

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

Tuesday, January 19, 2016

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

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

Shelly read the Mission and Ends.

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

- There was no public comment.

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

- The Spring Gala is scheduled for April 22 which will be held at the Sanctuary.
- MEF provided funding toward new Reading Program, LED Lighting update and Middle School Outbuilding construction project with recent fundraising activity.
- A Youtube video is underway to highlight the fundraising benefits to the school for the community.
- MEF is considering hosting a social event between both boards.

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

- Middle School Building Update: Jeromy provided an update on the construction project underway. It is nearly complete, pending final electrical walkthrough. Discussion ensued. Geoff made a motion to approve the change orders totaling \$19,573.28 for the construction of the middle school outbuildings. Shelly seconded. Unanimously approved.
- Middle School Update: Jeromy provided an update on the middle school program. Discussion ensued. Jeromy provided an update on the open Middle School Director position. Discussion continued.
- Jeromy provided an update on potential staff turnover for 2016-2017. Discussion ensued.
- Jeromy reviewed his monitoring report for EL-8 (Staff Evaluations). Discussion ensued. Lana moved to approve the monitoring of EL-8 as a reasonable interpretation. Hilary seconded. Unanimously approved.
- Jeromy presented the Revised Budget for 2015-2016. Discussion ensued.
- Jeromy provided an update on the Financial Policies and Procedures (draft) document. Discussion ensued. It will be reviewed again in February for approval.

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

- GP-12 (Public Participation) - deferred to the Policy Committee for additional review and suggested edits. No changes made at this time.
- GP-13 (Conflict Resolution Process) - deferred to the Policy Committee for additional review and suggested edits. No changes made at this time.
- GP-14 (Facilities Construction, Expansion or Renovation) - review completed. No changes made.

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

Tuesday, January 19, 2016

- EL-08 (Staff Evaluation) - Discussion ensued. Geoff moved that we approve EL-08 with the changes discussed. Jeff seconded. Unanimously approved.

Administrative

- The Board reviewed the data from the self-assessment. Discussion ensued.
- The Board reviewed the minutes from 10/27/2015. Jeff moved to approve the minutes with the changes discussed. Hilary seconded. Approved by a vote of 3, 0 2 (Aye: Geoff, Jeff, Hilary; abstention: Lana, Shelly).
- The Board reviewed the minutes from 12/1/2015. Shelly moved to approve the minutes with the changes discussed. Jeff seconded. Approved by a vote of 4, 0 1 (Aye: Lana, Shelly, Jeff, Geoff; abstention: Hilary).
- The Board reviewed the minutes from 12/11/2015. Lana moved to approve the minutes with the changes discussed. Shelly seconded. Approved by a vote of 4, 0, 1 (Aye: Geoff, Jeff, Lana, Shelly; abstention: Hilary).
- Geoff made a motion to adopt the following resolution: Meeting notices will be posted at the front entrance and the staff entrance of the main building and also the north entrance at the Middle School building. Hilary seconded. Unanimously approved.
- Geoff reviewed the outstanding action items.
- By Laws discussion update and review process - this is with the attorney for review. Edits will be reviewed and discussed at the February meeting.
- Confirm Board representation at next MEF meeting 2/10 (Lana), 3/09 (Geoff), 4/13 (Erica)
- Strategic Planning Session is scheduled for 2/26 at 6pm (location TBD).
- Head of School Evaluation Committee Schedule/Process discussion
- The Board conducted a self-assessment.
- New Business
 - There was no new business.

Jeff made a motion to adjourn the meeting at 9:25pm, Lana seconded. Unanimously approved.

Respectfully submitted,

**Hilary Fox
DCS Montessori Board of Directors**

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

Tuesday, February 16, 2016

The meeting was called to order at 6:10pm.

- Directors Present: Jeff Caron, Shelly Biggs, Hilary Fox, Erica Kenney, Brian Buan, Lana Van Egeren

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

- There was no public comment.

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

Executive Session

- At 6:13pm the executive session was called to order.
- At 9:31pm Jeff moved to conclude the executive session. Shelly seconded the motion. Unanimously approved.

General Session was reconvened at 9:32pm.

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

Lana moved to renew the HOS contract under the same terms as the current contract to include a raise at the same percentage extended to staff, if applicable. Erica seconded. Unanimously approved.

New Business

- There are conflicts with the scheduling for the planning session scheduled for 2/26/16. Jeff will look for an alternate date and Brian will investigate the possibility of using the Grand Hall in his neighborhood.

Hilary made a motion to adjourn the meeting at 9:48pm. Lana seconded. Unanimously approved.

Respectfully submitted,

**Hilary Fox
DCS Montessori Board of Directors**

**DCS Montessori Board of Directors
Meeting Minutes
February 23, 2016**

Meeting called to order at 6:05 p.m.

Members Present: Jeff Caron, Geoff Williams, Shelly Biggs, Brian Buan, Erica Kenney, Lana Van Egeren, Jeromy Johnson.

Absent: Hilary Fox, excused due to travel for work.

Claudean Ostrom, Christie Koressel were in attendance as public.

Geoff read the mission and Ends.

Public Comment: No public comment

MEF Report: Dave Rootes

Dave reported that the MEF has spent time with Bart Skidmore, the accountant. The MEF treasurer resigned, so Kenyon and Samantha will be taking over treasurer duties in the interim. They are planning to look into getting a bookkeeper, as the job is big for a volunteer. They are working on their by-laws right now as part of this re-defining of the treasurer job.

Volunteer appreciation event - 5/20/16 hosted by the MEF, but really want all Directors and SAC members to attend.

Jeromy spoke regarding the electrical inspection. The fire department wrote a letter in support of the original plans that were approved for the building's intended use. The only caveat would be that staff would need fire extinguisher training. Nathan has submitted all of the data to the state electrical inspection office and we are still awaiting a final determination to receive a temporary occupancy permit.

Head of School Report - Jeromy Johnson

MEF Request 2016-1 - Jeff made a motion to approve the MEF funding Request 2016-1, Brian seconded the motion and the motion was unanimously approved.

Jeromy monitored EL-9 Compensation and Benefits: Discussion ensued regarding the salary schedule and report. Lana made a motion to approve, Brian seconded the motion. Unanimously approved.

Jeromy monitored EL-12 Asset Protection report as presented, discussion ensued. Discussed Jeromy adding a bank reconciliation to the data in the future, though the auditor does review this information as part of the audit. Jeff made a motion to accept EL-12 as a reasonable interpretation, Erica seconded, the motion was unanimously approved.

Jeromy reported that 8 of 9 interviews have taken place for the Montessori Director's position. Jeromy is encouraged with the candidates as a whole and feels they are all highly qualified. They are hoping to have the process completed by spring break.

Jeromy briefly discussed the middle school block change between the AMS and NAMTA middle school models - will have data at the end of the block.

The Board reviewed EL-9 Compensation and Benefits, discussion ensued and no changes were made.

The Board reviewed EL-12 Asset Protection, discussion, Jeff moved to accept the policy with changes discussed, Shelly seconded the motion and it was unanimously approved.

Discussed GP-10 Board Self-Assessment review in March, after the Board has completed the most recent self-assessment.

Jeff reported that they conducted the HOS Evaluation on Friday, February 19, 2016. The Board extended a contract to Jeromy and is pleased that Jeromy accepted the contract and will continue as the Head of School for the 2016-2017 school year.

We reviewed the Head of School Merit Pay Schedule for the 2015-2016 School Year document as it was previously discussed and as presented. Lana made a motion to approve the document and Shelly seconded the motion. A vote was taken, and the document was unanimously approved.

Jeff stated that Jeromy's overall evaluation score was a 4.2, which would qualify Jeromy to receive merit pay in the amount of \$4500. Jeff made a motion to release \$4500 of merit pay, Brian seconded the motion. The motion was unanimously approved.

Legal counsel is still reviewing the by-law changes. Jeromy will follow up with Bill Bethke, Esq. to get a timeframe for completion of his review.

Reviewed minutes from Geoff motioned, Shelly seconded vote Jeff, Geoff, Lana, Shelly approved, Brian and Erica abstained

Jeff moved to approve the minutes 2/16 with changes discussed, Brian seconded Jeff, Shelly, Brian, Lana, Erica aye, Geoff abstained.

We reviewed the action item list.

Discussed the format for the next meeting where we are planning to invite teachers to participate. Moved the start time 3/29/16 to 5:00 to open up with a work session.

Erica discussed ideas for community participation. She discussed doing a Q & A with Jeff as the chair of the Board.

Strategic planning meeting was scheduled at 6:00 April 1st, 2016. Shelly will host at her house.

New Business

Jeromy talked about potential legislation upcoming about school education financing options.

Jeff made a motion to adjourn, Shelly seconded the motion and it was unanimously voted to adjourn at 9:30 p.m.

Respectfully submitted,

Lana Van Egeren

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

241 Max Drive, Castle Rock, CO 80108 on:

Tuesday, March 29, 2016

Working Session: Community Engagement Meeting with Teachers

Bruce Berning, Julia Heron, Paul Brannberg attended and we discussed the Ends and various components to Montessori education at our school.

Jeff called the meeting to order at 6:01 p.m. Shelly read the mission and the Ends statement.

Members Present: Shelly Biggs, Erica Kenney, Lana Van Egeren, Jeff Caron

Members Absent: Hilary Fox, Geoff Williams, Brian Buan

Public Comment Lana asked about the vibration in the air ducts and Jeromy reported that they are coming out to inspect and try to fix it.

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

- They made a decision to have a bookkeeper to work with their books – they are using the assistant to Janet Von Russow. They are re-engaging with their accountant. Spring Gala is planned. The sale of SCRIP went really well to clear out old inventory. Brycie created a step by step guide for Presto Pay and Scrip ordering that they think will be very helpful.
- May 20th – Volunteer event with Melissa and Dave heading up the committee. This will be funded by a donor, not the MEF money – and it will honor all the volunteers who help out through the year. Discussed the event, all of the liability research that has been done and how it is covered for the event.
- They are planning and assigning everything this spring for the following school year.

Enrollment Report from Registrar Brycie Strothers

- The Board reviewed the Enrollment Report and discussion ensued with questions to Brycie Strothers and Jeromy about enrollment numbers. Enrollment numbers look good at all levels.

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

- Middle School Update – We did get variance approval for the electrical system. So we were approved for a variance to the coding for the electrical system for the tech. lab, so the electrical inspector will come back for a new inspection with the approved variance requirements. After this inspection, we can quickly put in for our occupancy permit.
- Discussed the hiring of Miguel Gonzales as the new Middle School Director. He is from Denver Public Schools in leadership training and has middle and high school experience.
- Discussed the trial with the Montessori classroom experience at the Middle School, Jeromy is still getting student feedback and will be reviewing this with Miguel and deciding how to use it for the schedule and organization next year.
- The former policy of Ends-2 was discussed.

The Board deleted Ends-2 as a policy last year, so there was no review. We are postponing discussion of self-assessment to our next meeting, after we have completed the most recent assessment.

Administrative

- We did hear back from Bill Bethke on legal review, but do not have the current edits from Geoff yet.
- The minutes from 2/23/16 were discussed. Jeff moved to approve the minutes with the changes discussed and Shelly seconded the motion. The minutes were unanimously approved.
- The action items were reviewed and discussed.
- Confirm next MEF meeting 4/13 (Jeff) 5/4 (Erica)
- Election process/timeline discussion – we reviewed all the required dates for the election and sent the information to Hilary.
- We briefly discussed the financial impacts of potential legislation.
- The Board discussed our meeting and our assessment of how we did.

Jeff moved to adjourn at 8:35, Lana seconded the motion. The motion was unanimously approved and the meeting was thus adjourned.

Respectfully Submitted,

Lana Van Egeren
DCSM Board of Directors

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

Friday, April 1, 2016

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

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

The Board viewed a screening of the documentary Most Likely to Succeed.

Following the movie, discussion ensued related to the current strategic goals for the school. Discussion continued.

Hilary moved to adjourn the working session at 10:02pm, Shelly seconded. Unanimously approved.

Respectfully submitted,

**Hilary Fox
DCS Montessori Board of Directors**

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

Tuesday, April 26 2016

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

- Directors Present: Jeff Caron, Geoff Williams, Hilary Fox, Lana Van Egeren, Erica Kenney, Shelly Biggs (arrived at 6:04pm).
- HOS Present: Jeromy Johnson

Erica read the Mission and Ends.

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

- There was no public comment.

MEF Report (GP-01 Global Gov. Process, GP-03 Gov. Style) Kristi Dozois

- The Spring Gala was held on April 22 which at the Sanctuary and was successful. Final numbers are still pending. Fundraising efforts are expected to help replace the floor in the gym and playground equipment.
- The Volunteer Event is schedule for May 20 at the Middle School to recognize and honor the volunteers.
- Dates for next year: 8/26 Fall Festival/Back to School Night, 9/9 Fun Run
- Planning for a 20th Anniversary Celebration (which will replace the Gala in 16-17) is underway in collaboration with the Alumni Committee.

Meet the Candidates

- Dave Rootes
 - Dave answered questions about his interest in serving on the Board and provided an overview of his background and engagement with DCSM. The Board answered questions about how the Board functions and governs.
- Ben Williams (not able to be in attendance)

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

- Mr Miguel was present to discuss the planning for the Middle School for 16-17. Miguel shared about his drive and desire to participate as the Middle School Director. Discussion ensued. Miguel shared his engagement and participating in interviewing for the open positions for 16-17 as well as the greatest opportunities he sees for the program going into next year. Discussion continued.
- Middle School Building Update: Jeromy provided a tour to the Board of the new Tech Lab. The Certificate of Occupancy was received on 4/7/16 and kids have already been in the building.
- Jeromy reviewed his monitoring report for EL-6 (Discipline & Prevention of Bullying). Discussion ensued. Hilary moved to approve the monitoring of EL-6 with the changes discussed as a reasonable interpretation. Shelly seconded. Unanimously approved.
- Jeromy presented the Revised Budget to Actual as of 3/31/16 for 2015-2016. Discussion ensued.

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

Tuesday, April 26 2016

- Jeromy presented the Proposed Budget Summary for 2016-2017. Discussion ensued. Lana moved to approve the Proposed Budget Summary for 2016-2017. Shelly seconded. Unanimously approved.
- Jeromy provided an update on staffing changes expected for the 16-17 year. Discussion ensued.

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

- EL-06 (Discipline & Prevention of Bullying) - Discussion ensued. Jeff moved that we approve EL-06 with the changes discussed. Erica seconded. Unanimously approved.

Administrative

- Bylaws discussion update and review process - this is with the attorney for review. The Board reviewed the minutes from 4/1/2016. Jeff moved to approve the minutes. Lana seconded. Unanimously approved.
- The Board reviewed the minutes from 3/29/2016. Shelly moved to approve the minutes with the changes discussed. Jeff seconded. Approved by a vote of 4,0,2 (Aye: Lana, Shelly, Jeff, Erica; abstention: Geoff, Hilary).
- Confirm Board representation at next MEF meeting 5/4 (Erica)
- Jeff reviewed the outstanding action items.
- The Board is planning on conduct a Community Engagement Session with the 8th graders at noon on Monday, 5/23.
- The Board discussed the Head of School Supplemental Compensation for additional work approved on 06/24/2014. Discussion continued. Erica presented the Amended Supplemental Compensation for Additional Work 2015-2016 for approval. Geoff moved to approve the Amended Supplemental Compensation for Additional Work 2015-2016 and release \$2000 in accordance with the amendment as supplementation compensation for Jeromy Johnson. Jeff seconded. Unanimously approved.
- New Business
 - The Board Self Assessment was discussed and it was decided the survey will go out prior to the next meeting and it will be included on the next agenda for discussion.
 - The election process was discussed as it is an uncontested election.

Jeff made a motion to adjourn the meeting at 9:37pm, Shelly seconded. Unanimously approved.

Respectfully submitted,

**Hilary Fox
DCS Montessori Board of Directors**

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

Tuesday, May 17, 2016

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

- Directors Present: Geoff Williams, Hilary Fox, Brian Buan, Shelly Biggs, Jeff Caron (departed at 6:45pm (during HOS Report) due to a previous commitment).
- HOS Present: Jeromy Johnson

Brian read the Mission and Ends.

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

- There was no public comment.

MEF Report (GP-0-1 -Global Gov. Process, GP-0-3 Gov. Style) Samantha Cohen

- The Spring Gala was held on April 22 which at the Sanctuary and was successful. The fundraising efforts produced a little more than \$27,000. This is the second largest fundraising event of the year.
- The Volunteer Event is schedule for Friday, May 20 at the Middle School to recognize and honor the volunteers. There are 75 people RSVP's for this event.
- Dates for next year: 8/26 Fall Festival/Back to School Night, 9/9 Fun Run
- Planning for a 20th Anniversary Celebration (which will replace the Gala in 16-17) is underway in collaboration with the Alumni Committee. The tentative date for this event is April 29 and will likely be held at the school.
- There are two open board positions for next year: Laura Luchini has been appointed to one and the other remains open at this time.

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

- Ms Sheila Wolfe, Montessori Curriculum Director for DCS Montessori, was present to present her annual report on Adherence to Montessori Philosophy and Alignment of the Montessori Curriculum with Colorado Department of Education 21st Century Skills in the school. Discussion ensued. Discussion around accreditation continued.
- Middle School Building Update: The tech lab is occupied and the space has been utilized. Mr Miguel has finalized the schedule for the program next year. Two new teachers have been hired for the 16-17 school year.
- Jeromy provided an update on additional expected staffing changes for the 16-17 school year and current IEP concerns. Discussion ensued.
- Jeromy reviewed his monitoring report for EL-3 (Communication and Support to the Board). Discussion ensued. Jeromy will provide an updated monitoring report for review at the June

Board Self Assessment (GP-10 Board Self Assessment)

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

Tuesday, May 17, 2016

- The board reviewed the self assessment conducted and discussed areas of strength and areas of opportunity for improvement.

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

- EL-03 (Communication and Support to the Board) - Discussion ensued. No changes made.
- GP-10 (Board Self Assessment) - Discussion ensued. No changes made.

Administrative

- Board Election Results: Based on the results of the election where David Rootes received 34 votes and Ben Williams received 39 votes, as witnessed by Brian Buan, both candidates have been elected to service the 16/17 & 17/18 school years. Their terms will commence on 7/1/2016.
- The bylaws review is still in process and will be reviewed at the next meeting.
- The Board will review the minutes from 4/26/2016 will be reviewed at the next meeting.
- Jeff reviewed the outstanding action items.
- The Board is planning on conduct a Community Engagement Session with the 8th graders at noon on Monday, 5/23.
- Confirm Board representation at next MEF meeting (June - date TBD, Hilary)
- New Business
 - Jeromy advised that we are in the middle of a request for an exception with Colorado Department of Human Services (CDHS) regarding group size in Primary. A consultant has been engaged to managed the process.

Hilary made a motion to adjourn the meeting at 8:47pm, Brian seconded. Unanimously approved.

Respectfully submitted,

**Hilary Fox
DCS Montessori Board of Directors**

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

Tuesday, June 21, 2016

The meeting was called to order at 6:08pm.

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

Shelly read the Mission and Ends.

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

- There was no public comment.

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

- There was no MEF report.

New Director Orientation

- The process to onboard the new directors was reviewed and discussed.

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

- Jeromy reviewed the 'Montessori Mayhem' alumni event held on May 26. Discussion ensued.
- Jeromy presented the MEF Funding Request 2016-2 for LED Lighting. Lana moved to approve the MEF Funding request 2016-2 for \$5,738.95. Shelly seconded. Unanimously approved.
- Jeromy reviewed his monitoring report for EL-3 (Communication and Support to the Board). Discussion ensued. Shelly moved to approve the monitoring of EL-3 with the changes discussed. Hilary seconded. Unanimously approved.
- Jeromy presented the Adopted Budget Summary for 2016-2017. Discussion ensued. Hilary moved to approve the Adopted Budget Summary for 2016-2017 as presented. Erica seconded. Unanimously approved.
- Jeromy reviewed the Appropriating Resolution for 2016/2017 Budgeted Expenditures. Discussion ensued. Lana moved to approve the Appropriating Resolution for 2016/2017 Budgeted Expenditures. Shelly seconded. Unanimously approved.
- Jeromy reviewed his monitoring report for EL-10 (Financial Planning and Budgeting). Discussion ensued. Shelly moved to approve the monitoring of EL-10 with the changes discussed. Hilary seconded. Unanimously approved.
- Jeromy presented the Middle School Sustainability Report. Discussion ensued.

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

- EL-03 (Communication and Support to the Board) - this was reviewed on May 17, 2016 and was placed on the agenda in error.
- EL-10 (Financial Planning and Budgeting) - Discussion ensued. No changes made.
- EL-12 (Asset Protection) - Discussion ensued. No changes made.
- GP-04 (Agenda Planning) - Discussion ensued. No changes made.

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

Tuesday, June 21, 2016

Administrative

- The Board reviewed the minutes from 4/26/2016. Shelly moved to approve the minutes with the changes discussed. Erica seconded. Unanimously approved.
- The Board will review the minutes from 5/17/2016 will be reviewed at the next meeting due to a lack of quorum of the members present at the 5/17/16 present at the current meeting to approve.
- HOS Goals Review was discussed and will be presented for final approval at the July meeting.
- Erica provided an update on the Hospital Provider Fee legislation status and possible funding impact on the school. Discussion ensued.
- The bylaws review is still in process and will be reviewed at the next meeting.
- Erica reviewed the outstanding action items.
- Confirm next MEF meetings: (July - date TBD)
- The bylaws review is still in process and will be reviewed at the next meeting.
- New Business
 - The July meeting is being targeted for the week of 7/19 - to be scheduled once availability with new members and members not present at this meeting is confirmed.
 - Temporary officer roles for the July meeting were discussed. Discussion ensued.
 - Officer transition activities were discussed.

Erica made a motion to adjourn the meeting at 8:44pm, Shelly seconded. Unanimously approved.

Respectfully submitted,

**Hilary Fox
DCS Montessori Board of Directors**

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

Tuesday, August 10, 2016

The Meeting was Called to Order at 6:03

- Directors Present: Shelly Biggs, Erica Kenney, Ben Williams, David Rootes, Brian Buan
- HOS Present: Jeromy Johnson

Shelly Read the Mission and Ends

6:05 Public Comment (GP-12 Public Participation)

- There was no public comment

6:10 MEF Report (GP-1-Global Gov. Process, GP-3 Gov. Style)

- There was no MEF report. Jeromy confirmed Fall Festival is August 26th.

6:20 Introduction of New Directors

- Ben Williams gave an overview of his background and interest in serving on the Board. Ben spent time in military and defence language institute, lots of experience in academic and administrative experience
- David Rootes gave an overview of his background and interest in serving on the Board. Dave is a retired attorney, holds a masters in professional writing.

6:25 Appointment of Director Geoffrey Williams.

- A discussion was held on appointment of the vacant Board of Directors Seat. Geoff Williams previously expressed his interest in being appointed to an additional term. Discussion ensued. Shelly motioned to appoint to a 2 year term, Ben second. Unanimously approved.

6:30 Election of Board Officers for 2016-2017.

- A discussion was held to appoint Board officer positions for 2016-2017. Ben moved to elect the slate of directors as discussed: Lana VanEgeren for Chair, Erica Kenney for Secretary. Ben Williams for Vice Chair, David Rootes for Treasurer. Shelly Seconded. Unanimously approved.

6:40 HOS Report – Jeromy Johnson (EL-3 Comm/Support)

- EL-1 Global Executive Constraint. Jeromy presented his monitoring of EL-1.

- Jeromy provided an update on new UEI teacher Kristen Dahl. She is on board, has charter school experience and a long teaching background.
- Jeromy provided an update on CORA request the school received:
 - 3 CORA requests from last year
 - 1 has resulted in an OCR (Office of Civil Rights) complaint, regarding timing of IEP (Individual Education Plan). District legal counsel (Earnest and Caplin) and school counsel involved. Student in question has transitioned. Mediation is scheduled for August 25th and Jeromy will be accompanied by district legal counsel and school legal counsel.
 - Jeromy to provide update at next meeting.
 - 1 student still remains at the school
- Budget Update
 - Quarterly basis CPA will come in and look over the books.
 - Budgeted greenhouse expenditures and scenarios were discussed.
 - Shelly Moved to have Jeromy proceed with planning the building of the greenhouse for the next meeting. Brian second. Unanimously approved .
- Enrollment
 - Middle school 67
 - Total school: 6 kids over budget
 - Wait list has increased for Kindergarten, 1st & 2nd (above last year)
- DCSM has 29 in the preschool classroom, but CDHS limit is (and has always been) 20. DCSM applied for an exception with a consultant to this, but the exception was denied. Currently preparations have begun for potentially beginning the appeal process. Impact to DCSM would be a reduction in enrollment by 54, which would have budget impact. Moreover this is contrary to Montessori principles. Currently a 1 to 10 ratio is maintained with assistants. A CDHS appeal has never been successful in the history of CDHS. Jeromy has made changes to classroom policies to align with group size requirements while maintaining Montessori classroom and believes he has responded to the issue appropriately at this time. New policies have been posted in relevant classrooms. Jeromy is currently working on a backup plan if changes need to be made. A “next level plan” solution/new policy has been drafted and response delivered to CDHS which is keeping with the CDHS policy.

Erica made a motion to approve Jeromy's reporting as a reasonable interpretation of EL-1, David second. Unanimously approved.

7:30 Policy Review (GP-2 Board Job Description, GP-3 Gov. Style & GP-4 Agenda Planning)

- GP-1 Global Governance Commitment **No Changes**
- GP-2 Board Job Description **No Changes**
- GP-3 Governing Style **No Changes**
- GP-6 Code of Conduct (all sign and give to Secretary) **No Changes**

- GP-8 Electronic Mail **No Changes**
- EL-1 Global Executive Constraint **No Changes**

8:30 Administrative

- The annual board task calendar was presented for approval. Review and discussion ensued. **Shelly made a motion to approve the annual board task calendar as presented. Ben second. Unanimously approved.**
- The 2016-2017 Board meeting dates were presented for approval. Review and discussion ensued. **Brian made a motion to approve 2016-2017 Board Meeting Dates as presented. David second. Unanimously approved.**
- The 2016-2017 HOS Goals were presented for review and approval. Review and discussion ensued. **Brian moved to approve. Erica second. Unanimously approved.**
- A discussion was held to vote on location of agenda posting. **Shelly moved to keep location same as last year and to continue posting the agenda at the main entrance and staff entrance to school. Ben second. Unanimously approved.**
- A discussion was held to discuss the MEF Meeting Calendar (if Available) **no meeting calendar available**
- A discussion ensued to discuss September Board Training **Proposed training dates: September 20th, October 4th or 18th**
- Minutes from the 5/17/16 were presented for review and approval. **Shelly made a motion to approve the minutes from 5/17/16. Brian Seconded. Shelly voted aye, Brian voted aye. David, Ben & Erica abstained (quorum based on directors present at minuted meeting)**
- Minutes from 6/21/16 were presented for review and approval. **Erica made a motion to approve the minutes from 6/21/16, Shelly Seconded. Erica voted aye, Shelly voted aye. Unanimously approved by directors eligible to vote on minutes. David, Ben & Brian abstained (quorum based on directors present at minuted meeting)**
- By Laws discussion update and review process was scheduled but Geoff was not present.
- Erica reviewed outstanding action items.
- A discussion was held to secure attendance by Board members at MEF meetings. Erica volunteered to attend in September schedule permitting.
- An engagement letter was presented to retain Swanhorst & Company to perform the annual audit. Review and discussion ensued. **Brian made a motion to approve engaging Swanhorst & Company to perform annual audit. Ben Second Unanimously approved.**

Brian made a motion to adjourn the meeting at 8:49 p.m. Dave seconded. Unanimously approved.

Respectfully submitted,

Erica Kenney

DCS Montessori Board of Directors

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

August 30, 2016

The meeting was called to order at 6:09 p.m.

Directors Present: Lana Van Egeren, Geoff Williams, Dave Rootes and Jeromy Johnson.
Directors Absent: Brian Buan, Erica Kenney, Shelly Biggs, Ben Williams

All decisions and approvals will be postponed to the next regularly scheduled meeting September 27, 2016 due to a lack of quorum.

Geoff Williams read the mission statement and Ends.

There was no public comment.

There was no report from the MEF.

HOS report:

Two representatives from DLH Architecture- Nathan Albers and Dave Hieronymus. They presented a greenhouse elevation plan and bid tabulation together with a cost estimate from Bassett and Associates. A discussion ensued concerning the increase in projected cost from approximately \$145,000 to the current figure of \$202,445.00. It was determined that DLH would consult further with Bassett concerning ways to reduce projected costs together with a request for further breakdown of the cost items included in "General Conditions" and "Mobilization."

It was recommended that Jeromy consider exploring whether there are any DCS Montessori community members who might contract for the plumbing and electrical work.

DLH representatives indicated it would take between 6 and 8 weeks to get the greenhouse erected.

Jeromy will work with DLH to attain two additional bids for the greenhouse project.

Discussion ensued about the funding of the project and Jeromy will present a proforma revised budget to include expected building expenses.

Jeromy gave an update on the OCR matter which has been pending and was mediated last week.

Jeromy gave an update on the budget, there was discussion about changes in the reporting of activity accounts.

Enrollment is full with an overage of 6 students in elementary and 3 in middle school.

Board training is scheduled for September 20th at 6:00 at the home of Dave Rootes, 3400 Elk Run Drive, Castle Rock Colorado, 80109.

There was then a discussion of our Bylaws revision. It was suggested by Lana Van Egeren that a special meeting be held to work through the suggested bylaws revisions. Potential dates for such a meeting were November 1-11th and the week of October 17th.

There was a discussion of MEF meeting assignments. it was agreed that either Erica or Lana would attend the MEF meeting scheduled for 9/14. Jeff Williams would attend the meeting scheduled for 10/19 and Dave Rootes would attend the MEF meeting on 11/16.

Geoff Williams then briefly reviewed the Action Items.

There was no new business.

The board then conducted a brief board self-assessment.

A motion and second was made to adjourn the meeting and it was unanimously approved. The meeting was thus adjourned at 8:50.

Respectfully submitted,

Dave Rootes

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

Tuesday September 20, 2016

The Board Training Working Session was called to order at 6:18 P.M.

Directors Present: Lana Van Egeren, David Rootes, Ben Williams, Erica Kenney, Shelly Biggs
HOS Present: Jeromy Johnson

Other Attendees: Jim Weigel, Caver Board Governance Consultant (Board Trainer)

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

There was no public comment.

Board Training

Jim Weigel was present to conduct Board Training. Jim led the group in a discussion about the DCSM ends, board governance pursuant to those ends and conducting effective monitoring and succession planning.

Discussion continued for the duration of the meeting.

Erica made a motion to adjourn the meeting at 9:34 P.M., Ben seconded. Unanimously approved.

Respectfully submitted,

Erica Kenney

DCS Montessori Board of Directors

**MEETING OF THE BOARD OF DIRECTORS
DCS MONTESSORI CHARTER SCHOOL
Tuesday, Sept. 27, 2016**

Directors Present: Lana Van Egeren, David Rootes, Shelly Biggs, Geoff Williams, Brian Buan, Ben Williams, Erica Kenney

HOS Present: Jeromy Johnson

The meeting was called to order at 6:05

Call to Order: Reading of mission and Ends-1 -(Brian)

Brian 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)

Brian Schaiper of the MEF provided the MEF report. One outstanding board member trying to fill. Expect to be approved at next MEF meeting. Financial updates: \$114k in account. Kenyon in process of meeting with Rachel to close out Q1 Fiscal. Process of transferring some function to bookkeeper. Fall festival was very successful. Total income was almost \$14k, netted out to about \$7,400. Fun run at the time was at \$20,000 with 22% participation. Final amount Jeromy reported as he believes to be about \$71k. Very successful. Looking to have Halloween campaign fundraiser that will be rolled out, along with Thanksgiving and Holiday campaign. Working on getting logos and branding underway. Looking to revamp MEF Website. No date for spring event yet.

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

Jeromy provided a report on the Greenhouse plans and funding. Jeromy is reviewing the specs. We should get another, third bid from a contractor that just does grow setups. There are some questions that Dave from DLH is following up to get answers to.

EL-11 (Financial Conditions and Activities)

Jeromy presented two draft preliminary revised budgets for comparison. One budget contains the greenhouse expense and one does not. He may be ready at Oct meeting to present the revised budget. Discussion ensued about the budget and the impact of the greenhouse budget. Indications are that we are in a good financial position for the greenhouse.

Jeromy presented his reporting on EL-11
Discussion ensued.

Geoff made a motion to approve the HOS reporting as a reasonable interpretation of EL-11. Shelly seconded. Unanimously approved.

Monitoring Reports: EL-2 (Head of School Transition Planning)

Jeromy presented his reporting on EL-2.

Discussion ensued.

Geoff made a motion to approve the HOS reporting as a reasonable interpretation of EL-2.

Brian seconded. Unanimously approved

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

Jeromy presented his reporting on EL-5.

Discussion ensued.

Geoff made a motion to approve the HOS reporting as a reasonable interpretation of EL-5.

Shelly seconded. Unanimously approved.

EL-7 (Treatment of Staff)

Jeromy presented his reporting on EL-7.

Discussion ensued.

Erica made a motion to approve the HOS reporting as a reasonable interpretation of EL-7.

Dave seconded. Unanimously approved.

Update Department of Health and Human Services Regulations

Preparing for next steps that may occur upon next inspection. Expect there may be a need to appeal group size decision at the primary level. Jeromy outlined timeframes, possible outcomes and alternatives. Discussion ensued. Geoff Williams will meet with Jeromy to obtain further information to determine if additional levels of support are necessary.

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

The following policies were presented for review:

B/S-R-1 Global Board-HOS Linkage

Reviewed and not changed.

B/S-R-2 Unity of Control

Reviewed and not changed.

B/S-R-3 Accountability of the HOS

Reviewed and not changed.

B/S-R-4 Delegation to the HOS

Reviewed and not changed.

B/S-R-5 Monitoring HOS Performance

Change made to add monthly monitoring to EL-14 (Interim head of School) (if and when there is an interim HOS)

A discussion ensued. Add monitoring of EL-14 to August task calendar

Lana made a motion to approve with changes discussed. Geoff seconded. Unanimously approved.

GP-11 Transition Planning

Reviewed and not changed

EL-2 (Head of School Transition Planning)

Reviewed and not changed.

EI-11 (Financial Conditions and Activities)

Reviewed and not changed.

EL-7 (Treatment of Staff)

Reviewed and not changed.

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

Reviewed and not changed.

Administrative

Approve minutes August 10, 2016,

Minutes were reviewed. Shelly made a motion to approve the minutes from the August 10 2016 Board meeting. Brian seconded. Brian-aye, Shelly-aye, Erica-aye, Dave-aye and Ben-aye. Jeff and Lana abstained. Minutes approved by 5 ayes and 2 abstentions.

August 30, 2016,

No business was conducted at the August 30, 2016 meeting due to lack of quorum.

Dave made a motion to approve the minutes from the August 30, 2016 Board meeting. Dave seconded. Geoff-aye, Lana-aye, Dave-aye. Brian, Erica, Shelly and Ben abstained. Minutes approved by 3 ayes and 4 abstentions.

September 20, 2016

Lana made a motion to approve the minutes from the September 20, 2016 Board Training. Shelly seconded. Erica-aye, Ben-aye, Shelly-aye, Dave-aye, Lana-aye. Brian and Geoff abstained. Minutes approved by 5 aye votes and 2 abstentions.

Head of School (HOS) Evaluation Committee appointment

A discussion was held to appoint the HOS evaluation committee. Erica made a motion for Lana and Ben to serve on the HOS evaluation committee. Shelly seconded. Unanimously approved.

Debrief of recent Board training with Jim Weigel

A discussion was held about the Board training with Jim Weigel.

Schedule By-law review meeting

A discussion was held to schedule a meeting to discuss by laws. A special meeting will be held on Friday November 4th at 8:15 a.m. through 10 am to discuss the by-laws.

MEF Meeting Assignments: Oct. 19 (Geoff Williams), Nov. 16, (Dave Rootes) Dec 14 (Erica Kenney) Jan. 18 (Ben Williams), Feb. 15 (Shelly Biggs) , March 15 (Brian Buan), April 19 (TBD) May 10 (TBD)

Action Items review (Geoff)

The action items list was reviewed.

New Business

No new business.

Board Self-Assessment

Our Board self assessment will be conducted in October. Erica will email survey and results will be discussed at the October meeting.

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

Respectfully submitted,

Erica Kenney

**MEETING OF THE BOARD OF DIRECTORS
DCS MONTESSORI CHARTER SCHOOL
Tuesday October 25, 2016**

Directors Present: Lana Van Egeren (arrived at 7:10-all voting matters deferred until Lana's arrival), David Rootes, Shelly Biggs, Erica Kenney

HOS Present: Jeromy Johnson

The meeting was called to order at 6:09

Call to Order: Reading of mission and Ends-1

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)

Kenyon Fox of the MEF provided the MEF Report. He reported that the MEF recently had a fundraising pitch from Grant Farms, a CSA. They are exploring the opportunity for an additional fundraising opportunity.

The MEF plans to hold an ice skating event this year on February 8th. Restaurant nights are also being explored. Kelli and Aimee revamping scrip program.

Treasurer update. Rachel Boneen is providing bookkeeping services. The MEF will be working with her to design better processes to be more long term. Bart will continue to provide services.

MEF is also exploring how our sponsorships may be enhanced.

The next big event is 20th year anniversary celebration which will be on April 22nd. Samantha, Christine Miller and Alex Tabar will be heading up. Replacing typical spring gala. Will probably still have an auction component. More community wide event and celebration. Is not expected to be quite as big of a fundraiser.

Fun run final amount raised was \$71,104. Kenyon noted that participation is down, however we had our biggest one time donation. Expenses related to the event were \$10,000-\$15,000.

MEF has a full board of 9 members again.

MEF is ready to talk about greenhouse funding. In addition, they are currently working on playground equipment and lighting improvement funding projects.

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

Jeromy provided a report on the Greenhouse plans and funding. He provided an overview of a possible comparable greenhouse manufacturer that Dave and Nathan from DLH presented to him. Jeromy explained the difference in specifications was a thinner dual wall and slightly lower e-rating than the Nexus model specified in the original plans. Jeromy also presented the three bids received for the greenhouse project and expected timing. The board examined the three bids.

Discussion ensued about the comparable model greenhouse, timing and the bids. The board expressed preferences to the original model due to extreme weather in Colorado and the original greenhouse plan being fully vetted in through the original plans and reviews. Deviation could lengthen the process and ultimately lead to higher project costs.

Shelly made a Motion to move forward with negotiations with Crossline Construction to meet the original architectural plans for the greenhouse with Nexus as the greenhouse manufacturer based on Crossline being the lowest bidder. Dave seconded. Unanimously approved.

Monitoring Reports:

EL-4 (Building Security and Physical Safety)

Jeromy presented his monitoring on EL-4, which included the DCS Montessori Crisis Emergency Plans (CEPM), Discipline Monitoring and Safety Monitoring.

Review and discussion ensued.

Shelly made a motion to approve EL-4 as a reasonable interpretation. Dave seconded. Unanimously approved.

EL-11 (Financial Conditions and Activities)

Jeromy presented the 11.1 Quarterly budget to actual.
Discussion ensued

School Accountability Committee (SAC) and UIP Timelines and HOS Goals

SAC goals will not be set until april for the following year. Prior goals were 1.) Working on montessori to home connections 2.) Working on improving writing goals and 3.) Working toward reducing number of students on READ plans (Mandated goal by the district).

Discussion ensued

Lana made a motion to modify the 2016-2017 HOS goals to Modify goal number 1 to include the current three working SAC goals: 1.) Improving writing, 2.) Improving montessori to home connections and 3.) Reducing number of students on read plans as UIP goals won't be approved until april. Dave seconded. Unanimously approved.

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

The following policies were presented for review:

GP-5 Officer Roles

Reviewed and not changed.

GP-7 Board Committee Principles

Reviewed and not changed.

GP-9 Cost of Governance

Reviewed and a minor typographical change was made.

GP-10 Self Assessment

Deferred to November meeting for increased board participation.

EL-4 Building Security and Physical Safety

Reviewed and not changed

Ends Discussion

A discussion was was held about our DCS Montessori ends and what it means for students to "love learning" and "are engaged and passionate". Discussion ensued with each board member adding what their experiences are.

Administrative

Approve minutes from September 27, 2016,

Minutes were reviewed. Lana made a motion to approve the minutes from the September 27, 2016 Board meeting. Dave seconded. Unanimously Approved.

Building Committee appointment

A discussion was held to appoint the building committee for the greenhouse project. Lana made a motion for Shelly to serve on the building committee. Erica seconded. Unanimously approved.

Discussion of Community Engagement: Teachers

A discussion was held about inviting the Teachers to a Board meeting to solicit their thoughts on DCS Montessori ends in practice. The teachers will be invited to attend the November 29th Board meeting.

Board Self-Assessment

Our Board self assessment will be conducted in November to obtain higher participation.

Action Items Review

The action items review was deferred to the November meeting.

New Business

There was no new business.

Board Self-Assessment

Our Board self assessment will be conducted in November to obtain higher participation.

Lana Made a motion to adjourn the meeting. Shelly Seconded. Unanimously approved.

The meeting was adjourned at 9:50

Respectfully submitted,

Erica Kenney

DCS Montessori Board of Directors