

**MEETING OF THE BOARD OF DIRECTORS (“Board”)
DCS MONTESSORI CHARTER SCHOOL
Tuesday, January 24, 2017**

Directors Present: Lana Van Egeren (Chair), David Rootes, Shelly Biggs, Geoff Williams and Ben Williams

Directors Absent: Erica Kenney and Brian Buan

Head of School (HOS) Present: Jeromy Johnson

Call to Order: Reading of mission and Ends-1

The meeting was called to order at approximately 6:02 p.m. and Mr. G. Williams was designated to maintain minutes of the meeting.

Ms. Van Egeren read the mission and Ends.

Public Comment (GP-12 Public Participation)

No members of the public attended the meeting.

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

No representative from the MEF attended the meeting.

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

Mr. Johnson led a discussion concerning the status of the construction of the greenhouse for the Middle School. Among other things, Mr. Johnson discussed the design drawings, fabrication of the greenhouse and the anticipated start of construction at the Middle School campus. The Board asked questions of Mr. Johnson. A discussion ensued.

Next, Mr. Johnson presented his monitoring reports.

First Mr. Johnson presented his monitoring report for EL-8 (Staff Evaluation). The Board asked questions of Mr. Johnson, including questions concerning the evaluation process, delegation of evaluations to certain senior administrative staff. A discussion ensued. Following such discussion, upon a motion, duly seconded, the Board unanimously approved Mr. Johnson’s monitoring report, supporting documentation and verbal explanations as a reasonable interpretation of EL-8.

Next, Mr. Johnson presented his monitoring report for EL-11.1 (Financial Conditions and Activities) which consisted of a budget showing variances of actual amounts of revenue and expenses compared to amounts budgeted for 2016-17. The Board asked questions of Mr. Johnson, including questions concerning certain

line items in the variance budget. A discussion ensued. Following such discussion, upon a motion, duly seconded, the Board unanimously approved Mr. Johnson's monitoring report, supporting documentation and verbal explanations as a reasonable interpretation of EL-11.1.

Next, Mr. Johnson presented his monitoring report for EL-13 (Continuity and Consistency). The Board asked questions of Mr. Johnson. Following such discussion, upon a motion, duly seconded, the Board unanimously approved Mr. Johnson's monitoring report, supporting documentation and verbal explanations as a reasonable interpretation of EL-13.

Mr. Johnson then led a discussion concerning the status of the matter concerning the School's Primary Program group size and the Colorado Department of Health and Human Services ("CDHS"). Among other things, Mr. Johnson discussed the steps being taken to regain compliance with the CDHS group size rule, the steps being taken to request a waiver or exceptions from compliance with that rule and the steps being taken to prepare for the likely appeal of the decision of the CDHS not to grant the requested waiver or exception. The Board asked questions of Mr. Johnson. A discussion ensued.

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

The Chair led a discussion concerning proposed changes to GP-12 (Public Participation) intended to better clarify how members of the public may participate in meetings of the Board. The Board asked questions of the Chair. A discussion ensued. Following such discussion, upon a motion, duly seconded, the Board unanimously approved the proposed changes to GP-12, subject to the additional changes discussed at the meeting being made to GP-12.

The Chair then led a discussion concerning proposed changes to GP-13 (Conflict Resolution) intended to improve the processes related to grievances of the Board and Head of School. The Board asked questions of the Chair. A discussion ensued. Following such discussion, upon a motion, duly seconded, the Board unanimously approved the proposed changes to GP-13, including the grievance form referenced therein, subject to the additional changes discussed at the meeting being made to GP-13.

Next, the Chair led a discussion concerning proposed changes to the School's Parent-Teacher Handbook to address the changes made to GP-13 (Conflict Resolution) at the meeting. The Board asked questions of the Chair. A discussion ensued. Following such discussion, the Board directed Mr. Johnson to finalize the changes discussed to the School's Parent-Teacher Handbook and to present such changes to the Board at a future meeting for its review.

Next, the Chair led a discussion concerning proposed changes to GP – 7 (Board Committee Principles). The Board asked questions of the Chair. A discussion ensued. Following such discussion, the Board requested that the Chair revise GP-7 as discussed at the meeting and present the revised GP-7 at a future meeting of the Board.

Next, the Chair led a discussion reviewing GP-14 (Facilities Construction, Expansion or Renovation) and asked whether any member of the Board recommended any changes to GP-14. A discussion ensued. Following such discussion, no changes to GP-14 were recommended by the Board.

Administrative

The first administrative item of business considered by the Board was the approval of the minutes from the Board's meeting held November 29, 2016. Following discussion, and upon motion, duly seconded, the minutes of the November 29, 2016 meeting were unanimously approved, subject to certain changes being made that were discussed at the meeting.

The next administrative item of business considered by the Board was the approval of the minutes from the Board's meeting held January 10, 2017. Following discussion, and upon motion, duly seconded, the minutes of the January 10, 2017 meeting were approved by Ms. Van Egeren, Ms. Biggs, Mr. Rootes and Mr. B. Williams. Mr. G. Williams abstained as he was not present at that meeting.

Next, the Chair and Mr. B. Williams led a discussion concerning the HOS Evaluation Committee work related to the evaluation of the HOS. The Chair and Mr. B. Williams discussed, among other things, the status, the process and next steps. The Board asked questions of the Chair and Mr. B. Williams. A discussion ensued.

Mr. G. Williams led a discussion concerning the proposed changes to the School's Bylaws, including the status, the process and next steps. The Board asked questions of Mr. G. Williams. A discussion ensued.

The Chair led a discussion concerning which members of the Board would attend the next few meetings of the MEF. A discussion ensued. Following discussion, it was agreed that the following members of the Board would attend the next few meetings of the MEF: February 15 (Ms. Biggs); March 15 (Mr. Buan); April 19 (Mr. G. Williams); and May 10 (Ms. Van Egeren).

The Chair led a discussion concerning scheduling a meeting of the Board to discuss strategic planning matters. A discussion ensued. Following discussion, the Board scheduled a meeting to discuss strategic planning matters on April 4, 2017 from 8:30 a.m.-12:30 p.m. It was agreed that the location of the meeting would be determined at a later date.

Mr. G. Williams led a discussion concerning the Board's action item list. The Board asked questions of Mr. G. Williams. A discussion ensued.

No new business items were raised for discussion.

The Chair led a discussion concerning Board self-assessment. A discussion ensued.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 9:26 p.m.

Respectfully submitted,

Geoff Williams
DCS Montessori Board of Directors

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

Pursuant to the Colorado Open Meeting Law, please be advised that there will be a meeting of the Board of Directors at the DCSM Conference Room at **311 E. Castle Pines Pkwy., Castle Rock, CO 80108** on:

Monday, February 13, 2017 at 6:00 p.m.

The meeting was called to order at 6:03 p.m.

Directors Present: Dave Rootes, Shelly Biggs, Ben Williams, Lana Van Egeren

Directors Absent: Geoff Williams, Erica Kenney, Brian Buan

Lana made a motion to convene into Executive Session per Colorado Revised Statutes, Title 24, Article 6, Section 402 at subsection 4(f)(I) personnel matters: Head of School Evaluation for Jeromy Johnson. The motion was seconded by Dave Rootes and approved unanimously.

At 6:40 p.m. the board reconvened into open session.

Dave moved to approve the Head of School Evaluation as presented and authorize Ben Williams and Lana Van Egeren to conduct the evaluation meeting with Jeromy Johnson. Shelly seconded the motion and it was unanimously approved.

The Head of School Merit Pay agreement was reviewed and discussed and based on the scale and the Head of School's performance metrics, Shelly moved to release merit pay of \$4500.00 to Jeromy Johnson. The motion was seconded by Lana Van Egeren and was unanimously approved.

Ben moved to adjourn the meeting at 6:47 pm., Shelly seconded the motion and it was unanimously approved. The meeting was thus adjourned.

Respectfully submitted,

Lana Van Egeren

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

Tuesday, February 28, 2017

Directors Present: Lana VanEgeren (chair), Ben Williams, Dave Rootes, Shelly Biggs, Erica Kenney
HOS Present: Jeromy Johnson
Directors Absent: Brian Buan, Geoff Williams

The meeting was called to order at 6:02 P.M.

Shelly read the mission and ends.

Public Comment (GP-12 Public Participation)

There was no public comment.

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

Laura Luchini, member of the DCS Montessori MEF provided the MEF report. She stated that the playground equipment that has been purchased will be installed near or during spring break. She also reported that the MEF is working on redesigning the MEF website, an effort led by Brian Schaiper. The MEF is considering a wordpress platform to allow for scrolling updates. Lastly, she reported the the MEF is working on the 20th anniversary celebration which will take place on April 22, 2017. Save the dates have been sent and formal invitations will be sent in mid March. She provided conceptual overviews of the ideas the MEF is working on for the celebration.

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

Jeromy provided the HOS report.

- **Greenhouse construction update**

Jeromy gave an update on the greenhouse construction. The greenhouse materials are on site and initial construction has begun. Drawings and reviews have been without material issues. Construction will continue as weather permits. At this point it is on track for April completion but weather could impact progress.

- **CDHS Update**

CDHS reconsideration happened yesterday, Monday February 27th. Jeromy reported that there was some discussion of the reconsideration being moved to March, but ultimately was heard. Approximately 250 letters from parents were submitted with appeal to support exception. Jeromy reported that the current status is awaiting a response and indicated that CDHS has 30 days to respond. If successful, a waiver would be for 5 years.

- **Monitoring Reports: EL-12 (Asset Protection), EL-9 (Compensation and Benefits)**

Jeromy presented his monitoring on EL-12 (Asset Protection)

The Board asked questions about the monitoring and discussion ensued.

Lana moved to approve Jeromy's monitoring on EL 12 as a reasonable interpretation. Dave seconded. Unanimously approved.

Jeromy presented his monitoring on EL-9 (Compensation and Benefits)

The Board asked question about compensation and benefits at the school, district and salary surveys of other districts. Jeromy indicated that he intends to survey other districts for salary information next year. Discussion ensued.

Shelly made a motion to approve Jeromy's monitoring of EL-9 as a reasonable interpretation. Erica seconded. Unanimously approved.

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

- EL-9 (Compensation and Benefits)

EL -9 was presented for review.

Reviewed and not changed.

- EL-12 (Asset Protection)

EL-12 was presented for review.

Reviewed and not changed.

- EL- 8 (Staff Evaluation)

EL - 8 was presented for review

Discussion ensued about the intent of educational outcomes. Amended to modify the "to achieve all of the following outcomes"

Lana moved to amend EL-8 to state "to achieve all of the following outcomes". Shelly seconded.

Unanimously approved.

- EL-13 (Continuity and Consistency)

EL-13 was presented for review.

Reviewed and not changed.

Administrative

- Approve minutes January 24, 2017, February 13, 2017

The minutes of the January 24, 2017 meeting were presented for approval.

Changes made to correct spelling Brian's name in two places.

Dave made a Motion to approve the minutes of the January 24, 2017 meeting with the edits discussed. Ben seconded. Shelly and Lana approved. Erica abstained.

The minutes of the February 13, 2017 working session were presented for approval.

Ben made a motion to approve the minutes of the February 13, 017 working session. Dave seconded. Shelly and Lana approved. Erica abstained.

- Head of School (HOS) Evaluation Committee: Announce Contract of Head of School

Lana announced that a contract has been extended to Jeromy for another year, Jeromy accepted. Discussion ensued about Jeromy's contract. The contract terms are in the process of review to better articulate the baseline agreement with evergreen term.

Lana announced the approval of \$4,500 in merit pay based on stated guidelines. Lana will contact Janet to arrange payment.

- MEF Meeting Assignments April 19 (Geoff) May 10 (Lana)

MEF meeting assignments were confirmed.

- Board Retreat/Strategic Planning – April 4, 2017 8:30 a.m.-12:30 a.m.

A discussion was held about the strategic planning session tentatively scheduled for April 4, 2017. Lana reported that she and Geoff are working on determining an appropriate location.

- Discuss teacher invite for April and Ends Survey results parent

The Board discussed whether to extend an invitation to the teachers to attend the April meeting. Discussion ensued about using a survey alternative to obtain feedback from teachers because of low attendance at the most recent Board meetings that teachers were invited to.

Dave made a motion to authorize Lana to formulate a three question teacher survey that is prefaced by the fact that we are getting ready to do strategic planning and budgeting, utilizing the contents discussed. Ben seconded. Unanimously approved.

The Board discussed prior surveys of parents on the DCS Montessori Ends and whether another survey was appropriate at this time. Discussion ensued and Lana will formulate some questions to be discussed at the April meeting.

- Action Items review (Erica)

Erica reviewed and updated the action items.

- New Business

No new business was discussed

- Board Self-Assessment

The Board performed a self assessment. Attendance was discussed and meeting call-in options reviewed to improve overall participation.

Adjournment

Ben Moved to adjourn. Erica Seconded. Unanimously approved.

Meeting adjourned at 9:06.

Respectfully submitted,

Erica Kenney

Secretary

DCS Montessori Board of Directors

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

Tuesday, March 28, 2017

Directors Present: Lana VanEgeren (chair), Ben Williams, Dave Rootes, Shelly Biggs, Erica Kenney, Geoff Williams

HOS Present: Jeromy Johnson

Directors Absent: Brian Buan

The meeting was called to order at 6:00

Geoff read the mission and ends.

Public Comment (GP-12 Public Participation)

There was no public comment.

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

Christine miller provided the MEF report. The MEF is continuing preparations for the 20th Anniversary Celebration on April 22. The celebration is scheduled from 11a.m-3 p.m. and will feature a band, catered BBQ and a dodgeball tournament

The MEF has a new member, Brian Kelby.

Playground equipment has been installed on primary playground.

The MEF is in the process of redoing their website. It is expected to be launched around the same time as 20th anniversary celebration (first phase). Second phase fun run and

Christine reported that the next MEF meeting is April 19th.

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

- **Monitoring Reports: Enrollment report and Exit survey summary (Brycie Strother, Registrar)**

Brycie provided an enrollment report and exit interview survey.

Brycie reported that she sent surveys relating to to 98 kids last year that left the school. Of these 98 surveys, 39 surveys were completed. Brycie reported that most students that leave the school do so at after P4 before kindergarten. Also, some students leave in 1st and 5th grade. 63% left because moved or wanted to attend a school closer to home. 37% left due to classroom concerns or disagreement with Montessori philosophy. (9 respondents reported teacher concerns, 4 reported head of school concerns, 3 reported leaving because of Montessori philosophy.) Teacher concerns included issues with academic achievement for class. Classroom

climate, 2 marked classroom student expectation. 4 just general teacher concerns.

Brycie reported that this year we are doing great and are right where we need to be with respect to enrollment. We are currently overenrolled at the Lower and Upper elementary levels. Brycie reported that enrollment practice represents how past year enrollment change between now and start of school trends have gone.

Primary - last year at this time had 14 openings, this year we have 4 openings and no kindergarten spots have been or will be offered. In Upper elementary we were overenrolled by 9 students in January and now overenrolled by 7 students. We are overenrolled by 15 in Lower Elementary. 10 Upper Elementary spots and about 10 Lower elementary spots were offered for next year. Middle school enrollment is a little shy of full enrollment. We would like to get some 7th graders in. There are currently 8 vacancies for middle school. This year there were 28 kids in 6th grade enrolled. Next year 6th grade 51 enrolled. 7th grade class is 31 coming in enrolled. There are currently 28 7th graders.

Discussion ensued and Brycie answered questions from the Board regarding enrollment.

Jeromy provided his HOS report

- **Greenhouse construction update**

Discussion ensued about plans for the greenhouse. Jeromy reported that construction is generally progressing smoothly. Electric and plumbing are at or near completion most have gone well, stamps and state approval has gone well.

- **CDHS update**

Jeromy provided an update on the CDHS issue. He reported that our appeal was denied because a change was determined to not cause undue hardship. He also reported that the school was able to -negotiate a compromise. It does divide the class. The next stage is appeal to ALJ. A discussion ensued and Jeromy answered questions from the Board.

- **Staffing Update**

Jeromy provided a staffing update.

Jeromy reported having an offer out and on the verge of an announcement for one current vacancy. He also reported that while a few assistants won't return for the 17-18 school year, the vast majority of staff will return.

- **Budget Planning**

Budget planning - will be looking at a pre approved budget next meeting. We are looking at slight increase in PPR.

Jeromy reported progress with writing improvements and a pilot on Montessori math materials that is part of a structured roll out in upper EL. The goal will be to increase the usage of materials and consistency.

Jeromy also reported a revamped RTI process that will involve a MTSS - Multi Tiered systems of support. Big implementation in coming year.

Jeromy reported that there has not yet been additional guidance issued from the district relating to the Douglas County Supreme Court ruling.

SPED costs for the districts have gone way up. \$20 increase per student. \$50 increase in costs heading into budget for next year.

Administrative

- **Approve minutes February 28, 2017**

The minutes were presented from the February 28, 2017 meeting for review and approval.

Ben moved to approve the meeting minutes, Shelly seconded. Erica, Lana, Dave, Ben and Shelly approved. Geoff abstained

- **Director Elections (Erica)**

Erica gave an update of the election process and timing.

- **MEF Meeting Assignments**

Geoff will attend the April 19 meeting and Lana will attend the May 10 meeting.

- **Board Retreat/Strategic Planning**

Board retreat/strategic planning session will be at Mimi's café in Lone Tree on April 4, 2017 from 8:00-12:00.

- **Teacher survey and Ends Survey for parents**

Lana discussed teacher survey questions, Lana will have Jeromy send out link tomorrow.

Lana presented questions for the the ends survey for parents. Discussion ensued.

Ben made a motion to approve the language of the Montessori aims parent survey as discussed and to authorize Lana to circulate the survey. Erica seconded. Unanimously approved.

- **8th grader interview process**

Lana began the discussion of the 8th grader interview process. Mr. Miguel suggested trying to survey kids beforehand with the intent that it will get the students in the mindset to reflect on their experience. Suggested timing of the 8th grader interview was that we meet with the 8th graders Between April 17-21 in the morning. The Board agreed to tentatively schedule for Tuesday morning April 18 - 8:30 - 9:30.

Geoff made a motion to authorize Lana to finalize language for 8th survey as discussed and submit to

Miguel for distribution. Ben seconded. Unanimously approved..

- **Action Items review (Geoff)**

Geoff presented the the action items list.

- **New Business**

There was no new business

- **Board Self Assessment**

Lana provided attendance numbers of board members and attendance was discussed.

- **Adjournment**

Geoff made a motion to adjourn the meeting. Shelly seconded. Unanimously approved.

The meeting adjourned at 8:42.

Respectfully submitted,

Erica Kenney
Secretary
DCS Montessori Board of Directors

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

Tuesday, April 4, 2017

The meeting was called to order at 8:42 a.m.

Directors Present: Ben Williams, Dave Rootes, Shelly Biggs, Lana Van Egeren, Jeromy Johnson, Erica Kenney (arrived 8:55)

Directors Absent: Geoff Williams, Brian Buan

Jeromy handed out school board statistic data, which was reviewed and discussed.

The Board discussed our current HOS goals and crafted new goals for the 2017-2018 school year to be approved.

It was suggested that the financial controls aspect of the goals be placed in an executive limitation policy and a review added to our annual calendar.

Our alumni community goals will live in policy related to our alumni survey.

Ben moved to adjourn at 11:15 a.m., Dave seconded the motion and the move to adjourn was unanimously approved.

Meeting of the Board of Directors ("Board")

DCS Montessori Charter School

Tuesday May 23, 2017

Directors Present: Geoff Williams, Shelly Biggs, David Rootes and Ben Williams

Directors Absent: Lana Van Egeren (Chair), Erica Kenney

Head of School (HOS) Present: Jeromy Johnson

Call to Order: Reading of Mission and Ends-1

The meeting was called to order at approximately 6:03 p.m. Ben Williams served as chair of the meeting and David Rootes was designated to maintain the minutes of the meeting.

Mr. Rootes read the Mission and Ends.

Public Comment (GP-12 Public Participation)

No members of the public offered any comment.

Board of Directors Election Results

The four successful candidates in the recent Board of Directors election were Katie Dunker with 73.44% of the votes, Jessica Wood with 67.19% of the votes, Faisal Salahuddin with 65.63% of the votes and Jason Dozois with 43.75% of the votes cast. Results were signed by David Rootes and Ben Williams.

HOS Report-Jeromy Johnson (EL-3Communications/Support)

Mr. Johnson led a discussion concerning the status of the construction of the greenhouse for the Middle School. Mr. Johnson indicated that an issue with the gas line had been resolved with the addition of two regulators. He further indicated that he hoped the project would be "stamped out" within the next week. The board asked questions of Mr. Johnson. A discussion ensued.

At that point, Mr. Johnson yielded the floor so that a representative of the MEF Brian McKelvey could present his MEF report.

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

Brian McKelvey from the MEF attended the meeting. Mr. McKelvey provided an update on MEF activities. Mr. McKelvey discussed the Twentieth Anniversary Celebration indicating that the MEF considered it to be a success. He also indicated that the MEF was finalizing its calendar for next year, the new MEF website, the timeline for next year's Fun Run and Fall Fest and the possibility of an additional community-oriented Spring event. The Board asked questions of Mr. McKelvey. A discussion ensued. Mr. McKelvey left the meeting.

Amy McDowell, Community Relations Coordinator for "Douglas County Parents"

Amy McDowell and Barbara Hickey Made a short presentation about their organization- Douglas County Parents. The Board asked questions. A discussion ensued. Ms. McDowell and Ms. Hickey left the meeting.

HOS Report-Jeromy Johnson (EL-3 Communications/Support) Continued.

Sheila Wolfe (Montessori Curriculum Director) presented a written report concerning the school's adherence to Montessori Philosophy and Montessori Essentials together with an analysis of areas that need improvement. Ms. Wolfe graded DCS Montessori at 85% for adherence to Montessori Philosophy for 2017 which was up 4% from 2016. The Board asked questions about Ms. Wolfe's report. A discussion ensued. Ms. Wolfe left the meeting.

Mr. Johnson then gave an update on the status of the matter concerning the school's primary program group size and the Colorado Department of Health and Human Services (CDHS) indicating that there was a hearing scheduled for June 8th, that the school had been able to reduce the problems since December and that the issue was costing the school somewhere in the neighborhood of \$5,000 in attorney's fees.

Mr. Johnson then presented the 17/18 proposed budget. The Board asked questions. A discussion ensued. In recognition of the outstanding nature of the DCS Montessori staff, and in an effort to decrease turnover and make DCS Montessori a "school of choice," The Board considered the possibility of giving a one-time staff bonus. Mr. Johnson indicated that such a bonus would have an \$86,400 impact on the general fund. Mr. Geoff Williams made a motion that, based on the numbers in the proposed budget, the staff be given a one-time bonus. Mr. Rootes seconded the motion. The motion was unanimously approved. A further motion was made by Mr. Geoff Williams that the Board approve the 17/18 proposed budget with the inclusion of the staff bonus. Ms. Biggs seconded the motion. The motion was unanimously approved.

Next, Mr. Johnson presented his monitoring report of EL-3(Communication and Support to the Board). The Board asked questions of Mr. Johnson. A discussion ensued. Following such

discussion, upon a motion made by Ms. Biggs, duly seconded by Mr. Rootes, the Board unanimously approved Mr. Johnson's monitoring report, supporting documentation and verbal explanations as a reasonable interpretation of EL-3.

Policy Review (EL-3 Communication and Support to the Board).

Mr. Ben Williams led a discussion reviewing EL-3(Communication and Support to the Board). A discussion ensued. No changes were recommended by the Board to EL-3.

Administrative

The first administrative item of business considered by the Board was approval of the minutes from the Board's April 25, 2017 meeting. Following discussion, Mr. Rootes made a motion, seconded by Mr. Geoff Williams, the minutes from the April 25, 2017 meeting were approved with Mr. Geoff Williams, Ms. Shelly Biggs, and Mr. David Rootes voting YES, and one abstention by Mr. Ben Williams.

Mr. Geoff Williams led a discussion concerning the Board's action items list. The Board asked questions of Mr. Williams. A discussion ensued. It was agreed that Mr. Johnson and Mr. Rootes would discuss the school's financial controls policies prior to the next Board meeting. Mr. Johnson indicated that there would be a draft of the parent handbook available for the next Board meeting. No other changes were made to the Board's action items list.

A discussion ensued concerning the resignation of Brian Buan and the fact that the Board is supposed to appoint a successor within 60 days of a Board member's resignation. It was decided that, since there was an election of new board members completed in April, and that there would only be one meeting past the 60 days where the board would be short a member, no action would be taken to make a temporary appointment.

Mr. Ben Williams led a discussion concerning Board self-assessment. A discussion ensued.

Adjournment

There being no further business to come before the board, a motion was made by Mr. Rootes, seconded by Mr. Ben Williams, that the meeting be adjourned at 8:35 p.m. The motion was unanimously approved.

Respectfully submitted ,

David Rootes

Treasurer, DCS Montessori Board of Directors