

DCSM Board of Directors Meeting
Thursday, January 26, 2012

6:07pm- the meeting was called to order. Members present were Lana Van Egeren, Steve Tucker, Jillaina Wachendorf, Janice Caine, Dawn Nicola, Kimberly Van Auken, Pamela Platte, and Jeromy Johnson.

Jillaina read the Mission Statement of DCSM. She went on to read GP-7- Board Committee Principles.

6:11pm Public Comment (Gp-12)
Everyone wished Dawn a happy birthday.

6:11pm- Financial Report- Janet Von Russow, Jeromy Johnson
Janet passed out the revised budget. The only part that changed was the revenue piece. A few questions were posed regarding some line item revenues. It looks as if the budget will come in on target for the year.

6:17pm- MEF Report- Lisa Oestman (GP-1, 3)
The MEF is gearing up for the spring event. Many changes will be made: new location, new theme, entertainment is dueling pianos. They are working on getting more on-line to facilitate management of the event. Lisa went on to discuss the discrepancy in the audit in regards to some debt not being reported accurately. She is following up with Swanhorst and Bart to find out more details. Jillaina asked a question regarding the timeline of the spring event. On-line scrip sales were then discussed; it has been difficult to track and there are some complicating factors. They are working out the kinks and Lisa reports that sales are good and up from last year.

6:31pm- HOS Report- Jeromy Johnson (EL-10)
EL-8.2-8.10- Jeromy asked if we had any questions within this monitoring report. A discussion followed regarding finances, input, etc. Jeromy asked if this is complete. He also asked if there is a standard or district standards. The auditor does have standards, which are referenced.
EL-9-Steve posed a question regarding safety and access of computer files and the server. There are password controls on individual computers. Lana asked if there were any other clarifying questions. Jillaina asked about a more specific building maintenance schedule. Jeromy stated this schedule is specifically referred to in EL-12, which was monitored in October. Another question was posed regarding exposure and liability coverage. The HOS holds the liability of all staff and thus the reason for his belonging to CASE and other organizations for coverage.

Lana moved for acceptance of Jeromy's interpretation of EL-8.2-8.10 and EL-9 as reasonable. Steve seconded the motion, and it was approved unanimously.

Update Accreditation-

Middle School Grant Update- Jeromy briefed the Directors of Grants that are available. The most likely way is the State financed Grants, where the school has a 1-2% repayment. This would be a facility grant to get us a place to hold the school. There are other grants, which are more specific to curriculum. They are in the beginnings of the process and are getting organized to see what opportunities are available.

Enrollment Update-

Some parents are not/were not aware of what to do as far as enrollment. Jeromy says there will most likely be 17-19 students enrolled in the middle school for the 2012-2013 year. Preschool enrollment is a little low, but they expect the numbers to be increased or at full capacity by the end of this school year. Jeromy sat in on a marketing lesson and will bring this to our website for further exposure and increasing access. A question was posed regarding negative information/press on our school on the web and how to get it removed. Jillaina suggested that

people put positive feedback/reviews on the web. Jeromy says we do this more subtly but we haven't made it a campaign.

Facilities- there has been some issues with the signage due to the city laws (easement restrictions) and space for the sign. The sign will be a bit smaller than originally planned. More research has gone into the proposed new building. Jeromy met with the city planner to discuss our plans for the Middle School. He went on in more detail regarding the space around our school and other construction projects pending. Another point arose regarding traffic and safety issues that are being reviewed by the city. There may be new ordinances put in place. Jeromy mentioned that they might have to go to grouping into time slots for pick up at dismissal time. As far as a new build, as long as they are built to code and standards, it doesn't matter how the building is actually built. Jeromy said that if the Board Directors would like specific input into the facilities, then we should put policy into place to ensure that.

7:41pm- Policy Review-

- GP-11- Grievance Policy- Lana stated this policy is lacking the specifics that would help a BOD Member deal with a grievance. A discussion followed regarding keeping the policy, changing it, making it a code of conduct or best practice. He stated it doesn't seem like a GP as it reads now. Or leave it as a policy but add a process to it. The policy committee will work on this and bring it to a subsequent meeting.
- GP-12 Public Participation at BOD meetings- Lana asked the questions, is it clear, is it complete? The secretary should take roll of those attending or they need to sign in so that they are documented. Further discussion followed.
- EL-7, 8, 9, 11-Revisions- Update by Jillaina Wachendorf
The finance committee has reviewed these policies making extensive revisions. The committee is finished with these but will review them one last time individually. They will have to be retyped from scratch and a clean tracking version will also have to be made. Jillaina went on to discuss the record of revisions and asked how detailed do we need to be in the record. Jeromy said he would like to see some detail but not all detail is necessary. Lana discussed having a glossary of terms and Jeromy has the list of terms. He will put in an appendix as a reference document.
Lana posed the question, does the BOD need to write a policy for the new facility. Jeromy stated there are three important aspects to the building facility: Aesthetics, Location, and Structural soundness. Jillaina added the necessity for professional opinions/architectural liability.

8:55pm HOS Evaluation- Update on Status- Lana and Steve

This is currently in process and will be discussed in Executive Session on Feb. 6 at 6pm. All Directors should complete surveys by this Sunday, January 29.

8:59- Community Engagement-follow up to Jim Weigel meeting.

Jillaina would love to see topic specific community meetings occur with this Board. This is a big shift for this Board but it could really open it up and make the Board more appealing. It would be a marketing plan. Lana suggested having a coffee discussion regarding the new facility. The Ends discussion may be a better place to start.

9:14pm Administrative.

Approve minutes- Lana moved that we accept the December minutes, Janice seconded. The votes were as follows: Steve, aye; Pamela, aye; Dawn, aye; Lana, aye; Janice, aye; Kimberly, aye; Jillaina abstained. The motion was carried by six aye votes and one abstention.

Steve moved to approve the Minutes from the Jim Wiegel meeting. Lana seconded and Directors votes were as follows: Steve, aye; Dawn, aye; Pamela, aye; Lana, aye; Jillaina, aye; Janice and Kim abstained due to being absent at the meeting. The motion was carried by five aye votes and two abstentions.

March retreat- Currently the date is Thursday March 15 at 6pm. We changed the BOD meeting to Wed. March 21 at 6pm.

MEF on Agenda- a brief discussion followed. Do we change it to quarterly? We will get feedback from the MEF at their next meeting and discuss at our next meeting of the BOD.

New Business-

- Jillaina, Jeromy, and Kim will set up meeting with Maria Hannigan regarding the email accounts for the BOD Directors.
- Colorado League of Charter School meeting is Feb. 23, 24th- do any of our Directors want to attend.
- Lana asked if Janice/Pamela would please resend the survey to all Directors.
- Putting the Minutes on the website- Kim will send all minutes to Jeromy to put on the website.
- We took a group photo to put on the website as well.
- Kim reviewed the action items.
- Directors need to double check meeting dates.

9:59pm- Jillaina moved to adjourn meeting. Janice seconded and it was approved unanimously.

Respectfully submitted,

Kimberly Van Auken
DCSD BOD Secretary

DCSM Board of Directors Meeting
Thursday, February 23, 2012

6:08pm Lana Van Egeren called the meeting to order.

Kim Van Auken read the Mission Statement and the Cost of Governance (GP-8)

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

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

6:11pm- Financial Report –Jeromy Johnson

End of January Financials- Jeromy reported things are moving along at a regular speed. He also mentioned the Activity Account money is being spent in reverse of how it was spent in the past. There is one financial piece of business for this meeting is for our Bond issue to re-rate (from B to AAA) the bond at a cost of \$4,400.00. The bond can be re-rated starting on April 15, 2012, 90 days before the call date of the bond. The goal is to have lower overhead for the building and open up funding for the new building. Jeromy will plan to move forward on this and have more information for us in the next month.

6:21pm- HOS Report- Jeromy Johnson (EL-10)

EL-5 Compensation and Benefits

Jeromy went over some of the numbers for the benefits. Further discussion followed regarding salaries. A few questions were posed on specifics in Jeromy's report. Jillaina moved to accept Jeromy's Interpretation of EL-5 with the modifications discussed as reasonable. Lana seconded the motion and it was carried unanimously.

Jeromy went on to discuss a bullying situation. His update let the Directors know the current status of the situation and the District and parties outside the school supported him.

Status of Education Funding- Colorado is the weakest funded state in the U.S. for education. There is some legislation coming to the Colorado Supreme Court.

If there is no increase in revenue and when the number of students increases, each student receives less funding. The future looks as if the budget will continue to be cut. Thus the proper package of re-bonding is important for our school so we can build the new school and create lower debt service.

Facilities Funding- Jeromy brought up non-public funding. Our school could be an attractive investment for a private bank/financier as we have paid our loans on time for the past ten years and we are a low risk investment. The finance committee is exploring options for future funding, focusing on the next six months. Jeromy also brought up that there are significant issues for bonding post-2010. There would be additional workload- creating additional policy for the monitoring. Jeromy is much more optimistic than a few weeks ago regarding our funding.

Middle School Facilities update- Jeromy gave the Directors a three phase building plan. A question arose as to building codes. Jeromy met with Sam Bishop, City Planner, and had a good meeting. The parking issue is due to our neighbor schools and thus the stress on the importance of this. He mentioned the probability of "tier" the drop-off/pick-up times to alleviate the parking situation.

We are also looking at alternative types of buildings: steel buildings, permanent modular buildings. The prep work for the building site would be bid out separately if we did go with a "pre-fabricated" or "modular" type structure. A brief discussion followed regarding modular buildings. Nathan and David have been our architects for the past three building projects for this school and have a relationship with our builders as well as our school. Steve asked a question regarding what most worries Jeromy about the Middle School project and he answered, "the money."

Jillaina asked about the potential number of students per the first Middle School Meeting. Jeromy went on to describe how the first year Middle School space may look using our current building.

7:16pm- Policy Review

- Board Review of policies GP-2.1 Board Self Assessment- timing was discussed, monthly, quarterly. A change was proposed to read, since our last assessment. Further discussion followed in the principles review. Steve recommended striking the "we use less than 15%..." All Directors agreed to strike. A question arose regarding stand-alone resolutions. This also will be deleted. Lana posed we add something regarding our agenda directly relating to our policies. Other changes were made. (See action items). Jillaina asked why the rating scale changed between the meeting behaviors to principles review.
- EL-7- changes were suggested. Lana moved to approve EL-7 with the minor alterations made, Dawn seconded the motion and it was approved unanimously.
- EL-8- a change was made to not have the financial report review at every meeting, instead review it on a quarterly basis. Jeromy mentioned we might have a diluted view of this report by looking at it every month. Lana asked if anyone had any questions regarding EL-8. Steve moved to approve EL-8 with suggested changes, Pamela seconded and it was approved unanimously.
- EL-9 Revisions – Changes were made. A discussion followed regarding the auditor piece. Other changes were recommended. Dawn Nicola is keeping record of all changes. Jillaina moves that we approve as revised, Lana seconded the motion and it was approve unanimously.
- EL-11- Jillaina moved that EL-11be deleted, Pamela seconded the motion, and it was approved unanimously.
- Glossary- Lana discussed terms to put in the Policy Handbook Glossary. Jeromy suggested not defining certain words, such as TABOR, specifically because the law could be amended. Jillaina asked if we need these definitions or do we need more or none at all? After extensive discussion, we decided to leave the definitions as they are.

Dawn provided a time check at 8:55pm and let the Directors know there was five more minutes allotted for the Policy review.

- GP-12 –Public Participation at BOD Meetings- Lana moved that we approve GP-12 with the reviewed changes, Steve seconded the motion, there was no further discussion, and it was approved unanimously.
- GP-6 – Code of Conduct- Jillaina moved to approve GP-6 with the corrections made, Janice seconded the motion, and it was carried unanimously.
- Lana is going to change the formatting for policy writing in the future.
- Jillaina asked that everyone review the Grievance process policy for our next meeting.

9:07pm Community Engagement committee update and recommendations – Pamela, Steve and Jillaina

Pamela said the committee came up with a round-table format. She explained the meetings in more detail, the format, the planning, the timing, etc. Jillaina said the committee would initially like to take a pulse of the parents to see if they are actually interested in. Lana says we should go for it. As far as the letter, Lana had a change, suggestion and further detailed discussion followed for revisions to the letter.

9:27pm Board Self-Assessment – Janice reported the only note to make is that all Directors believe participation is not equally balanced, and that there is some domination. Otherwise, the BOD assessed itself as mostly 3's or higher.

9:30pm Administrative –

- Approve Minutes 1/26. Steve moved to approve the minutes. Lana Seconded the motion and there was no further discussion, Jillaina

abstained. The motion was approved with six aye votes: Dawn Nicola, Steve Tucker, Kim Van Auken, Pamela Platte, Lana Van Egeren and Janice Caine, and one abstention.

2/6 – Minutes- Lana moved to approve, Pamela seconded and it was approved unanimously.

- Review schedule for upcoming BOD Elections – Kim will work on this.
- Update on website/email coordination – Jillaina and Kim will continue their work on this.
- Vote regarding bonus and fund balance- Jillaina moved that we approve an increase in our expenditures to pay the additional bonus of \$3500 awarded to Jeromy based on his evaluation. Kim seconded the motion, there was no further discussion and it was approved unanimously. Lana stated that per her meeting with Jeromy, he committed to stay as HOS for another year.
- Verify March retreat date – Jeromy will get back to us on this.
- Date for May meeting- changed it to May 16th at 6pm.
- Assign MEF meetings after March- Lana will go in May, Jillaina will check on March. There is no meeting in May due to the Spring Event. We will not attend June.
- New business- Jeromy announced that Miss Lynne Hovde will receive the scholarship. Jeromy will present a plan for the training as we need an upper-el trained teacher as well.

9:49pm- Discussion on Policy regarding building new facilities- Jillaina will send us a list of questions for review and this discussion will occur at the next meeting.

10:01pm Steve moved to adjourn the meeting and Dawn seconded the motion. It was approved unanimously.

Respectfully submitted,

Kimberly Van Auken
DCS BOD Secretary

DCSM Meeting of the BOD
Wednesday, March 21, 2012

6:03 p.m. Kimberly Van Auken called the meeting to order.

Members present- Janice Caine, Steve Tucker, Pamela Platte, Kim Van Auken and Jeromy Johnson. There were two members absent: Lana Van Egeren and Dawn Nicola.

Mission Statement – Steve read the Mission Statement.

Reading of Board Self-Governance: GP-9. Jeromy read the Transition planning policy aloud. Jeromy stated he believes the policy committee should re-write this policy, as there are people now in place to take over administration. A brief discussion followed.

6:10pm Jillaina Wachendorf joined the meeting.

6:10pm Public Comment (Gp-12)- No public comment.

6:15pm MEF Report – Steve Strother (GP-1 &3)

He stated they are very busy. The spring event is at Cielo on April 14. They lowered the cost per person and have raised approximately \$6,000 in sponsorships thus far. They also have ensured more food will be available. The MEF balance has \$163, 241 currently. The MEF is looking into other smaller fundraisers to add throughout the year. The online auction will open up around April 3 or 4. Jillaina asked Steve if the MEF is comfortable with the communication between the BOD, Jeromy and the MEF related to the middle school expansion and funding. Steve said they do feel included and there are no complaints.

6:23pm Financial Report – Janet Von Russow, Jeromy Johnson (EL 8.1)
Janet handed out the financial report.

Pre-Approved 12-13 Budget-

We are looking at this now to ensure the actual budget is ready to give to the district in April. A discussion followed regarding changes from last years' budget. Steve moved to approve the 12/13 Budget as presented. Pamela seconded the motion and it was approved unanimously.

6:44pm HOS Report – Jeromy Johnson (EL-10)

E-2 Values- Jeromy presented his written report. Jillaina asked if the MEF took over the Fall Festival and Jeromy said they did this school year. A discussion followed regarding fundraising and community building events. Jillaina moved to accept Jeromy's interpretation of E2 as presented, Janice seconded the motion, and it was approved with a unanimous vote.

- Status of Education Funding- Jeromy briefed the Directors on funding, specifically decreases. The District will have more information after the second quarter.

- Facilities Funding -Russ Caldwell will start working on the Bond rate increase in the next couple of weeks. Jeromy said there might be necessary actions made by the BOD in April at our two scheduled meetings.
- Middle School Facilities update- work is underway with the architect. Various schematics are being drawn up. He further discussed the type of building and asking companies for plans to show all scenarios. Steve asked about the easement adjacent to the school and if there are any updates. Jeromy is investigating to acquire more information so we can use the land for a "driveway."
- Childcare update- the school is looking into streamlining job positions. There is also a shift in regulations regarding this. There will be some personnel changes in the child care room and bring consistency to the Mission of our school and Maria Montessori.

7:23pm Policy Review –

- Policy Discussion for Facilities– Jillaina
Please refer to the attached document titled "Summary of BOD Facilities Discussion of Values."
- Discussion of policy regarding support of staff – Jillaina discussed helping families in the school with health concerns/issues. We believe setting any parameters in these situations is not within our scope of power.
- GP 2.1(Board Self-Assessment) suggestions sent by Jeromy: A discussion followed. We agreed to modify GP 2.1, modify the frequency to twice a year. In October and March. We are going to try with option 2 and eliminate the three general questions. Jillaina will provide a soft copy of these changes to Jeromy.
- Review of policy GP-11 Conflict Resolution Process, Jillaina- this will have to be tabled and moved to next month's agenda.
- Board Review of EL-3 Treatment of Students, Families & Community. A suggestion was made to remove the word "positive" in 11a. We agreed to change it to "regular classroom-wide communications."
- EL-4 Treatment of Staff-a discussion followed regarding certain wording and changes were made. Jillaina will revise EL-3, 4 and present them to the BOD for approval at the April meeting.

9:30pm Community Engagement committee update (GP-2 GP-3) – Pamela, Steve and Jillaina.

Pamela will defer this to the next meeting.

9:45pm Follow-up discussion regarding board self-assessment and equal participation-
We discussed participation and adding the thumbs up or thumbs down has really equalized the discussion. Jeromy suggested at the beginning of our meeting we start with "what are we working on."

9:55pm Administrative –

Approve Minutes 2/23 – we discussed the revisions and a question arose regarding length of the minutes. Pamela moved to accept the minutes, Janice seconded the motion, and it was carried with a unanimous vote.

- Update on website/email coordination – Jillaina reported on her meeting with Maria Hannigan. Each director will be set up with Google accounts with access to email and document sharing. We will need a team of people to layout the structure of how we want our board website. Jillaina went into further discussion on more specifics and the process.
- Update on election process – Kim reviewed the letter that went out to the parent population and stated there are no current candidates.

10:07pm Review of action items- Kim reviewed the action items and will send them to Directors.

10:12pm Steve motioned to adjourn the meeting. Pamela seconded the motion. The motion was carried with a unanimous vote from all Directors present.

Respectfully submitted,
Kimberly Van Auken

DCS Montessori Board of Director's Meeting Minutes
April 19, 2012

Working session called to order at 6:10 p.m.

Members present: Jillaina Wachendorf, Lana Van Egeren, Steve Tucker, Janice King, Dawn Nicola, and Pamela Platte. (Kim Van Auken was absent)

School Mission read by: Lana Van Egeren

The HOS, Jeromy, led the discussion around the school board concept. Roles of accountability and compliance, and representation or representative government were discussed. Boards should be policy driven versus reactionary, and be a collaborative support to the HOS. The Board discussed wanting to be more connected to the community, gaining the voice of its members, and continue its movement towards policy driven and focused.

The Board moved into action planning and discussed several opportunities to connect with its members, both in-person and on-line, formal and informal, and briefly mentioned its current focus-group initiative. Then the self-assessment policy GP-2.1 was formally worked over, and changes were suggested as the policy was modified for potential implementation at the next regular meeting of the Board.

The school and its current Strategic goals were discussed and the variance from their Carver governance model was also discussed. Then discussions of modifications began. The Board worked toward consensus on the ideal changes to the Strategic Plan document for the coming school year to be voted on at the next regular meeting of the Board.

Jillaina moved to adjourn the meeting, Dawn seconded the motion, and a roll call vote ensued: Lana – ay, Jillaina – ay, Dawn – ay, Steve – ay, Janice – ay, Pamela – ay. The motion was unanimously approved and the meeting was adjourned at 9:06 p.m.

Respectfully submitted,

Jeromy Johnson
DCS Montessori, Head of School

DCSM Board of Directors Meeting
Wednesday May 16, 2012

- 6:08p.m. Lana Van Egeren called the meeting to order. Members present: Lana Van Egeren, Jillaina Wachendorf, Steve Tucker, Janice Caine, Dawn Nicola, Kimberly Van Auken, and Jeromy Johnson. Pamela Platte was absent. Steve read the Mission Statement.
- Review of Board Focus: Lana reminded us that BOD participation should be balanced.
- 6:09 Public Comment (Gp-12 Public Participation at BOD Meetings)- Lana acknowledged that Pamela Platte is resigning from the DCSM BOD and we appreciated her service.
- 6:11 Election Results and Announcement of new Directors- All three parent members: Michael Hamilton, Tory Traut, and Helen Kretzmann were elected to the BOD. Jeromy Johnson read the results and Dawn Nicola verified the results. Mike Hamilton had 75 votes, Helen Kretzmann had 67 votes and Tory Traut had 74 votes. (The numbers need to be documented here)
- 6:17 MEF Report – Jean Dupper (GP-1 &3)- Jean gave a report of \$24,459 profit from the auction held in April. This was an increase from the last couple of years. The MEF are already planning the Fun Run for the fall. The MEF already signed the preliminary paperwork for the re-bonding. They also wrote two large checks in the past month: one for the signage out front and one for the teacher training. Scrip sales are about even. A further discussion followed regarding scrip.
- 6:25 HOS Report – Jeromy Johnson (EL-10- Communication and Support to the Board)
1. SAC data and report- Jeromy handed out the surveys for Directors to look over. Jeormy stated the results are strong overall. Further discussion followed regarding specific data.
 2. Monitoring of EL-13 (Discipline and Prevention of Bullying)- Jeromy went over this document. He said the exposure to Miss Judy's program has been very helpful. More discussion followed regarding specific bullying examples. Jillaina moved to accept his interpretation as reasonable, Steve seconded the motion and it was approved unanimously.
 3. Middle School Facilities and Financial- Financials are in "full swing." Jeromy attended a TEFERA public hearing on Monday regarding the bond issue, as mandated and there was no public comment regarding this issue. A couple of documents came back recently; one regarding Moral Obligations. Right now the school is in an informal bidding process with contractors. Jeromy passed out some information from two companies. Right now we are looking at needing an additional \$650,000, approximately, to complete the project (receiving \$980,000 from financing). Jeromy then passed out two floor plans for the middle school for our review. One being larger and the revised floor plan with less square footage. A discussion followed regarding larger vs. smaller, pros and cons of each. There will be 20 years of payments; the first three years will be less than it is now, and the following years will be a consistent amount. Jillaina recommended the BOD come up with some sort of resolution regarding the budgetary issues and the MEF. This will be added to new business at the end of our session tonight.
 4. Staffing update- Jeromy updated us briefly on changes in staffing. The school is in the process of hiring a Language Arts specific teacher for the Middle School. They have hired Jennifer Irwin from Nashville, TN to replace Samhee Shim.
- 8:07 Policy Review – (GP-2 Board Job Description, GP-3 Governing Style, GP-4 Agenda Planning)
Policies for review and approval:
1. GP-11 (Conflict Resolution)- A brief discussion followed. Lana moved to accept GP-11 with the amendments that were brought forth, Dawn seconded the motion and it was approved unanimously.

2. Proposed GP-13 (Facilities Construction, Expansion or Renovation)- Jillaina moved to approve GP-13 as discussed by the committee, Kim seconded it and it was passed with a unanimous vote.
3. DCSM Investment Guidelines – walk through with financial policies EI-7, EL-8. Jeromy will look into Janet's recent actions regarding this.
4. DCSM Fund Balance Standards – The Fund Balance will live in a newly created GP policy by the Policy Committee.

8:32

HOS Evaluation Committee –

1. 2012-2013 HOS Merit Pay agreement- Lana spoke to Bill Bethke regarding this. All Directors received a document regarding this merit-based pay scale. Steve moved to approve the 2012-2013 Merit Pay Agreement as revised. Jillaina seconded the motion and it was approved unanimously.
2. Review and approve 2012-2013 Remuneration for Additional Work Contract. Lana stated Bill said to add a document to the HOS' current payment contract to give him extra payment for the additional work. Lana presented a document stating this to the BOD. A discussion followed regarding the amount of merit pay. The Directors came up with \$12,750 for the merit pay. This will be paid out at the end of the fiscal year (included in his June paycheck). This may come from the Fund Balance so that no other cuts are made to make room for this payment. This will be finalized at the June meeting.
3. 2012-2013 HOS Goals- Lana sent all Directors the proposed Goals. A discussion of the UIP goals followed. Other revisions and changes were discussed. The sixth goal will be dropped for the next school year, but can be added back in the future.

9:16

Administrative –

- Approve Minutes from 4/26. Jillaina moved to approve the minutes as edited and presented, Dawn seconded the motion and it was approved unanimously.
- Update on website/email coordination- Jillaina passed out information regarding a set up of the new BOD system and went over it and asked specific questions regarding this document. Everyone will get back to Jillaina by June 15.
- New business- Lana brought up that the Board will need to appoint a new member to the Board to replace Pamela Platte. Lana will look up previous process of how the BOD did this in the past and share this with all Directors.
- Jeromy went over the document Sources and uses of funds for the new project. Jillaina moved that the Board give a vote of confidence to the refunding structure as presented by Jeromy. Kim seconded the motion and it was passed unanimously.

10:15pm Lana moved to adjourn the meeting, Dawn seconded it and it passed unanimously.

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DCSM Board of Directors Meeting
Thursday, June 28, 2012

6:05p.m. Lana Van Egeren called the meeting to order. Members present: Lana Van Egeren, Jillaina Wachendorf, Steve Tucker, Dawn Nicola and Jeromy Johnson. Janice Caine was absent. Review of Board Focus: Participation is balanced – Lana went over this for the group. Mission Statement – Dawn read the Mission Statement.

6:05 Public Comment (Gp-12 Public Participation at BOD Meetings)
Lana thanked the Board Members who are transitioning from the Board.

6:15 MEF Report – Steve Thayer reported that the MEF wants to grow the Scrip program. MEF wants to work with office staff to build an incentive plan to make it better. The fundraising next year will be the Fun Run on 9/14 and they are doing it in house this year to maximize profits. The fall festival is 9/28. Other fundraisers will be Spirit Day, Restaurant nights, November father/daughter dance, parents' nights out, and the Spring event. The new members are Jesse Crispe and Kim Van Auken. Marueen Rodwin and Lisa Oestman are leaving. Jeromy told Steve he would be sending a request to the MEF for funds for some landscape repairs.

Kim Van Auken entered the meeting at 6:25pm.

6:25 Director Appointment: Hilary Fox candidate
Lana moved to appoint Hilary Fox for the remainder of the term, for one year, to fulfill the term vacated by Pamela Platte. Dawn seconded the motion, and Hilary was unanimously appointed to the Board.

6:35 Financial Report – Jeromy Johnson and Janet Von Russow (EL-7 Financial Planning and Budgeting, EL-8 Financial Conditions and Activities)
Janet passed out the current Budget Summary for 2012/2013 for Directors to review. A discussion followed. On the expense side, salaries and supplies were increased. The overage of \$5622.22 was written in the Budget and was approved in the past. The other expenses under 0700-0800 are not reoccurring and are due to the new Middle School. Those expenses are accounted for in the Budget. Jillaina moved to approve the 12/13 Budget as presented, Steve seconded and it was approved unanimously.

Janet then passed out an Appropriating Resolution for the BOD's review. Jillaina moved to approve the Appropriating Resolution as presented, Dawn seconded the motion and it was approved unanimously.

6:52 HOS Report – Jeromy Johnson (EL-10- Communication and Support to the Board)

- EL-4 Treatment of Staff- Jeromy went over his documentation and asked the group if everything is clear. A discussion followed regarding clarity and elaboration. Steve moved to approve EL-4 as a reasonable interpretation, Dawn seconded the motion, and it was approved unanimously.
Lana asked if there was a signed copy from Brycie and Jeromy stated that he will get a signed copy for the file.

- EL-6 Staff Evaluation- A discussion followed regarding teachers' evaluations. Jeromy also provided Standards Evaluation Form, National Board for Professional Teaching Standards, Specials Class Observation Summary, and Health Assistant Evaluation Checklist for his EL-6 monitoring. Overall, Jeromy feels he is an effective leader of 68 people on his staff. Lana moved to accept Jeromy's interpretation of EL-6 as reasonable, Jillaina seconded it and it was approved unanimously.
- EL-7 Financial Planning and Budgeting- A brief discussion followed. Lana moved to accept the monitoring of EL-7 as a reasonable interpretation, Steve seconded the motion, and it was approved unanimously.
- Middle School Facilities and Financial- Jeromy stated that they have identified who owns the easement and they are taking steps to get the driveway approved. The one negative would be added landscaping costs if we are asked to manage the frontage of this easement.
- Results of traffic Study- he has not gotten any more information but he did say DCSM does not affect the traffic regarding the new building next to Walgreens. Jeromy mentioned the Van scenario.
- Jeromy has a request for funding for the Directors to approve, \$16,500. Jillaina moved to approve a request for \$16,500 for Field Erosion control and outdoor classroom improvements. Steve seconded the motion and it was approved unanimously.

7:48 HOS Evaluation Committee –

- Review and approve 2012-2013 Compensation for Additional Work Contract- a brief discussion followed.
Lana moved to approve the supplemental compensation with the change of the dollar amount to \$12,750. Jillaina seconded the motion and it was approved unanimously. Steve mentioned we are expecting a lot from Jeromy. ;-)
- Review and approve 2012-2013 HOS Goals- there will be three UIP goals, one academic and all in October. Steve moved to approve the DCS Montessori Head of School Goals, Lana seconded the motion, and it was approved unanimously.

7:57 Policy Review – (GP-2 Board Job Description, GP-3 Governing Style, GP Agenda Planning)

Jillaina stated she has a lot of input for this and will send her changes to the BOD for next month.

Policies for review and approval: This was all tabled until July.

7:58 Administrative –

- Approve Minutes 5/19 – Kim sent out the revised version this morning. Jillaina moved to approve the minutes with minor alterations discussed, Dawn seconded the motion and it was approved unanimously.

- Update on website/email coordination – Jillaina stated she has some questions and needs a legal interpretation regarding the confidential documents. She brought up other questions for the Directors. Another question was regarding keeping a 12 (or more) month on the fiscal year rolling access to documents before archival.
- New business- Lana mentioned she is having difficulty solidifying dates for training. Dawn mentioned an issue regarding a Directors' family.

8:14 Lana moved to adjourn the meeting. Dawn seconded and it was unanimously approved.

Respectfully submitted,

Kimberly Van Auken
DCSM BOD Secretary

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

Thursday, July 26, 2012

The meeting was called to order at 6:07

Members Present: Janice Caine, Steve Tucker, Michael Hamilton, Tory Traut, Lana Van Egeren, Jeromy Johnson
Helen Kretzmann and Hilary Fox joined the meeting late.

Janice read the mission statement and Lana reminded the Directors that our area of focus was on balanced participation.

Public Comment

Lana welcomed our new Directors and Directors introduced themselves.

MEF Report

Dana Martin reported that the MEF has \$161,680,011 in the bank. SCRIP profits for last year were down at \$4924.00 and the MEF is looking at ways to promote SCRIP more than it has been to get those profits back up. She stated that they were getting help from an advisor to Timber Trail on fundraising. Their next meeting is August 9th and Lana stated she could attend as the representative of the Board.

Financial Report – Jeromy Johnson

We did not review the budget because the final numbers are not finalized given that some of the monies released in July belong in the June accounting. Jeromy did report that we are ending the year close to even. Jeromy gave some updates and discussion ensued.

The audit will be completed the first week of August and will likely be ready by the September meeting.

Jeromy discussed the bond structure to update the newest Directors and informed them that the information is public at EMMA.org

Hilary Fox joined the meeting at 6:41 p.m.

HOS Report – Jeromy Johnson

Jeromy verbally monitored his interpretation of EL-1 (Global Executive Constraint) and discussion ensued. Steve moved that we accept his interpretation as reasonable, Janice seconded the motion. A roll call vote was taken and the motion was approved with 5 ay votes and one abstention as follows: Lana –ay, Steve – ay, Janice – ay, Michael – ay, Tory –ay, Hilary – abstained.

Jeromy discussed progress on the middle school. He has met with the city and reports we do not have to file a Site Improvement Plan (SIP). Engineering has already begun work with soil and grading. Jeromy reported that we will need some fill dirt and retaining work done. He has been in discussion with the builders of the new medical/dental building and is trying to see if we can get the dirt they will remove placed on our building site, which is a potential savings versus having fill dirt brought in. In terms of the easement, Jeromy has finally gotten a response from the head counsel and is in the process of continuing the conversation to gain the easement and involving everyone who may be helpful in this process.

Jeromy also reported a meeting with the Metro District regarding the demands the building would put on the system, but they were much more positive after understanding the scope of the plans.

Jeromy update the Board on the status of Middle School transportation. At this time, we are still unable to attain insurance, but Jeromy is continuing to pursue all alternatives and they have an interim plan in place with District buses.

Jeromy updated the Board on the professional development getting ready to kick off the school year for the staff, including a consultant discussing "Authentic Montessori". Conversations will also begin around the accreditation process in terms of how to apply reflective practice. There will also be training on a new program the school purchased for immediate feedback on writing called "My Access" for upper elementary teachers. In addition, they purchased "Mammoth Math" as an upper elementary supplemental math tool to engage student in self-directed math support.

Jeromy reported on his own professional development. In January he finished his portfolio for his Superintendent training. In March he took his administrator's exam, has renewed his Principal's license and has applied for his administrator's license.

At 7:39, Helen Kretzmann joined the meeting.

Policy Review

The Board reviewed the following policies and made no changes: GP-1 (Global Governance Commitment), GP-2 Board Job Description, GP-3 (Governing Style), GP-6 (Code of Conduct).

All Board members signed the Code of Conduct and turned it in to Lana for filing.

The Board reviewed GP-8 (Electronic Mail) and voted to use "e-mail" instead of the longer term throughout the document. In addition, the Board added text messages to what is intended as "e-mail" Steve moved to approve the policy with these revisions, Michael seconded the motion and the changes were approved unanimously.

Administrative

Lana presented the task calendar for the Board's work for the year.

The Board discussed officer assignments for the next year. Lana stated she would be willing to continue on as Chair, Hilary agreed to serve as Vice-Chair, Janice agreed to serve as Secretary and Steve agreed to serve as Treasurer. Lana moved to approve this slate of officers, Steve seconded the motion and officers were unanimously approved.

In addition, the Board reviewed the meeting calendar for the year. Lana moved that we approve the annual meeting calendar, Steve seconded the motion. A roll call vote, and the calendar was unanimously approved and adopted.

We reviewed the minutes from the meeting June 28, 2012. Lana reviewed suggested edits for clarification, as well as adding a vote that was made to approve B/S-R-5 changes. Because of Board turnover, we did not have a quorum of Directors to approve the minutes. Steve moved to approve the minutes with the acting Directors who were present, Lana seconded the motion. A roll call vote of Directors who could vote was taken and the minutes were approved with the following votes: Steve – ay, Lana-ay.

We reviewed the minutes from July 10, 2012. Steve made a motion to approve the minutes as presented, Janice seconded the motion and a roll call of Directors eligible to vote was taken. The motion was approved 3 to 0 with the following votes: Lana – ay, Steve –ay, Janice – ay.

We discussed the email options available to the Board and Lana shared opinions expressed by Bill Bethke, Esq. regarding legal requirements. Based on the information discussed, we will have separate email accounts for Directors. We hope that we can get notifications sent to individual emails so Directors know to check the account when emails are delivered to the Board account. It was decided that the email will not forward because many of our emails are not private accounts, and due to confidentiality, the emails should be private. In addition, we discussed the need to be careful about who has access to files to maintain appropriate confidentiality of personnel processes. Lana will follow up with Jeromy and Maria to make sure it all gets set up correctly.

There was no new business. Lana moved to adjourn, Hilary seconded the motion and the vote was unanimous to adjourn the meeting at 9:12 p.m. The meeting was thus adjourned.

Respectfully submitted,

Lana Van Egeren
DCS Montessori Board of Directors Chairperson

DCS Montessori Board of Directors
Meeting Minutes

Monday, August 27, 2012

The meeting was called to order at 5:59 p.m.

Directors Present: Hilary Fox, Helen Kretzmann, Lana Van Egeren, Stephen Tucker,
Janice Caine, Jeromy Johnson

Lana read the mission statement and Lana reminded the Directors that our area of focus was on balanced participation.

Public Comment

Lana reported hearing some negative feedback on the new sign out front. Jeromy advised there have been multiple comments on the signage and they are working on it.

MEF Report

Dana Martin advised there is a \$143,400 Fund balance. MEF is working on the Fund Run to be held September 14, 2012. The Fall Festival is scheduled for September 28, 2012. Their next scheduled meetings are: 9/11/12, 10/9/12 and 11/13/12 all to be held at Duke's Restaurant. There followed a discussion of the MEF website.

HOS Report (EL-3 Communications and Support to the Board)

- There will be two report cards instead of three this year.
- Jeromy monitored EL-2 (Emergency HOS Succession) which named Sheila Wolfe as the emergency HOS. (EL-2)Lana moved that we accept Jeromy's monitoring of EL-2 as reasonable and Sheila Wolfe as the emergency HOS. The motion was seconded. A vote was taken and the motion was unanimously approved. Sheila Wolfe is able to handle the school in case of HOS's absence; emergency information is in all classrooms.
- Middle School - There is a cost saving of \$60,000 approximately for the dirt work which is under way. We will receive contingency approval depending on easement. We are working with the City of Castle Pines for approval. The earliest start date for to begin building would be this November.

BUDGET Report

We will have a member of the audit team at the September meeting.

TCAP

Scores in all academic areas were good.

Policy Review

B/S-R-1 (Global Board-HOS Linkage) – This policy was reviewed with no edits or changes.
B/S-R2 (Unity of Control) – This policy was reviewed with no edits or changes.

B/S-R-3 (Accountability of the Head of School (HOS) – This policy was reviewed, and a period was left off at the end of #1 and will be added.

EL-2 (Emergency Head of School (HOS) Succession – This policy was reviewed, and after discussion, it was decided that Lana would write some language regarding notification to the Board and present it to the Board for further discussion and approval.

Administrative

Discussion of setting up BOD email

Approval of Board minutes from 07/26/12

The following Directors will attend MEF meetings: September 11th, Lana, October 9th, Helen, and November 13th, Hilary Fox.

Next meeting date 9/27/12

There was a move to adjourn, the vote was unanimous to adjourn.

Respectfully submitted,

Lana Van Egeren (Chair)
For Janice Caine DCS Montessori Board of Directors, Secretary

BOARD OF DIRECTORS MEETING MINUTES
DCS MONTESSORI CHARTER SCHOOL
Thursday, September 27, 2012

Call to Order (6:05pm)

Board Members Present: Michael Hamilton, Tory Traut, Lana Van Egeren, Steve Tucker, Hilary Fox and Jeromy Johnson.

Helen Kretzmann was absent due to family matters.

Tory read the Mission Statement.

Lana reminded the board members that participation should be balanced. Revisit after board self-assessment survey in October

Public Comment (Gp-12 Public Participation at BOD Meetings)

No public comment

MEF Report – (GP-1 &3)

No one from MEF in attendance.

Final Audit – Jeromy, Janet and Wendy Swanhorst (EL.11)

BOD reviewed draft prior to meeting. Wendy reviewed the management recommendations from the report. No weaknesses or significant deficiencies were identified. They do the MEF audit as well.

Control letter identified a couple of internal control weaknesses, which the Board discussed with Jeromy and Janet in terms of possible solutions.. This is the first year we did all the books internally.

Wendy stated that everything looked very good. On payroll, optimum control is two people working on it. Second best is a person that reviews for discrepancies in advance of the audit. Controls are in place for time accounting (time off, etc) per Jeromy. Controls are in place to detect human error and prevent fraud. Jeromy will consider new process to check payroll, possible second person to work under Janet that also knows the payroll system.

Year end accounts payable was also identified as a challenge from last year – for checks paid after the end of the year for previous year. All corrections were made and everyone is confident it will be handled appropriately going forward.

Page 17 – comment on general fund expenditures exceeded the budget by \$45k. Student activity accounts are in the appropriating resolution but not in the budget. State statute is only in reference to expenses. Future appropriating resolutions should include estimated expenses from activity account.

Approx \$125k for this year – we will add to the revised budget with actual PPR count. No legal ramifications expected.

No financial concerns from Wendy.

Grant expenditure audit exclusion footnote is a standard clause.

Tabor amendment language – we think we're in compliance and Wendy does too. Soft answer is due to the unknown factors of possible legal interpretations.

Auditors are comfortable with all the changes we made and our financial condition.

Final audit goes to district and a copy is stored locally.

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

- EL-11 Monitoring (Financial Conditions and Activities)

Jeromy reviewed, discussion ensued. Lana moved to accept the interpretation of EL-11 as reasonable with the changes recommended as discussed. Michael seconded. Unanimously approved.

- EL-5 Monitoring (Treatment of Students, Family and Community)

Jeromy reviewed, discussion ensued. Steve moved to accept the interpretation of EL-5 as reasonably complete with the change recommended as discussed. Lana seconded. Unanimously approved.

- EL-7 Monitoring (Treatment of Staff)

Jeromy reviewed, discussion ensued. Hilary moved to accept the interpretation of EL-7 as reasonable. Steve seconded. Unanimously approved.

- Middle School Facilities and Financial

We discussed budget, there will be a joint meeting between the MEF and BOD regarding concerns and planning for the year– to be scheduled for early to mid-October.

Policy Review

- B/S-R-4 Delegation to the Head of School (HOS)

Reviewed 9/27/12 – no changes

- B/S-R-5 Monitoring Head of School (HOS) Performance

Reviewed 9/27/12 – no changes

- EL-7 (Treatment of Staff)

Reviewed. Changes recommend. Will vote and approve at the October BOD meeting.

- EL-5 (Treatment of Students, Family and Community)

Reviewed 9/27/12 – no changes

- EL-2 (Emergency Head of School (HOS) Succession)

Will review suggested language changes from August meeting at the October BOD meeting.

Administrative –

- Approve Minutes 8/27 – Lana

Lana moved to approve with the changes discussed. Hilary seconded. A roll call vote was taken, Lana-ay, Hilary –ay, Steve – abstained, Tory – abstained, Michael – abstained. The minutes were approved with changes with 2 ay votes and 3 abstentions.

- Appointment of community slot

Lana reported that she had received a written resignation from Janice Caine, a community Director, due to health and family issues. The Board will operate as a six member board until a new member is appointed. The Board decided it would best meet the spirit of our by-laws to try to recruit a

community member to fill the open community spot. We will email parents to solicit volunteers, then if no community members respond, we will reach out to parents. If we cannot appoint within a reasonable timeframe, the Board may operate the rest of the year with 6 Directors.

- Vote for secretary

Helen has offered to be secretary. Lana moved to elect Helen as secretary. Michael seconded. Unanimously approved.

- Check in regarding email coordination – Lana, Jeromy

BOD is working reasonably well with the new system.

- Board Committees

- HOS Evaluation

Appointed Lana and Tory to the HOS Evaluation committee.

- Parent Involvement

Appointed Hilary. We will ask Helen if she would like to serve on this committee.

- Policy

Appointed Michael and Steve to the policy committee.

- Training Date with Jim Weigel

Proposed incorporating training into October BOD meeting (possibly start at 5pm).

- New business

MEF meeting on 10/9 – Jeromy will be the board representative at that meeting.

Review of action items and Adjournment

9:21 Lana moved to adjourn. Tory seconded. Unanimously approved.

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

Thursday, October 25, 2012

In attendance: HOS: Jeromy Johnson

BOARD MEMBERS: Lana Van Egeren, Hilary Fox, Stephen Tucker, Helen Kretzmann

Tory Traut, Michael Hamilton

5:00 Call to Order

Mission Statement – Steve read the mission statement: “To provide DCSM students ...

Review of Board Focus: Participation is balanced

5:05 Public Comment (GP-12 Public Participation at BOD Meetings)
No public comment

5:10 MEF Report – (GP-1 &3)
MEF representative not present at this time, but reports back from their last meeting indicate that MEF hiring Wember and Assoc. as Owners Representative for Middle School building construction.

5:20 Jim Weigel – Overview of Carver and Monitoring Training

Training. Took questions about the Board method of governance.

Jim’s response was that the board can ask as many questions as we want. The dilemma is balancing what you want to do vs. what is the most important or effective action. Outline what matters should come before the board. Board represents the parent body and the Board has all the authority to accomplish the expectations of the parent body. The Board makes decisions. The Board holds a position in between the parent community and the school (teacher/staff/school) community. The governing model defines the board’s role as a set of principles called “policy governance.”

Governance is a process of making decisions defining expectations, delegating authority using a tool called a “policy,” which is a statement of a value which guides our conduct.

Explained the difference between Ends and Means. Ends is the relationship between the organization and the world: the relationship with the stakeholders – i.e. parents & students; the relationship with those who work for it – i.e. The Head of School; the relationship to itself – its members. We have rules to govern these relationships and conduct. The reason the rules are phrased in the negative is that it is easier to tell someone what not to do than what they can do.

Explained what “Monitoring” means: The board monitors whether expectations were met in a way that did not violate any policies. The key is “reasonable” interpretation by the HOS – is it clear, relevant, quantified, standard and complete? Brief discussion about Ends and the possibility of having a training session just about Ends.

6:00pm HOS Report – Jeromy Johnson (EL-3 Communication and Support to the Board)

• Monitor

○ EL-11.1 – Quarterly Budget

How are we functioning with regards to the budget as approved? Jeromy and Janet presented our quarterly budget, the numbers were reviewed and discussion ensued.

○ Revised Budget for 2012-2013 (approval) (EI-10)6:34pm

We had a few more students enrolled than predicted, but the mill levy revenue is a bit less so it balances out. Steve, who is the treasurer sat in on the finance committee meeting and feels confident that the budget is thorough and in good shape. The Board discussed the increase in expenses in 700-800 categories which reflect the parking lot expense. Discussed if there is a surplus at the end of the year, that we would like to consider assigning bonuses to staff in May and we would do a supplemental budget then. *Steve moved to approve revised budget, Tory seconded the motion and the revised budget was unanimously approved and signed by the Chairperson.*

Appropriating Resolution

Janet and Jeromy presented the appropriating resolution and discussion ensued. Lana moved to approve the Appropriating Resolution, Hilary seconded the motion and the appropriating resolution was unanimously approved.

Fund Balance Reserves

Lana moved to approve the 2012-2013 Fund Balance Reserve as presented by Jeromy and Janet, Hilary seconded the motion and the Fund Balance Reserve was unanimously approved.

- **EL-4 Building security and physical safety**

Mr. Johnson provided the safety monitoring report, the evacuation and emergency procedures, and the drill record.

A board member asked if we are compliant with laws around accessibility. The Fire Department does the inspection and reports non-compliances that need to be fixed. Board expressed by show of hands that we do not want to request a special ADA compliance inspection.

Mr. Johnson verbally listed major building and grounds maintenance projects – parking lot repairs, retaining wall construction.

Helen moved to find the report reasonable including the verbal addendum

Hilary seconded the motion and the report was unanimously approved.

- **Middle School Facilities and Financial**

- **Update regarding the owner representative**

MEF met on Tuesday Oct 23rd. The owner's representative and architect were there. Mr. Johnson explained that an owner's rep oversees the construction of the building. The project will be put in front of the City of Castle Pines, and should be accepted on Nov. 9th. A letter of intent to grant the easement for access will be signed but we won't get the easement until all property sales that control the easement have closed.

- **DCSM request for MEF funding requests**

Shade Trees planting request approved for 2 maples planted and 10 native pine trees added
At a cost of \$2380.31

Garden boxes approved at an expense of \$1,102

Steve moved to approve the MEF funding requests as presented, Helen seconded the motion and the funding request was unanimously approved.

- **Special Education compliance report for the District**

DCSM has hired our special education personnel to be on the DCSM staff. We no longer contract the special education staff from the District. We still pay the District a fee so that they can monitor our compliance in the IEPs and provide all training for the special ed. teachers. Mr. Johnson presented the document of "Special Education and section 504 Compliance Plan", which outlines that we are refusing the services of district special education and we satisfy the requirements to do that. Mr. Johnson feels that this gives us better control over the personnel working with the kids in our building. Mr. Johnson is now responsible for supervising and evaluating the special ed. staff and in order to maintain the quality of staff, we are choosing to operate independently.

Helen moved to approve the special education compliance report, Steve seconded the motion and the report was unanimously approved and signed by our chairperson.

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

Policies for review and approval:

- **El-10 (Financial Planning and Budgeting)**

Reviewed no changes made

- o EL-4 (Building Security and Physical Safety)
 Reviewed and changed wording EL 4.4
Helen made a motion to accept changes, Mike seconded the motion and the changes in EL-4 were unanimously approved.
- o GP-4 (Agenda Planning)
 Reviewed, no changes were made.
- o GP-7 (Board Committee Principles)
Lana moved to make the modification to GP-7.1 to remove part of first sentence. Hilary seconded the motion and the changes were unanimously approved.
- o GP-9 (Cost of Governance)
 Reviewed, no changes made.
- o EL-2 (Emergency Head of School (HOS) Succession – for change and approval
 Revisions pending
- o EL-7 (Treatment of Staff) – for change and approval
Lana moved to approve changes to document as presented with minor changes Steve seconded the motion and the changes were unanimously approved.

9:00pm

Debrief – by Jim Welgel

Jim said we are doing the basics of board work well. We are treating our values seriously and talk about them well. Only two pieces he suggests is that we talk about Ends more and talk with the community more and figure out who we represent.. We need to link with this group. Jim said we are doing a great job!

9:15pm

Administrative

- o Approve Minutes 9/27 –Hilary
*Lana moved approval of minutes
 Michael seconded the motion, A roll call vote was taken:
 Aye: Lana, Michael, Hilary, Steve, Tory
 Helen abstained (was not at last meeting)The minutes were approved with 5 –aye votes and one abstention.*
- o Appointment of Dawn Nicola to fill the open Director seat
Lana moves that we appoint Dawn to our open director seat for the remainder of Janice's term. Steve second the motion and we unanimously approved the appointment of Dawn Nicola as a new Director.
- o New business
 Lana mentioned a letter from a parent who is leaving the school. Mr. Johnson gave some background information. The board does not get involved in disputes unless the grievance process has been followed and has reached the point when the board gets involved with the grievance. We discussed a suitable response from the board.

9:30pm

Review of action items and Adjournment.

We would like to receive the meeting documentation the Friday before the meeting to give us time to prepare for the meeting. Discussed the review of Ends – Mr. Johnson would like teacher input and suggested we engage the parent community via a simple quick survey.

Lana moved to adjourn at 10:0, Michael seconded the motion and unanimously approved.

**MINUTES OF A BOARD OF DIRECTORS MEETING
DOUGLAS COUNTY MONTESSORI CHARTER SCHOOL**

Thursday, November 29, 2012

In attendance: Jeromy Johnson, Michael Hamilton, Helen Kretzmann, Lana Van Egeren, Dawn Nicola, Hilary Fox, Stephen Tucker, Tory Traut

6:00 Call to order
Helen read the mission statement

6:01 MEF Report (GP-1 & 3) – Mark Stanley – president MEF.
Reported that the Father Daughter dance was well attended (213 people). The purpose of the event was primarily community building and it was not a fundraiser. The spring fund raising event will be April 27th at Cielo in Castle Pines .

6:05 Public Comment: (GP-12 Public Participation at Board Meetings)

- Teacher Representative petitioned for the possibility of a teacher sitting on the Board.

Mrs. Laura Gunden (Upper EI teacher) spoke on behalf of the teachers, many of whom were in the audience. Teachers expressed that they often wish they could have a non-voting representative on the board to offer their voice and perspective.

1. Discussion followed amongst board members and teachers: An amendment will have to be made to the bylaws to allow teachers on the board as the by-laws currently disallow this. Several other Montessori Schools on the Front Range have a teacher representative on their boards, called a "teacher liaison." The idea of having a *faculty advisory committee* was brought forward, and was positively received as it would give teachers a voice and the board their input.

Hilary moved to create a committee to evaluate options with the teachers for formalizing teacher-liaison, Michael seconded the motion and the motion to create a committee to evaluate teacher-liaison was unanimously approved with Michael and Dawn volunteering for the committee and with Mrs. Gunden as the initial teacher contact person. The committee will present a formal proposal by January.

6:48 HOS Report (EL-3 Communication and Support to the Board) – Jeromy Johnson.

Jeromy monitored Ends Statement 1 by providing 1 year of school performance framework and discussing evidence presented and collection of data from report card metrics. Jeromy is in compliance.

Steve moved to find Jeromy's interpretation and the report reasonable. Mike seconded the motion and it was unanimously agreed that Jeromy's interpretation was reasonable.

Jeromy gave a report on the Middle School Facilities and Financial situation.

The estimated cost (given in April 2011) of the laying down of utilities came in at \$78 -85k but we are currently in a position where we are at \$400k because of new water issues with fire hydrant and pressure issues and tap fees which is pushing up the price.

Wember (Owner's representative) has put contingencies of \$100k in place out of a \$1.2 million construction budget. All the estimates do include the contingencies. Contractors will look at utility estimates and give real numbers. Nobody anticipated the high utility costs and we have to wait for the contractor bids to get accurate numbers. Jeromy has alternate plans if we can't do this building next year due to cost. He suggested that the Board needs to request from the MEF a capital campaign for building funds, with a target of raising \$300k. The Board could advertise equal participation from the school, the board and the MEF.

The Board was in consensus to allow Lana to approach the MEF regarding the start of a capital campaign to raise \$300k and the possibility of the board matching anything above \$200k will be discussed.

Upcoming professional development: Staff Christmas party planned for December 21st.

"My Access" writing program teacher training for Upper EI is scheduled; Lower EI staff training on student motivation is scheduled and will look at strategies in classroom behavior; Jeromy is going to Energenetics leadership training.

The HVAC in the building is much better after the integrator was fixed. The controls still need replacing. A maintenance plan is being created for replacing the system in progressive phases over a period of years.

Discussed moving around some office space to better utilize space more efficiently and securely. Mr. Jeromy will move into Janet's office and Janet will move into Mr. Rick's facilities office and Mr. Rick will relocate to a more convenient location in the building for his purposes.

8:50 HOS Evaluation

Lana and Tory are on this committee.

Steve made a motion to approve the HOS Evaluation Process and time line and Michael seconded the motion which was unanimously approved.

8:59 Community Engagement Plan

Hilary and Lana are on this committee.

We discussed an initial plan to engage alumni for interviews and also consider doing a parent alumni group interview. The overall goal is to find out how effective the school is in preparing kids for life and continuing education, asking how their time at DCSM have impacted them in life. We also discussed as a first step doing a brief parent survey as an engagement to get initial feedback. The Committee will come up with questions and communicate via email action items or moving ahead with the task of community engagement.

f

9:00 Board Self-Assessment Results – Lana sent a survey out to board prior to the meeting and the data that was pulled reflected that meetings are not well attended and that we do not link with our members and stakeholders well. We will have to make this a board focus – to re-engage with our community.

9:29 We decided to move the Ends Discussion to January

9:47 Policy Review (GP-2 Board Job Description, GP-3 Governing Style, GP-4 Agenda Planning)

- GP-11 Transition Planning 1st reading
- New policies
 - EL-2 Head of School (HOS) Transition Planning (would replace current EL-2)
 - EL-14 Interim Head of School (HOS)

We reviewed the draft new policies and they will be voted on for approval at the next meeting.

9:53 Administrative

Review and Approve Minutes 10-27-12

Lana moved to accept the minutes as corrected and Steve seconded.

Dawn abstained as she was not at the last meeting and the minutes were approved with 5 aye votes from Michael, Helen, Hilary, Steve and Tory.

On Tuesday April 2nd there will be a Board retreat off site at 6pm. Jeromy will plan the details.

10:02 *Lana moved to adjourn the meeting and the motion was unanimously approved. The meeting was adjourned at 10:02pm*