was closed at 8:14 Ron motioned to close, Kimberly seconded the motion. Motion was unanimous close the Executive Session.

Kimberly Van Auken moved to approve the confidential evaluation and the corresponding merit payment for HOS for the 2010/11 school year. David seconded the motion. Vote was unanimous to approve the evaluation.

Jillaina moved to close session and Dawn seconded. Vote was unanimous to adjourn the meeting at 8:25 pm.

Respectfully submitted,

Dawn Bunke Nicola

DCSM Board Secretary

BOARD OF DIRECTORS MEETING MINUTES DCS MONTESSORI CHARTER SCHOOL

Monday, April 25, 2011

Call to Order at 6:10 pm.

Members Present: Dawn Nicola, David Tornabene, Shelly Biggs, Jillaina Wachendorf, Kimberly VanAuken, Jeromy Johnson, Lana Van Egeren

Members Absent: Ron Shuster

The Mission Statement was read by Jillaina.

Review of Board Self-Governance: GP-4 (GP-2) Jillaina read GP-4. There was no discussion.

Public Comment (GP-12) - No public comment

Meet the Candidates (By Laws) The potential board members introduced themselves and discussed why they were interested in being on the board. The candidates are: Steve Tucker-CM, Pamela DeTorio Platte-PM, Janice Caine-CM, Jennifer Grafton-PM, and Lana Van Egeren-PM

Jillaina explained the meeting schedule and time commitment to the candidates. Dawn explained how the election and voting process and timing would happen.

MEF Report (GP-1 & 3) – Harisha Bastiampali reported on the MEF. Spring event ticket sales were slower than normal. Auction was very successful, online auction was very successful. Harisha does not have the final numbers to report, but believes that it was better than last year.

Scholarship Committee Report (GP-7 & EL 8) – David Tornabene on behalf of the sub-committee that was formed to evaluate the agreement for the Teacher Training Financial Policy. There was discussion to clarify the language around the interest charged on the Tuition reimbursement program should the recipient be in breach of the agreement. Jillaina moved to approve the tuition agreement as written with the three changes that were discussed: the paragraph currently without a label on page 2 shall be paragraph 4D, 1st sentence of that paragraph with the above repayment schedule and pursuant to this section shall bear, we will incorporate the lump sum option with no interest language in 4E. Shelly seconded the motion. The vote was unanimous to accept agreement to send to MEF for their vote.

Financial Report (EL-7 & 8) – Janet explained the Reconciliation in Other services for \$32K. Jillaina questioned the difference in the Purchased Services as it is at 134% over budget. This is attributed to legal fees that were not originally budgeted. Jeromy also explained that the salaries and benefits will hit 100% but some of that will be paid after July.

Approval of Purchase Services Provider Change-Jeromy explained the Purchase Services Contract and what is or is not required. He discussed the reasoning for not using the districts HR/payroll/benefits. Jillaina made a motion to approve the service contract, David seconded the motion. The vote was unanimous to approve Jeromy and Janet's recommendation.

Registrar Enrollment Report-Brycie Strother reported on enrollment. The primary enrollment (P3 and P4) are down and have been decreasing historically. Elementary enrollment/retention

has been good. This is part of the HOS monitoring report that we will be reviewing as part of the HOS review. We talked about continuing this reporting on an ongoing basis. Jillaina requested to see some of the trends/reference for the strategic planning meeting.

Middle School Expansion Report (Development Committee) (By Laws, E-1 & 2, EL- 7 &10) - Jeromy and Mike Catalano discussed progress made on the expansion. Some of the questions that they are currently asking are: How to communicate to the community? What are next steps for parents? The committee is trying to determine the scope and scale if the project. The committee would like to send out a communication to collect information from the current school population. But there is a question of what is the process by which we do this legally? There was discussion about how the BOD should manage the Development committee as the intention has definitely shifted and become very specific. Jeromy recommended we make it a standing agenda item for discussion. There was also discussion around making the development committee a sub-committee of the BOD. David made a motion to keep the committee a HOS committee and make the reporting a standing agenda item to hear a report monthly. The committee will provide a written report to the BOD 48 hours prior to the scheduled meeting. In the coming month the committee will provide a report with scope and sequence of the project. Kim seconded the motion. The vote was unanimous to keep the committee a HOS committee at this time.

HOS Report (EL-10) –Jeromy provided a copy of the Request for Waivers granted to us from the Colorado Dept of Education. Jillaina has Ron's copy. Jeromy discussed his HOS news. The staff is excited about the accreditation process. There is a good pool of candidates to replace Ms. Beth. Offers have been made for the Library and Art positions. Jeromy has kept busy observing in classrooms, hiring and researching options for insurance/payroll. Scrip has moved into front office, there will be some changes that make the whole process much more efficient.

Administrative – (GP-2 & 5.1)

- Approve HOS Employment Agreement Renewal-David thanked Jillaina, Lana and the team for providing the agreement with changes and detailed documentation. Kimberly moved to approve the HOS Employment Agreement. Dawn seconded the motion. The vote was unanimous to approve the agreement.
- Superintendent Training Expense-Jillaina moved to approve the training expense as outlined in Jeromy's proposal. Lana seconded the motion. The vote was unanimous to approve the training expense.
- Election Process Update – Dawn discussed how the electronic voting process will work and the timelines around the election.
- Approve Minutes 3-12-11 & 3-28-11, Revised Ends 2 Monitoring Report-Jillaina moved to approve 3/12 minutes with changes, Shelly seconded the motion. The minutes from the March 12, 2011 meeting were approved. Jillaina moved to approve 3/28 minutes, Kim seconded the motion. Shelly and Dawn abstained from the vote, and the minutes from the March 28, 2011 meeting were approved. Jillaina moved to approve monitoring report Ends-2, Lana seconded. Shelly and Dawn abstained from the vote and the monitoring report Ends-2 was approved.
- Logistics for Strategic Planning Session: the Strategic Planning Session will be held at the DCS Staff Lounge at 8:00 am.
- Professional Consultation with Jim Weigel – Jillaina discussed the different options to determine interest of each topic. Jillaina suggested that we wait until the new board members are elected to schedule consulting sessions.

Jillaina made a motion to move into Executive Session per §C.R.S. 24-6-402 (4) regarding personnel matters. Lana seconded the motion. The vote was unanimous to move into Executive Session at 10:34 pm.

Jillaina made a motion to move out of Executive Session at 10:52 pm, Kim seconded the motion. A vote was taken and the Board adjourned the Executive Session.

There is no formal action required from this executive session.

Shelly made a motion to adjourn the Public Session, Dawn seconded the motion. The vote was unanimous to adjourn the meeting at 10:54 p.m.

Respectfully submitted,

Dawn Bunke Nicola
DCSM BOD Secretary

BOARD OF DIRECTORS MEETING MINUTES DCS MONTESSORI CHARTER SCHOOL

Monday, May 23, 2011

| 6:10 pm Public Session of Meeting called to order

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

Members absent: Lana Van Egeren

Jillaina read the Mission Statement.

Review of Board Self-Governance: Jillaina read GP-1(GP-2).

Public Comment- There was no public comment at this meeting.

Election Results- Dawn and Shelly verified the votes. Newly elected community members are Janice Caine (120 votes) and Stephen Tucker (99 votes). Newly elected parent members are Pamela Platte (73 votes) and Lana Van Egeren (105 votes). Jennifer Grafton received 61 votes.

MEF Report- Harisha reported the profit for the Spring Event was \$19,000 which was a bit lower than previous years. MEF has a new board: New president is Mark Stanley, VP Steve Strother, Secretary is Dana Martin, and Lisa Oestman will be the interim Treasurer until they find someone else.

Financial Report: Jeromy reviewed the current budget status. We are close to being on track, we will likely end up 130K under budget in expenses. The finance committee met on 5/19/2011 to look at proposed budget for 2011/2012.

Adherence to Montessori Philosophy Report: Sheila Wolfe reported on areas where we have adhered to the Montessori Philosophy covering 7 areas. She rated each point based on conversations with teachers and observations of classrooms. Sheila indicated 2 areas with room for improvement: Control of Choice and Individualized Education. Sheila also described how the Montessori Curriculum adheres to the Colorado Dept of Education 21st Century Skills. Jillaina asked how this would be shared and utilized throughout the school. Jillaina asked why the rating on bullet 3 was lower for the Upper Elementary classes and why that was appropriate. Sheila explained that in Upper Elementary the kids are getting ready to enter middle school and they need more directed assignments from the teacher. Ron asked if Sheila has had an opportunity to visit the feeder middle schools and recommended that she do so to understand what the middle school environment looks like.

SAC Report-Susan Thayer reported on the Alumni survey of kids (parents) who have left the school. 12 responses out of 26 sent out. 11/12 responded their child attended for 6 years. 9/12 strongly agreed child doing well socially, 3/12 just "agreed". 7 on honor roll. What would they say to DCSM parents who would leave school based on concerns of transition to traditional middle school? Christina put a lot of work into the transition program and it seems to be working very well. What could better prepare for transition? Parents believe more focus on study habits, homework, note taking and planning would help. The SAC asked for email addresses to keep in touch and keep track of how they are doing further in their education career.

SAC also surveyed the 1st-6th graders via computer in technology lab. There were 152 total responses. Overall agreement was in the 90+ percentile. Learning how to make healthy choices, 85.5% and "I am excited about learning", 89.4%. Comments around healthy choices were related to food choices from the kitchen, strong comments about food and school lunch programs. There is a strong desire for access to technology at school. 97% of students knew what the letters in "COUGARS" meant.

Middle School Expansion/Development Committee-Jeromy presented a project plan with a scope/scale of the Middle School Expansion. 4 basic committees: Communication, Grant, Curriculum, Facilities. They held a curriculum meeting today starting the initial foundation. Looking for curriculum approval in late summer/early fall. The committee has generated a survey that will be sent out this week, looking for feedback from parent body. There is a plan to have a communication/education night to explain what the middle school environment/vision would look like and get parent input. The board will have more information at the June meeting. The grayed out boxes on the plan are go/no go points where the committee will present to the board. Board would request ample time to consider information that we need when decisions are required. An attendee asked what the middle school would look like, how many classes, teachers, etc. Jillaina explained that we are still in that question, trying to determine interest from our parents and other community members. There was discussion around the survey that is going out and making sure that it is getting the information that we need.

Administrative:

- Approve Strategic Plan-Jillaina moved that we approve the strategic plan that was sent out on May 2. Ron seconded the motion. Vote was unanimous to approve the plan with suggested changes.
- Approve minutes-Kim motioned to approve the minutes from the BOD meeting of April 25, 2011. David seconded the motion, the vote was unanimous to approve the minutes with changes received from David. Ron abstained from the vote.
- Approve Professional Consultation with Jim Weigel-It would cost approximately \$900 for a 4 hour training session. Jillaina made a motion

to approve the cost, David seconded, and the vote was unanimous to approve the cost. Jillaina will send out an email this week to find dates to hold the training.

HOS Report- Jeromy presented his HOS report. Handbook revisions will be Jeromy's focus this summer. There was discussion regarding the DCSM Professional standards that Jeromy sent out. Jeromy's HOS goals will need to be approved in July.

ACTION ITEM: Jillaina will schedule a time for her and Lana to work on this.

Jeromy worked with the architect to discuss revamping the front sidewalk. Jeromy suggested that with our current budget deficit, the cost of the sidewalk improvement project would be covered even though it would be a project for next year. Jeromy will put the sidewalk revamp in the budget.

Ron commented that the HOS news is very helpful and keeps the meeting streamlined.

New Business: Harisha is retiring from the MEF after 6 years of service. The BOD extends appreciation for all of his hard work and volunteerism to the school.

Ron made a motion to adjourn the meeting at 8:45 p.m., Kim seconded the motion. The vote was unanimous to adjourn the meeting.

Respectively submitted,

Dawn Bunke Nicola
DCSM Board of Directors-Secretary

BOARD OF DIRECTORS MEETING MINUTES

DCS MONTESSORI CHARTER SCHOOL

Monday, June 27, 2011

6:06 pm-Meeting called to order

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

Members absent: Kimberly Van Auken

Jillaina read the Mission Statement.

Public comment: Jillaina thanked the exiting board members for all of their hard work and contribution to the board. Kimberly is excused from the meeting due to a family emergency.

Financial Report: Janet Von Russow reviewed the budget through May, 2011. Janet also presented the 2011/2012 budget. Discussion of the budget followed. Shelly made a motion to approve the 2011/2012 proposed budget. Dawn seconded the motion. The vote was unanimous to approve the 2011/2012 Budget.

HOS Report- Jeromy presented his HOS report.

- EL-4 Staff Treatment Policy: Jeromy presented the EL-4 monitoring report. The board requested additional information and this was tabled until the July meeting.
- EL-6 Staff Evaluation Policy: Jeromy presented the EL-6 monitoring report. It was suggested that Jeromy add that all evaluations are done in person. Jeromy will do that for future documentation. Ron made a motion to accept EL-6, Shelly seconded the motion. The vote was unanimous to accept EL-6 with suggested changes.
- EL-7 Financial Planning and Budgeting Policy: Jeromy presented the EL-7 monitoring report. David moved to approve as written, Shelly seconded the motion. The vote was unanimous to accept EL-7.
- Ends E-1 Monitoring: Values: There was discussion around the CSAP Math Scores. Ends 1 Specifics: The data for this report is pulled from the SAC survey as well as the teachers reporting. David moved to approve the Ends 1 as written, Lana seconded. The vote was unanimous to approve the Ends 1.
- General Updates:
 - Front Walkway: Jeromy has approval from MEF to revamp the front walkway, the work should start in the fall.

- Middle School: District said we were good to go for the middle school with no charter amendment. More discussion on this will be held at the August meeting.

Policy & Procedure Committee Report: Jillaina presented GP-6, Board Member Code of Conduct. There was discussion about bullet point 5 on the record of revisions. Shelly moved to approve the revisions to GP-6, Lana seconded. The vote was unanimous to approve GP-6 with changes as written.

Administrative:

- Approve 11/12 Regular Meeting Schedule-we will table the annual calendar for approval at the July meeting.
- Approve minutes-Shelly made motion to approve the minutes from the May 23 BOD Meeting, Ron seconded the motion. The vote was as follows: Ron-ay, Jillaina-ay, David-ay, Shelly-ay, Dawn-ay, Lana-Abstained. The minutes were approved with 5 ay votes and 1 abstention.

David attended the last MEF meeting. They are considering new venues for the spring event, including the Wildlife Experience.

Appropriating Resolution: Jillaina moved to approve the appropriating resolution for the 2011/2012, David seconded. The vote was unanimous to approve.

Jillaina made a motion to adjourn the meeting, Dawn seconded the motion. The vote was unanimous to adjourn the meeting at 8:36 pm.

Respectively submitted,

Dawn Bunke Nicola
DCSM Board of Directors-Secretary

BOARD OF DIRECTORS MEETING MINUTES

DCS MONTESSORI CHARTER SCHOOL

Monday, July 25, 2011

The Meeting was called to Order at 6:10 pm.

Members present: Dawn Nicola, Jillaina Wachendorf, Lana Van Egeren, Steve Tucker, Kimberly Van Auken, Pamela DeTorio Platte, Janice Caine, Jeromy Johnson.

Jillaina read the Mission Statement (By Laws) and GP-2 Opening Paragraph (GP-2)

Public Comment (GP-12)-No Public comment

MEF Report(GP-1 & 3) – Mark Stanley reported on the MEF work over the summer. They are looking at different options for the annual fundraiser. They are also evaluating other locations and themes for the spring event. The next meeting is on August 18th at 6 pm at Dana Martin's house. Kim Van Auken volunteered to attend the meeting in August. Mark asked about the front walkway street improvements. There is an SIP with Castle Pines right now, waiting for redlines and expecting them this week. Mark also asked for an update on the middle school project. Jeromy will include the MEF in further communications and updates. Jeromy is planning on attending an upcoming MEF meeting to give them the full update.

ACTION ITEMS: Jillaina will send Mark the list of BOD members and when they will attend. Mark will then send Jillaina the calendar of their meetings. Jillaina will also work with the MEF to schedule a joint meeting with the MEF treasurer and BOD treasurer.

New Term Business (GP-2, GP-4, GP-5 & GP-7)

- Election of Officers: Lana Van Egeren volunteered for Chair, Jillaina Wachendorf volunteered for Vice Chair, Dawn Nicola volunteered for Treasurer and Kim Van Auken volunteered for Secretary. Jillaina made a motion to elect officers as stated. Steve Tucker seconded the motion. The vote was unanimous to elect all of the officers.

ACTION ITEMS: Jillaina would like to have the officer transition/training to occur this month.

Role Assignments: (Committees; BOD Eval Leader; Timekeeper) Jeromy, Janet, Dawn and Todd Lukasik will be on the Finance committee. Lana Van Egeren and Steve Tucker volunteered to be on the HOS Evaluation committee. Policy and Procedure review committee: Shelly Biggs has volunteered to continue to serve as a community member. Lana, Jillaina & Steve all volunteered to be on the Policy and Procedure committee as well. The Charter Renewal committee is inactive at this time. Janet is interested in being involved in the Historical Heritage Committee. Jeromy suggested that the students be involved in this committee. Jillaina is going to consider leading this committee. Kim volunteered to continue to sit on the Development committee. Jillaina made a motion to seat the committee members as stated, Steve seconded the motion. The motion was unanimous to seat the committee members.

Jillaina asked for a volunteer from the BOD to manage the quarterly Board Self Evaluation. Janice Caine and Pamela Platte volunteered to work together on this.

ACTION ITEM: Lana will coordinate with Janice and Pamela to give them access to the Survey Monkey account.

Pamela volunteered to be the timekeeper for the meetings.

Approve 11/12 BOD Meeting Schedule: there was discussion around switching the monthly meetings from the 4th Monday to the 4th Thursday of each month. Jillaina made a motion to switch the meeting to every 4th Thursday according to the schedule that she presented. Kim seconded the motion. The vote was unanimous to move the meetings to Thursdays.

Dawn collected the signed Code of Conduct from all Directors.

Jillaina made a motion to move into Executive Session per §C.R.S. 24-6-402(4) for the purpose of discussing Personnel Matters. Janice seconded the motion. The vote was unanimous to move into Executive Session at 6:46 pm. Jillaina made a motion to move out of Executive Session, Dawn seconded the motion. We moved back into public session at 10:44 pm.

The outcome of the Executive Session review is the board looked at all the points of the grievance and found there was no action required by the board. The HOS is in compliance with the policies of the school and the actions taken were both prudent and timely.

This meeting will be continued on August 1st at 6:00 pm.

The meeting was continued on August 1, 2011 at 6:08 pm.

HOS Report (EL-10) – Jeromy Johnson

- Monitoring/Approvals EL-4, EL-3 & EL-11, Staff Handbook
 - Jeromy presented policy EL-4-Staff Treatment. There was discussion around this policy. Jillaina moved to approve EL-4 as written, Lana seconded the motion. The vote was unanimous to approve EL-4 as written.
 - Jeromy presented policy EL-3-Treatment of Students, Families and Community. There was discussion about this policy. Jillaina moved that we approve EL-3 as written by Jeromy. Steven seconded the motion. The vote was unanimous to approve EL-3.
 - Jeromy presented policy EL-11-Ends Focus of Grants or Contracts; There was discussion around this policy. Jillaina moved to approve EL-11 as presented by Jeromy, Kim seconded the motion. The vote was unanimous to approve EL-11.

ACTION ITEM: Jillaina will send this to the policy committee.

- General Update:
 - Jeromy will be attending the MEF Board Meeting on August 18, 2011.
 - Front Walkway/Street Frontage Improvements-Jeromy will send the sign images.
 - Architectural SIP-This was approved by Castle Pines.
 - Middle School Update-Jeromy informed us that he has a signed contract to start working on plans for the Middle School. There are some options to build the Middle School on our current land.
 - Financial Update: The audit started today, August 1. Janet has hired a replacement for Brenda. A formal announcement will be coming out in a few days.
 - Professional Development/H.R. Course Villanova: Jeromy should be completing his superintendant work by October. He is looking at taking 3 courses: HR Law, Best Practices and Communications. There was discussion around different options for HR certification. Pamela offered to research some additional options for HR certification for Jeromy to review.

ACTION ITEM: Jeromy will present some options for comparison for the August meeting.

- Jillaina presented for review the contract between Swanhorst and Co. to begin audit. Jillaina will sign the document to allow them to proceed.

HOS Evaluation Committee (B/S-R-1 & GP-7) – 11/12 HOS Goals: There was discussion around the stated goals and timing, specifically #7 regarding specific professional development course. Dawn moved to approve the HOS Goals with the suggested changes to #7. Steve seconded the motion. The vote was unanimous to approve the goals.

ACTION ITEM: Jillaina will update the language to number 7 and send copy to BOD.

Policy & Procedure Committee Report (GP-1, 2, 3 & 7) – Jillaina Wachendorf

- Review for Approval: EL-3 Treatment of Students and Families: There was discussion around formatting of the document. Jillaina moved to approve the revised EL-3, Pamela seconded the motion. The vote was unanimous to approve the revised EL-3 with suggested grammatical changes. Jillaina asked if we should keep the records of revisions on the policies that have been reviewed. It was recommended that an electronic file be kept at the school as well as with various people of the BOD.

Administrative – (GP-2 & 5.1)

- Approve Minutes 6/27/11-There was discussion around the content and posting of the BOD minutes. Dawn will send out 6/27 minutes for review and the vote will be done at August meeting.
- Review Master Calendar-There was discussion around the master calendar.
- MEF Meeting Assignments-All board members volunteered to attend an MEF meeting.

Jillaina moved to adjourn the meeting at 8:49 pm, Kim seconded the motion. The vote was unanimous to adjourn the meeting.

Respectfully submitted,

Dawn Bunke Nicola
DCSM BOD Secretary

BOARD OF DIRECTORS MEETING MINUTES

DCS MONTESSORI CHARTER SCHOOL

Thursday, September 22, 2011

6:05pm Meeting was called to order by Lana Van Egeren.

Members present: Lana Van Egeren, Steve Tucker, Pamela Platte, Janice Caine, Jeromy Johnson, Dawn Nicola, Jillaina Wachendorf, and Kimberly Van Auken.

The DCSM Mission Statement was read by Lana. A review of Board Self-Governance (GP-4) followed. Directors then discussed and decided to make the action items a separate document and to review those items before adjournment.

6:09pm Public Comment- no public comment

6:10pm- MEF Report- Mark Stanley

Mark announced when the next meeting in October would be held.

He reported that the MEF Fundraiser raised \$42,019.47, with a net profit of \$27,312.66. We surpassed our goal and made more than previous fundraisers. The MEF approved a pilot program for on-line scrip program for the school, which will run soon. The MEF is shopping around for the location for the spring event as well.

6:17pm- Financial Report- Janet Von Russow

The 2010-2011 Final Budget was passed out. A discussion followed with some clarifying questions. The draft audit being prepared by Swanhorst and Co. was discussed. There was a question raised about a mention of the MEF portion of the audit. Both the Board and MEF would like to get some clarification on the meaning of the comments. In addition, there was a question about whether the school is out of compliance statutorily, as was mentioned in the audit. Janet will see if Wendy Swanhorst may be available to come to our next meeting for discussion and interpretation. Once the final audit is available Mark Stanley will discuss with Bart. Certain new financial information will be on the website for the current school year. Lana suggested all Directors take a look at the website to be familiar with the content.

6:47 Middle School Committee Report- Jeromy Johnson

1. Jeromy reported that the open house on Sept. 19th had roughly 70 attendees. Videos were sent out, as well as an on-line survey was disbursed. Another reminder of the survey will be sent next week and the survey will be closed on Friday, Sept. 30. Parents have raised questions regarding the 5-week curriculum and high school placement. Mike Catalano said there is still work to be done in the next two weeks. People are interested in having access to more detailed information of the program. Mike mentioned that the frequently asked questions are moving and growing in a positive direction.

2. Financials and proposal- 1st Reading

The Middle School Proposal was discussed. Questions were asked regarding accessibility, sustainability, delivering quality, satisfaction. Jeromy mentioned starting small isn't a bad thing, if the initial class is small (preferably over 10 students), the program will begin. Taking outside students is possible, approximately 25% of the population. MS enrollment would begin on Dec. 15 and end Feb. 15. Jillaina asked for a summary of the base rationale for the enrollment numbers. Jeromy said the numbers were based on Bryce's calculations and matched current trends. Jillaina asked for a total line on the revenue portion of the report. She also asked about scholarships in regards to "big" class trips. Questions were asked regarding staffing and Jeromy will add some rationale for those numbers as well. Other questions about expenditures arose and were addressed. Jillaina brought up the Board will have a timeline/plan as far as further information to ensure approval by the second reading of the

proposal. Another question arose regarding grants, i.e. infrastructure. Outside grants may be a possibility and will be researched further. The facilities were then discussed. The Grounds committee met today for the first time. Jillaina asked Jeromy to summarize his memo on facilities. A conversation followed regarding models of the future school.

Jeromy went on to summarize that these documents are an introduction to the Directors and no action items are needed at this time other than review and reflection. Lana asked at what level should the BOD be involved in this process of expansion. Lana discussed our bigger picture, our larger goal as a Board and coming to that goal, our Ends. Expansion will be a topic in the BOD's strategic planning workshop next week.

8:49pm HOS Report-Jeromy Johnson

- EL-10 Jeromy added items requested at the last meeting of the BOD. A discussion followed regarding how much/how little needs to be included in these monitoring reports. Jillaina moved to approve EL-10. Steve seconded the motion. The motion was carried unanimously.
- EL-1- A discussion followed regarding the monitoring. Lana moved to defer this to next month being that it is the largest, most important monitoring of the HOS. Also this will be discussed in our training session next week. Jillaina seconded the motion. It was carried unanimously.
- EL-8- A discussion followed regarding his report. Jillaina moved to approve the report. Dawn seconded the motion. Votes were as follows: Steve, aye; Pamela, aye; Dawn, aye; Jillaina, aye; Janice, aye; Kimberly, aye, Lana, abstained. The motion was carried by a vote of 6-aye votes and 1 abstention

9:18pm- Policy Review- Policy and Procedure Committee Report

- EL-7, Financial Planning and Budgeting, was discussed regarding changes, revisions made. Dawn moved to approve EL-7 and the Record of Revisions. Pamela seconded the motion. The motion was carried unanimously.
- EL-8, Financial Conditions and Activities, were discussed. Pamela recommended one change. This will be further worked on and discussed next Friday in a committee meeting, thus no motion at this point.
- Lana said that as a Board we would be reviewing policies on a monthly basis for our own monitoring. Dawn then read B/S-R-4- Delegation to the HOS, aloud. The wording in #5 was discussed. The committee asked what the other Directors would like to see as far as changes/revisions. B/S-R-5, Monitoring HOS Performance, was then discussed. Jeromy was asked to review this along with the schedule and give his suggestions. EL-13 will be added to this.
- BOD Self-Assessment- Pamela and Janice
The self-assessment report was passed out to Directors. This assessment is done quarterly. The discussion will continue next month.

10:12pm Administrative

- BOD Minutes August 25, 2011. Steve moved to approve the minutes. Lana seconded the motion. The August 2011 minutes were approved unanimously.
- Retreat in the Spring- a discussion followed of when and where.
- Reading of Mission and Policy- Lana suggested we take turns so all Directors will be involved. We will also rotate on the policy reviews.

- Jim Weigle training- all Directors will prepare for the Tuesday meeting. Specifics of the meeting were discussed.
- Ends discussion- after Jim, Lana would like to schedule another retreat for an Ends discussion.
- New business- Jillaina told the BOD that Lana bought a newer book of the Carver Governance Model titled Boards that Make a Difference. Janice offered to buy the books as a donation to the Board. Jillaina suggested we move the documents of the BOD to the Google server to ease communication and provide consistency and transparency between Directors and new Directors going forward. Jeromy discussed the Mill Levy and the BOD can pass a resolution to provide the approval/support for it to pass. This will be discussed at the next meeting.

10:40pm Steve moved to adjourn the meeting. Lana seconded the motion. The meeting was adjourned with a unanimous vote.

Respectfully submitted,

Kimberly Van Auken
DCS BOD- Secretary

BOARD OF DIRECTORS MEETING MINUTES DCS MONTESSORI CHARTER SCHOOL

Thursday, October 27, 2011

6:08 pm- Call to order by Lana Van Egeren.

Pamela Platte was absent due to illness. Kim Van Auken was late. Members present: Jeromy Johnson, Jillaina Wachendorf, Lana Van Egeren, Steve Tucker, Janice Caine and Dawn Nicola. Kim Van Auken arrived at 6:15pm.

- The Mission Statement was read by Dawn Nicola.
- A Review of Board Self-Governance: Dawn – GP-5.1 was skipped.

6:10 Public Comment (Gp-12)-None

6:15 MEF-Steve Thayer (GP-1&3)

The Fun Run raised \$27,300 this year. He mentioned that we manage the run in-house to earn more funds for the school. Steve reported on the Fall Festival and how much was raised. April 14th is the date selected for Spring Event at Cielo in Castle Pines. The theme is yet to be determined.

Steve mentioned that some teachers aren't as enthusiastic on the Class Projects and asked the BOD for Directors' opinions of this. Jillaina said that the live auction projects do bring in a lot of money, but some do not bring in as much. The room parents do incur a lot of the costs. Lana mentioned that maybe grade level projects could be an idea. Steve likes the classroom projects, as do Kim and Jillaina. Laura Gunden said that some parents do not like that it can be the same group year after year. A discussion followed. Jeromy thought we should ask the children what improvement they would like to see in the school and that is what they are raising funds for and take ownership on these projects.

6:35pm- SAC Report- UIP Monitoring and 2011-2012 UIP

The SAC met tonight and both documents were approved.

Three goals for last year were: Parent Communication, Mathematics Instruction, Cougars awareness. Improvement on all goals was seen.

Work on parent-teacher conference guidelines was discussed. A SAC survey will go out to parents on this.

- Math- growth percentiles were the focus. Betsy Lockhart is coming for observations. More specifics- growth in the 09-10 years was 7%, years 10-11 was 6%, so the gap was closed.
- 2009-10- writing rolled over, and in years 2010-11 the school was 24 points above in writing standards.
- Current UIP for the 2011-2012 year are Mathematic Instruction, Organizational Skills, and Technology Accessibility.
- AYP Goals- met all 12 of targets and thus DCSM is compliant.

Jeromy mentioned Betsy Hoke will be working on the literacy aspects of the goals this year.

6:50pm Financial Report- Janet Von Russow, Jeromy Johnson

Janet provided the final audit and the September financials. A discussion followed regarding definitions and clarity. The September financials were discussed and reviewed. Jeromy asked if the Budget is in compliance as far as a being a monitoring report. All present directors agreed it was in compliance. Jeromy went on to discuss the funding short-falls due to the lack of at-risk funding- the PPR money the school is receiving is approximately \$70 less. Jeromy defined an at-risk student with two qualifications: an actual ESL student, or a student on free lunch. DCSM has no current at-risk students. Further discussions followed regarding the PPR and changes to the Mill Levy. Jeromy then discussed the 11/12 revised budget and how he cut projected costs/expenses and other changes in the budget due to ASP. Janet mentioned the finance committee will meet and determine if there are any other cuts in the budget before the December meeting. It is due Dec. 15th.

Funding request-

1. Upper EI Training for Andrea Traut- the school needs to be paid back by the MEF. Jillaina moved we approve to fund Andrea's training, Steve seconded, and the motion was unanimously approved by all present members.
2. The next funding request for the primary playground improvements for \$5,772.00. Kimberly moved we approve the funding, Janice seconded, and the motion was approved unanimously.
3. The third funding request is for the frontage improvement project. Jeromy is asking the MEF to fund \$5,000.00 of the \$9,000.00 overage of the project. The MEF will be paying for the signage in the front and thus Jeromy didn't ask for the full amount for the project. A discussion followed regarding whether or not the MEF should or can take on the entire overage. Lana moved that we approve the request to ask the MEF for the full \$9,452.00. Steve seconded the motion, and it was approved unanimously.

7:32 Middle School Committee Report (E-1, E-2, GP-1, 2, 3)

Jeromy discussed issues that staff members brought up. Facility issues were discussed- adding rooms in current building, building a new structure, etc. Jeromy believes this conversation is just beginning. We are going to have a middle school and questions arise as to the 7, 6, 7 model. Inevitable growth was discussed but this has to remain separate when deciding whether or not to expand. Steve asked if there are a certain number of enrollees to make the decision to go ahead. Once the school provides this, it is the school's legal responsibility to provide a middle school by Colorado Charter School Law. Further discussion and questions followed. Mike Catalano posed a question regarding fighting to make Montessori available to all. DCSM is the only

elementary Montessori option in Douglas County. Some faculty members have brought up questions regarding accessibility and the models of classrooms going forward. Open enrollment occurs on Dec. 9th. The BOD timeline for MS is still adequate in lieu of the enrollment being moved up. Mike said an email went out to parents regarding an informational meeting for the Middle School on Nov. 9th. Math curriculum details came up as a question. There are 5 branches of the math- applied, historical, traditional Algebra 1 textbook, theoretical, and Euclidian geometry. The ultimate goal is that the student will complete Algebra 1 by the end of 8th grade. Some students will be above that and some will be below. Sports are another question and there are programs that already exist for Charter schools. Sports will be available in our middle school. Seat time requirements could be met in our actual school day (now). A discussion regarding support, resources to provide what the middle school students need. The students will have a role in building this school. Further questions arose regarding enrollment, retention, is there a threshold? Jillaina moved that the BOD approve the middle school proposal as presented, Lana seconded the motion, and it was carried unanimously.

Construction-funding update/discussion

Jeromy and Janet went to a financial symposium last month. Our bond is a BBB, which is adequate in the current financial climate. Rebonding could be a possibility- go into a tax-free bond, but this is not available at this time, no insurance and our rate would be less than what we currently are. The State bonding was discussed. At this point we wait a few years, for the right time, and possibly re-bond then. The changes will be made then in facilities, capital expenditures, and hopefully be in less debt service at that point. There are many options at this time for facilities, i.e. commercial real estate. The MEF is also exploring options for funding.

8:56pm- HOS- Jeromy Johnson (EL-10)

- EL-1 Global Executive Constraint
Jeromy asked if the BOD had any questions. He briefly discussed his compliance, meeting needs of all people involved, maintaining professionalism, and ethical principles with students. Jeromy stays current on laws through his associations with the League of Charter schools, CASE, and publications. Lana moved to accept that Jeromy's report is a reasonable verbal interpretation of EL-1 and Janice seconded the motion. It was unanimously approved.
- EL-12- Building Security and Physical Safety
Jeromy provided reports, Discipline Monitoring and Safety Monitoring and briefly discussed the contents of both. Dawn moved to accept the monitoring of EL-12 as a reasonable interpretation, Lana seconded the motion, and it was approved unanimously.
- Frontage project- the cost increased on this, but he did decrease the amount from the original \$90,000 to \$61,000. Jeromy has issues about the bidding process as all projects have cost more than the original bid. He is

working on the sign bid now. The project will continue through the winter and completion is expected by the spring.

10:02 Policy Review-

- EL-7 and EL-8 are off the table this month.

The Directors discussed monitoring our policies as we monitor the EL's and do change our schedule going forward.

10:06 pm- Administrative

- Minutes 9/22- Jillaina moved to approve the minutes with one edit, Steve seconded, and the motion was carried unanimously.
- BOD Self-Assessment- Janice reported on the Board Self-Assessment. A discussion followed regarding participation.
- Discussion of monitoring- verbal/written- Lana reported on our survey. Jeromy said he likes the monitoring to remain the way it has been in the past- written, so that there is a record of monitoring, there is a template where the conversations begin.
- Ends discussion- Lana spoke of Jim Weigle's recommendation of having a facilitated discussion in 1-3 hours. Jillaina would like to proceed with this. The present Directors decided to proceed with a session with Jim for 2.5 hours in an evening and Lana will follow-up for our plan.
- Community Outreach- Lana mentioned that this has not been a goal of the Board in the past and posed the question to Directors if this should/can be a goal. Jeromy recommended some type of communication through our website, i.e., posting policy updates, etc. Steve volunteered to write a brief communication regarding our open meeting policy to put in the newsletter.
- New Business- MEF communication- there is certain topics of which they should have specific information. A brief discussion followed.
- Teacher concerns- Montessori Model (6, 6, 5)- decreasing access. A discussion followed.

11:03pm Action items were reviewed. A separate list will be provided by Secretary Kim Van Auken.

11:18pm- Jillaina moved to adjourn, Steve seconded it, and the motion was carried unanimously.

Respectively submitted,

Kimberly Van Auken
DCSM BOD Secretary

DCSM Board of Directors Meeting
Thursday, December 1, 2011

6:07pm Lana Van Egeren called the meeting to order.

Members present: Jeromy Johnson, Dawn Nicola, Lana Van Egeren, Janice Caine, Kimberly Van Auken, and Steve Tucker. Jillaina Wachendorf was absent. Janice read the mission Statement. She also read the first few paragraphs of GP-6, Board Directors' Code of Conduct.

6:10pm Public Comment GP-12- There was no public comment tonight.

6:13pm MEF GP-1&3

Jennifer Grafton reported for the MEF. The spring event will be held at Cielo, Saturday April 14th, with the theme of "Denim, Diamonds and Dueling Pianos." There will be sponsorships available on tables of eight. The MEF approved all the funding from the BOD's October meeting- playground equipment, and Miss Andrea's training. Lana asked about the success of the on-line scrip and Jennifer said it's going "ok."

6:20pm Accreditation Report- Sheila Wolfe and Jeromy Johnson

Sheila reported she attended the IMC (International Montessori Council) conference in Florida in October, focusing on the accreditation piece. She obtained an accreditation manual and passed out some pages for the Directors. Sheila went on to read the definition of a Montessori School. She summarized the conference. Current membership status will cost DCSM \$250 per year. Registration fee is \$500 to begin. In order to obtain this accreditation, seven consultants will come evaluate the school and all costs incurred by them must be paid by the school. The benefits are that it will give us more credibility and will "raise our status" in the Montessori community. The disadvantages are the time and money it will take. The Middle School will have to be established for three years to receive this accreditation, so we would have to pursue that at a later date. Further discussion followed. Sheila mentioned that she believes we should put our focus on the middle school expansion and this may not be the most opportune time to take on this challenge. Jeromy brought up the point of a private school versus a public school taking on this accreditation, in that we are already accredited and mandated to academic standards by the state, whereas private schools are not. This specific accreditation better fits a private school. He believes there would be a benefit to obtaining this accreditation, but there would also be an opportunity cost. This is not the right time and will be tabled for now. Steve asked if Sheila could find out how many public schools are accredited through IMC and this could help us make our decision. The Directors decided to table further discussion until April when we have a strategic planning.

6:41 Pamela Platte joined the meeting.

6:42 Financial Report – Janet Von Russow, Jeromy Johnson

Jeromy handed out the revised budget. Janet is now working with QuickBooks and doing a lot of re-organizing. Jeromy trimmed some of the items on the budget and thus can make more accurate projections going forward. This helped them realize about \$20k of revenues for the year. Jeromy informed the BOD that this budget could most likely be used for next year. A discussion followed regarding property improvement, PPR funding, and after school specials. The Finance Committee met and it was forward thinking. Dawn did not have any specifics to add to this meeting from the Committee meeting. Jeromy said he doesn't expect us to have a supplemental budget this year. Lana moved to approve the revised budget summary as presented tonight by Jeromy, and Dawn seconded the motion. It was approved unanimously. Jeromy then handed out the Appropriating Resolution. Steve moved that we approve the Appropriation Resolution, Dawn seconded the motion and it was approved unanimously. Jeromy handed out the 2011/2012 Fund Balance Reserves worksheet. Steve brought up that the bonds held by the school should be visited by the current Directors each year or biannually. The bond is really held for the management of the building and the building is owned by the MEF. Jeromy mentioned we

could add a policy so that this information is known. Steve then moved to approve the Fund Balance Reserves as presented this evening, and Pamela seconded the motion. It was approved unanimously.

7:16 Middle School Committee Report (E-1, E-2, GP-1,2,3)

Jeromy reported that there might be between 10-20 students enrolling in the new middle school. They have been working on curriculum. He mentioned those MS students require 30 minutes additional time per day. A discussion followed regarding the timing of the school day.

Transportation is another issue if the school is off-site.

Facility- the architecture firm is more "industrial" in their designs. Jeromy passed out a plan for Directors to view. This plan would occur in seven phases. He then passed out another plan with builders, M Space, described as modular and cost-effective. These two packets are showing "vastly different worlds" to get our new school built. Further discussion followed.

7:57 HOS Report EL-10- Jeromy Johnson

- Science lab update- the science Lab has been organized and is being utilized. The students are noticing the positive changes. There are plans around how to improve the outdoor classroom.
- Observation update- Jeromy has 7 people left to observe. Betsy Hoke has observed everyone on staff. Betsy Lockhart has observed upper-el teachers. GT is newly required testing this year- COGAT. It tests for capacity, not knowledge. Jeromy spends 60-80 minutes observing the classrooms. Laura Gunden mentioned that before Jeromy was the HOS, there was no consistent observation, and now it is very consistent with feedback. She also said Sheila Wolfe is extremely helpful. She said this environment is very supportive of the teachers.
- Staffing Changes- Christian Womack is no longer the office assistant to Janet. Jodi is helping Janet when she is not working in the library. Miss Amanda is expecting in February. Her maternity leave will go through the end of the school year in May.
- Frontage update- the middle part will be rocked and planted in zeriscape. There will be natural grass.
- Jeromy said he is going to be sending us a proposal/concept idea for expansion of programs.

8:25 Policy Review -

- GP-9: Transition Planning was discussed. Lana suggested a necessity to do this, or change the policy. Jeromy suggested the Directors change the policy completely to say "in February, if the HOS is leaving, for any reason, the BOD has a plan in place." More discussion followed. Lana suggested that maybe the BOD should construct a plan of succession annually.
- GP-10- Electronic Mail- a discussion of creating new emails for Directors followed.

8:56 HOS Evaluation Committee Report (Steve, Lana)

- Approval of proposed process- Lana discussed the modifications made. Information being used is Parent survey by SAC, staff survey, two BOD surveys. The proposed process would be staff survey on the 5th of January, close date on the 13th. We discussed Jeromy providing a self-evaluation and submitting it to the BOD. Further timing: The Parent surveys will closed on Jan. 20, BOD surveys will go out as soon as possible after the former mentioned data is assessed. The committee will meet the week of Jan. 30 and evaluate all information. The BOD will then meet in Executive Session and then will vote to authorize the evaluation. Then the BOD will meet with the HOS to conduct the

evaluation. Lana asked the BOD to approve this modified Carver process. Kim moved to approve the HOS Evaluation process as outlined. This document included. Dawn seconded the motion. A brief discussion followed. The motion was carried unanimously.

- Monday, February 6, 2012 at 6pm for the HOS Evaluation was set.
- Lana outlined her changes in the surveys. Dawn made a motion to approve the evaluation surveys with the proposed changes, Steve seconded, and it was carried unanimously.

9:30 Administrative –

- Minutes 10/27 Regular Meeting – Lana moved to approve the minutes with the recommended changes. Dawn seconded the motion and it was approved unanimously.
- Ends discussion – confirmation of meeting 12/7 5:30 p.m. with Jim Weigel at DCSM.
- New business- Jeromy will send us a document.

9:34 Adjournment- Steve moved to adjourn the meeting, Kim seconded and it was approved unanimously.

Respectfully submitted,

Kimberly Van Auken
DCSM BOD Secretary