

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

Thursday, January 24, 2013

In attendance: Hilary Fox, Michael Hamilton, Helen Kretzmann, Lana Van Egeren, Stephen Tucker, Tory Traut, Jeromy Johnson; *(Hilary arrived at 6:10)*

Absent: Dawn Nicola *(family emergency)*

6:03 Call to order

Mission Statement: Michael read the Mission Statement

6:04 Public Comment (GP-12 Public Participation at Board Meeting)

6:10 MEF Report (GP-1 & 3) – Nobody from the MEF came to the meeting to deliver a report.

6:25 Board/Teaching Staff communication: (GP-12 Public Participation at Board Meetings)

Michael Hamilton from this committee was present; Teachers present were Mrs. Laura Gunden and Mrs. Samhee Shim

Michael and Dawn met with Samhee Shim and Andrea Traut. Michael verbally presented a draft of what a teacher advisory committee might look like, as requested at the meeting. This recommendation was sent out Tuesday.

Laura Gunden brought up a concern that the idea of a teacher representative on the Board was not thoroughly vetted.

The Board had a discussion about having a teacher representative on the board and different options on how to achieve this – having a teacher as a non-voting board member vs. having a Teacher advisory Committee; There was concern about the potential difficulty for a teacher representative that being on the board could put a teacher in a difficult position. Teachers feel that their perspective on the board, both as Montessori specialists and as teachers who are invested in this school, is important. Laura Gunden stated that if teachers do not feel like they have a voice, they may then lose their investment and motivation. Trying to be a Montessori teacher plus achieve the academic standards of other public schools is very difficult, especially when teaching multiple grades in a classroom. This is a challenge unique to a Montessori School and not found in a traditional public school.

Jeromy suggested we consider drafting a policy about what a Teacher Liaison would look like. The Committee (Michael and Dawn) had given a starting recommendation to the teachers, but with only two days, full response is not available.

Tory suggested that the committee create a written consideration of the pros and cons and explicit options for how this Teacher Liaison will look with as much feedback from the whole staff as possible (Mrs. Samhee Shim agreed).

Jeromy will provide information of the other Montessori charter schools and the governance policies they use with teachers on their boards.

Action item: Michael will followup with Dawn to create a written consideration of all the options and their pros and cons and Jeromy will look into the other Montessori boards and their governance.

7:05 HOS Report (EL-3 Communication and Support to the Board) – Jeromy Johnson

Jeromy provided a monitoring report for EL-8. He has revamped evaluation since he started here and next year they will revamp again to align with new legislation.

Lana moved that we accept Jeromy's interpretation of EL-8 Staff Evaluation as reasonable;

Steve seconded the motion and it was unanimously approved.

Middle School Facilities and Financial

Janet presented the quarterly financial report monitoring for EL-11.1

Lana made a motion that we accept this interpretation of EL-11.1 as reasonable

Hilary seconded the motion and it was unanimously approved.

Jeromy has sent out a request for MEF funding for the monthly payment of \$2,807 for the Wember, the owner's representative the MEF hired for the middle school building project.

Steve moved to approved the request from the board to the MEF for the services of the Owner's Rep

Tory seconded the motion and it was unanimously approved.

Jeromy mentioned that Wember (Owner's Representative) is planning on communicating to the board in the near future. The easement is short one signature and that person has given verbal agreement. We have vetted the drawings and they are complete.

The Middle School Facility construction budget currently sits at the \$1.8m figure which is higher than we expected. A big part of the increase is the cost of new development (tap fees and utilities) \$300,000 - \$400,000 cost. There may be an alternate building possibility of adding on to the end of our existing building that does not involve the high cost of new development. We might consider surveying the community about making extensions vs. higher cost of new building.

On the facility we have presently invested \$57,000 – but if we moved in a different direction, not all the cost will be lost because it was soil study, traffic study etc. and we would need to do those anyway. Having the new building completed by August is not a possibility because of the delays. The plan for next year is to provide the space within our own building until such time that the building is completed.

Capital campaign: When Jeromy approached the MEF about a Capital Campaign the MEF suggested that a capital campaign appeal to the entire school, so Jeromy suggested some building updates like bathroom updates, wear and tear on counter tops and updating carpets.

Lana talked with Mark Stanley and Jean Dupper of the MEF about the timing of the fundraising and the request from the Board that planning for a capital campaign begin. Lana reported that there were concerns expressed about the upkeep of the current building and the HVAC.

HVAC update – an annual maintenance contract was in place but the contracted company did not fix the problem they said they had fixed and there was a delay in getting it properly fixed, so Jeromy looked for

an alternate and used a different company with more success. We have now changed the maintenance contract. One company now helps with maintaining the controls and another company helps with maintaining the units. Because of the age of the HVAC system the repairs may take longer because parts are no longer made and have to be built.

Repairs and updates – ceiling tiles have been changed. Rick made a priority list on minor cosmetic repairs with the building and grounds committee.

The office moves are done and are working out well.

8:45 Policy Review (GP-2 Board Job Description, GP-3 Governing Style, GP-4 Agenda Planning)
Approval of new policies : Lana reported to the Board that these policies had been provided to the teachers for feedback and the policies would be reconsidered once feedback had been received from the teachers. However, due to the timing of the HOS Evaluation, it was decided to move forward with passing the policies with current revisions prior to the HOS Evaluation process.

- GP-11 Transition Planning (1st reading, approval)

Lana moved that we approve GP-11 as corrected. Steve seconded and the motion was unanimously approved.

- EL-2 Head of School (HOS) Transition Planning (would replace current EL-2)
Emergency HOS succession

Lana moved to approve EL- 2 HOS Transition Planning with the corrections; Hilary seconded the motion and the motion was unanimously approved.

- EL-14 Interim Head of School (HOS)

Hilary moved that we accept the new EL-14 Interim HOS policy with changes and Tory seconded the motion and it was unanimously approved.

- GP-13 Conflict Resolution Process

Lana moved that we approve minor grammatical changes to GP-13, Hilary seconded and the motion was unanimously approved.

- GP-12 Public Participation

No changes made.

- GP-14 Facilities Construction, Expansion or Renovation

No changes made.

- EL-8 Staff Evaluation

No changes made.

9:40 HOS Evaluation

Lana and Tory, who are on the HOS Evaluation committee provided an update on the HOS Evaluation Process:

On Feb. 7th at 6:00pm there will be an Executive session to discuss the HOS evaluation;

On Feb. 14th The Evaluation Committee will conduct the evaluation;

9:50 Community Engagement Plan – Hilary and Lana

There was discussion about how to do this, since Lana and Hilary did not get any response from alumni. Discussed asking for a survey on the Ends as a way to engage some ideas from the community.

Lana and Hilary will meet to come up with some survey questions on the Ends Statement. There was consensus from the Board around conducting a brief survey.

9:20 Administrative

Review and Approve Minutes 11-29-12

Lana moved to approve the minutes from the November 29th meeting with changes; Steve seconded the motion and the minutes were unanimously approved.

New Business

Lana will send out the upcoming MEF meeting dates so members of the Board can sign up to attend the MEF meetings on a rotating basis.

9:40 Review of Action Items and Adjournment

Steve made a motion to adjourn the meeting; Tory seconded the motion which was unanimously approved and the meeting was adjourned

MINUTES OF BOARD OF DIRECTORS MEETING Thursday, February 28, 2013
DOUGLAS COUNTY MONTESSORI CHARTER SCHOOL

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

6:02 Call to order

Mission Statement: Lana read the mission statement

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

There was no public comment

6:04 MEF Report (GP-1 &3) – Dana Martin

The Spring fundraising event is on May 4th at Cielo; entertainment will be a guitar soloist, and promote a relaxed casual atmosphere. If room parents need funds for classroom projects (optional) the MEF will offer up money. The fund balance in the MEF account is currently \$194,000. An effort will be made to separate out funds into operational balance vs. middle school funding. Scrip accounting is being changed to be more accurate. The Mother-son event is coming up in late May. Dana will be retiring from the MEF board this year. Three new members have been appointed to the board. The next MEF meeting is on March 12. Regarding the capital campaign – the MEF wants to spread the fund raising across the whole student population and not just for the middle school. The MEF will contribute \$110,000 towards the middle school.

6:15 Board/Teaching Staff communication: (GP-12 Public Participation at Board Meetings) – Dawn Nicola, Michael Hamilton

Dawn and Michael had met with Laura, Samhee and Andrea regarding teacher representation on the board. The next step is to approve sending out a survey to the teachers on how this teacher representative position might look. The draft survey questions were presented to the board and the teachers present and there was discussion about modifying the language and the questions in the survey. The survey will be sent out by next week and tabulated by the next meeting.

Lana made a motion that we approve the staff survey questions with the edits discussed for distribution to all staff. Steve seconded the motion and it was unanimously approved.

7:04 HOS Report (EL-3 Communication and Support to the Board) – Jeromy Johnson

Jeromy Monitored EL-12 (Asset Protection)

Lana moved to accept Jeromy's interpretation of EL-12 (Asset Protection) as reasonable. Dawn seconded the motion and it was unanimously approved.

Jeromy monitored EL-9 (Compensation and Benefits)

Stephen moved to accept Jeromy's interpretation of EL-9 as reasonable. Tory seconded the motion and it was unanimously approved.

HOS Update:

Jeromy spoke about the possible increase of PPR funding for the next school year of \$100 per student. Senator Johnson is proposing a bill of "Finance Act Reform" in education funding, particularly for ESL and special ed students. Right now Douglas County School District gets less money from the State than another district does because of the higher median income, but we do not have a mill levy to make up for that difference. The Finance Reform Act will be contingent on increased tax revenues (but TABOR will prevent increased revenues).

"TCAP" is changing into "PARCC" next year.

Jeromy participated in the League of Charter Schools Conference last week. There was conversation at the conference about proposed SB 191 which is about a mandated change of teacher union laws.

Middle School Facilities and Financial: There was a meeting tonight at Castle Pines City and we got word that the commission approved the project! (Mr. Mike Catalano came in at 8:20 to announce that the Castle Pines City Commission approved the middle school). By next meeting we should have some bids in. We are soliciting bids from Douglas County School District approved vendors.

07:53 Policy Review (GP-2 Board Job Description, GP-3 Governing Style, GP-4 Agenda Planning)

GP-10 Board Self-Assessment : Lana will type up the changes to the policy which will be to look at the three best and the three worst assessments.

Lana moved to change the wording of the policy. Stephen seconded the motion and it was unanimously approved.

EL-9 (Compensation and Benefits): We reviewed policy to add a Montessori element to the salary survey and to include median salaries as well as average, high and low in the survey. Steve and Lana are willing to re-word EL-9 to better state the board's intent with asking for a salary survey.

This was referred to committee for revision as discussed.

EL-12 (Asset Protection): There were no revisions to EL-12

8:30 HOS Evaluation – Lana and Tory

Jeromy's evaluation was completed and he was offered a re-contract as HOS and he accepted. He will be awarded a bonus according to the Merit Pay Schedule that was improved previously. *Lana made a motion to authorize of \$3,000 to Jeromy as a merit pay bonus. Tory seconded the motion and it was unanimously approved.*

John Irwin Award of Excellence: DCS was awarded this achievement by the Colorado state Department of Education for the 2012 school year. We received the award after Jeromy's evaluation was completed.

Steve moved to include that we mention the John Irwin School of Excellence in Jeromy's evaluation. Tory Seconded the motion and it was unanimously approved

8:36 Community Engagement Plan – Hilary and Lana

Next steps for this committee will be to review and approve an "Ends Survey" to send to staff and parents.

Mike made a motion to approve the wording of the survey. Tory seconded the motion and it was unanimously approved.

9:20 Administrative

On March 21st we have scheduled an "Ends" training-meeting with Jim Weigel.

Lana moved to approve the minutes from 1-24-13. Tory Seconded the motion. Dawn abstained as she was not present at the last meeting;

Approved by Michael, Tory, Lana, Helen Stephen.

Approved with 5 ayes (Michael, Tory, Lana and Stephen) with 1 abstention.

Elections: We discussed a time line for the upcoming Board Elections.

- we should solicit candidates soon, by mid-March – right as we come back from Spring Break
- the candidates' petitions are due by April 23
- ballots should go out by May 3
- the ballots will be counted at the May 23 meeting, but not sooner than May 18th.
- There will be 4 open position - 2 community members and 2 parent members.

Our Board Retreat

(working session) is scheduled for April 2nd.

New Business: The next MEF meeting is on March 12 and we need a Board member to attend

Jim Weigel : We had a discussion about whether Jim could help us with the policy reviews with regards to having a teacher representative on the board.

9:44 *Lana moved to adjourn the meeting; Dawn seconded the motion and it was unanimously approved*

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

Thursday March 21, 2013

In attendance: Jeromy Johnson, Michael Hamilton, Lana Van Egeren, Hilary Fox, Stephen Tucker, and Tory Traut.

The meeting was called to order at 6:05pm. Steve read the mission statement.

Public Comment (GP-12 Public Participation at Board Meeting)

- There was no public comment.

MEF Report

- A MEF representative was not in attendance so no report was given.

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

- Wember update and middle school bids
 - Conner Bancroft from Wember presented the Project Update Report 04 relating to the middle school build. There may need to be an additional meeting for board approval of budget changes and GC contract.
- MEF funding request
 - Jeromy explained this requests covers two months of invoices. The previous months request is more in line with that would typically be expected. Discussion ensued. Steve moved to approve, Tory seconded. Unanimously approved.
- Monitor
 - Ends 2: new activity on Facebook has been received positively. Reviewed Ends 2 monitoring. Exit survey will be reviewed at the next meeting. Lana moved that we accept Jeromy's monitoring of Ends 2 as reasonable interpretation. Steve seconded the motion. Unanimously approved.
- DCS Purchased Services Agreement – approval
 - Jeromy reported no substantive changes. Impacting changes are raising costs of special education services which are audited at the federal and state levels so it's considered a pass through. Discussion ensued. Steve moved to approve the DCS Purchased Services Agreement as presented. Lana seconded. Unanimously approved.

Teacher Representation on Board – Michael

- Mike reviewed the Survey Data collected with the Board.
 - It is unclear how many people received the survey so Mike will follow up with Brycie to ensure it was received by the expected audience before any additional consideration in given. If it went to lead teachers and assistant and support staff, Dawn and Mike will schedule a meeting with the committee (including teacher representation) to review the data. Jim Weigel will be conducting board walk through regarding the subject on April 8. It will be a public meeting. The committee meeting will be scheduled after the 4/8 training with Jim Weigel.

Community Engagement Plan – Hilary and Lana

- Reviewed Ends Survey data briefly in preparation for meeting with Jim Weigel April 8th.

Capital Campaign Discussion

- The MEF indicated at their last meeting they will not be doing a capital campaign. Discussion ensued around alternative options to cover the middle school build costs.
- As part of this discussion, Jeromy presented us with the October 2012 Report on 2012/2013 Fund Balance Reserves. Continued discussion ensued around how to fund the middle school build.
- Jeromy will initiate a MEF joint planning meeting to ensure planning activities are coordinated with between boards.
- Mike will contact the League of Charter Schools to explore fundraising options.

Election Process – Approve process and timeline

- Lana attended the North Star board meeting (who also uses Carver) to get an idea of how we might be able to improve our process.
- We decided to use the appointment questions as part of the candidate application.
- We made some minor modifications and corrections to errors to the proposed election candidate process.

Administrative

- Review and Approve Minutes 02-07-13
 - Hilary moved, Steve seconded. Unanimously approved.
- Review and Approve Minutes 02-28-13
 - Lana moved with corrections suggested tonight, Mike seconded.
 - Approved with four ayes (Mike, Tory, Steve, Lana).
 - Hilary abstained from the vote.
- Lana confirmed Jim Weigel will be conducting a meeting on 4/8/03 at 5:30pm; Lana will provide the agenda to Jeromy to distribute to teachers.
- New Business: Jeromy is suggesting we allow budget consideration be increased to a \$750,000 float for Conner to work with during contractor negotiations. He feels that based on fund raising opportunities, cost cuts and fund balance contributions, it will produce the desired product without negatively impacting the school operations. All costs would be approved by the board prior to any contracts being executed. The board has come to agreement that \$750,000 out of the unrestricted fund balance be considered in exploration of the final middle school construction budget.
- New Business: A parent contacted Lana expressing concern with how parent communication was being handled. Jeromy reported the issue resolved.

Steve moved we adjourn the meeting, Tory seconded. The meeting was adjourned at 9:47pm.

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

Thursday April 25, 2013

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

5:59 Call to order

Hilary read the mission statement

6:05 Public Comment

There was no public comment

6:10 MEF Report

Mark Stanley from the MEF was present to give a report.

The Spring Event scheduled for May 4th planning was underway. A comment was made that the price of the tickets for the event was not published on the event website or in any of the communications. Mark said he would correct that omission.

6:15 Middle School Construction Budget Approval

\$58,000 of savings was found in the construction bid but there has been a \$60,000 increase in tap fees. When we removed the expenses that we have already spent, there is \$1.95 million dollars in remaining expenses for the construction of the Middle School. The MEF agreed to contribute the \$200,000 to close the balance between the bond and the contribution approved by the Board. This amount will be paid in installments over a period of time. The Board previously approved consideration to fund the remaining \$750,000 from the unrestricted fund balance to be used in the middle school construction budget. The construction contract was presented by Jeromy for our review and it will be signed soon, after some corrections. The general contractor we are using has been approved by the Douglas County School District.

Lana made a motion to approve the terms of the construction agreement document with proper name changes corrected, which constitutes a \$750k unrestricted fund balance commitment and a potential \$52k additional liability that the MEF has agreed to repay.

Hilary seconded the motion.

The motion was unanimously approved

6:53 Meet the Candidates

James Ullom is a board candidate and introduced himself. Lana Van Egeren and Hilary Fox also spoke briefly as candidates.

7:00 HOS Report - Jeromy Johnson

- Pre-Approved Budget 2013-2014 – Approval (EL 11.1)

Janet passed around the proposed budget summary. The final budget will be approved in June when the PPR funding is more accurate.

*Hilary made a motion to approve the proposed budget for 2013 – 2014
Michael seconded the motion. The motion was unanimously approved.*

- Monitor – EL-6 (Discipline and Prevention of Bullying)
Jeromy spoke to his monitoring report and noted that the statistics for our school are excellent.

*Lana moved to accept EL-6 Monitoring as a reasonable interpretation.
Dawn seconded the motion. The motion was unanimously approved.*

- Jeromy presented a request for MEF funding for Wember and DLH Architecture fees for March and April.

*Hilary moved to approved request for MEF funding for Wember and DLH Architecture for March and April reimbursement.
Lana seconded the motion. The motion was unanimously approved*

8:09 Policy Review

- EL-6 (Discipline and Prevention of Bullying)
There was a discussion of the existing policy.

*Lana moved that we approved EL-6 with changes discussed.
Dawn seconded the motion. The motion was unanimously approved.*

8:27 Follow-up from Jim Weigel meeting

- The plan for questions and timing of Board/Teacher interactions is moving forward.

*Dawn made a motion that at this time we focus on improving on communication between the Board and staff via periodic meetings, in lieu of changing board structure to include teacher representation.
Steve seconded the motion. The motion was unanimously approved.*

The board reached consensus to add to the annual board calendar periodic (up to four times a year) invitations to teachers to directly solicit teacher input on specific questions.
It was decided that the best time to have the first such meeting would be in August.

9:13 Capital Campaign Discussion – Michael Hamilton

There was a discussion around options for a capital campaign and additional fundraising.
Michael presented some information and contacts from other schools that have conducted successful capital campaigns.

9:35 Administrative

Review and Approve Minutes 03-21-13, 4-2-13, 4-8-13

*Lana moved to approve minutes from 3-21-13
Helen and Dawn abstained*

ayes – Michael, Hilary, Stephen, Tory, Lana. The minutes were approved with 5 aye votes and 2 abstentions.

Tory moved to approve the minutes from working sessions 4-2

Hilary seconded

Michael abstained

ayes -Hilary, Helen, Lana, Dawn, Stephen, Tory. The minutes were approved by 6 aye votes and 1 abstention.

Lana moved to move approval of the minutes for 4-8-13 in order to revise them to align with the agenda and keep detailed notes taken in the notebook.

Michael seconded

Tory Abstained

ayes – Michael, Hilary, Helen, Lana, Dawn, Stephen. The motion was approved with 6 aye votes and one abstention.

New Business

Upcoming Elections: the Board is in agreement that since we have two community slots open and we only have one community candidate, that we fill the community slot with a parent candidate. Reference section 4.3 of bylaws

Exit surveys will be reviewed at next meeting.

10:02 Review of Action Items and Adjournment

Lana moved to adjourn meeting

Tory seconded.

The motion to adjourn was unanimously approved

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

Thursday May 23, 2013

In attendance: Jeromy Johnson, Hilary Fox, Helen Kretzmann Lana Van Egeren, Dawn Nicola, Stephen Tucker, Tory Traut arrived at 7:12
absent: Michael Hamilton

6:04 Call to order

Mission Statement: Helen read the mission statement

6:05 Public Comment (GP-12 Public Participation at Board Meeting). Lana mentioned that the landscaping needed weeding. Jeromy responded that he had made contacts to get the work done.

6:10 Board of Director Election Results (By-Laws)

The election results were tallied as follows: Helen opened them and Dawn verified the election results. There were 415 electors

46 members voted which is an 11.1% turnout

Hilary Fox 43 votes

James Ullom 36 votes

Lana Van Egeren 40 votes

Shelley Biggs 39 votes

The results are that these candidates have won seats on the DCS Montessori Board. Jeromy said he would send out a school-wide email announcing the new board.

6:19 HOS Report (EL-3 Communication and Support to the Board) – Jeromy Johnson

- Jeromy gave a Middle School building update and said that progress is being made. Ground should start to move in the next week or so.
- 2013-14 amended budget was presented.

Lana moved to approve the amended 2013-2014 budget summary. Steve seconded the motion and the motion was unanimously approved.

Appropriated expenditures for May 2013 were approved and signed.

Hilary moved to approve the appropriating resolution for 2013 -2014 budgeted expenditures.

Helen seconded the motion and it was unanimously approved.

- There was no MEF Funding Request this month.

- Jeromy monitored to EL-3 (Communication and Support to the Board)

Steve made a motion to approve Jeromy's interpretation of EL-3 as reasonable. Hilary seconded the motion and it was unanimously approved.

Tory arrived at 7:12

Sheila Wolfe presented a report on adherence to Montessori philosophy and discussion ensued.

8:04 Policy Review

- EL-3 (communication and support to the board) was reviewed.

Lana made a motion to approve EL-3 with the change discussed. Dawn seconded the motion and it was unanimously approved.

- EL-9 (Compensation and Benefits) – changes were reviewed for approval.

Dawn made a motion to approve EL-9 with the changes discussed. Hilary seconded the motion and it was unanimously approved.

8:15 Community Engagement – Hilary (GP-4 Agenda Planning)

Hilary presented a list of possible questions to ask teachers on “Ends” at an upcoming engagement meeting. The Board agreed on 5 questions. Lana discussed logistics around inviting teachers to the first session. It was decided that the Board ask these questions at a Board meeting and time limit the discussions. August will be the first meeting for having the discussions.

8:50 Exit Survey Data

The Board reviewed the results of the exit survey and decided the format and detail of the report collected is not useful in detail, but it is useful to identify alarming exit trends. No alarming trends were identified. Discussion followed about whether we ask for exit survey data when Jeromy monitors to enrollment levels.

9:15 Capital Campaign Discussion

Discussion about scope of Capital Campaign and the possibilities of asking for \$267,000 for the outbuildings in the capital campaign bid. To include the stage is a few thousand dollars. \$300,000 could be a target amount to fundraise. There was discussion about creating a video for the capital campaign.

9:34 Discussion of Board Conduct and Board Self Evaluation practices

(GP-3 Governing Style, GP-5 Officer’s Rules Section A., GP-6 Board Director’s Code of Conduct)

The board reviewed GP-6 - Board Director’s Code of Conduct
in Roberts Rules of Order were discussed and specifically using Point of Order to regain decorum a meeting. The Board reviewed GP-10 - Board Self-Assessment and suggested that the Board do a self-evaluation at the end of every meeting.

9:45 Administrative

- MEF update – the Spring Fundraiser made \$24,000.

- Adding the reading of Ends-1 at beginning of every meeting along with mission statement was discussed and by consensus, we will add the reading of the Ends1 statement along with our mission..
- Meeting minutes from 4-8-13, 4-25-13 were reviewed.
- It was discussed that a folder called Board Notes be created to put meeting notes in.

*Lana moved that we approved the changes made to the April 8 meeting minutes. Hilary seconded the motion. Ayes - Hilary, Helen, Lana, Dawn, Steve
Tory abstained*

*Dawn moved that we approve the meeting minutes from the 4-25-13 meeting.
Tory second the motion and it was unanimously approved.*

10:24 Adjournment

Steve motioned to adjourn the meeting. Lana seconded the motion and the motion to adjourn was unanimously approved.

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

Thursday June 27, 2013

In attendance: Jeromy Johnson, Helen Kretzmann, Tory Traut, Lana Van Egeren, Dawn Nicola, Stephen Tucker; Hilary Fox arrived at 6:07

6:04 Call to order

Mission Statement and Ends-1 – Tory read the mission statement and Ends.

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

Lana thanked departing members Stephen and Dawn for their service on the Board.

No MEF representative was present to give a report.

6:15 HOS Report (EL-3 Communication and Support to the Board) – Jeromy Johnson

- **Middle School Facilities and Financials**

A presentation was given by three of the middle school students and Mr. Mike Catalano about their pioneer year in the DCS Montessori Middle School as 7th graders. They told us about having weekly community lunches; their dis-orientation trip to Rocky Mountain National Park, staying at the YMCA of the Rockies at Estes Park, and how that trip created community and friendships at the start of the year. Their end of year trip to Crow Canyon Archeological sites wrapped up the year with great memories. They spoke about Athletics and PE and addressed concerns about athletics offerings; after school athletics were offered - volleyball, basketball, ultimate frisbee and cross country; they created friendships with other schools. PE included participation in individual sports, team sports and personal health & fitness., running cross-country, playing basketball, jump-roping and zumba classes. The vocations electives were divided into six weeks blocks and this year included photography, woodshop and videography; academics were divided into 6 six week blocks for 7 subjects, including creative expressions, PE, math, language arts, science, social studies and vocational electives. Broad basic views started the units progressing into more in depth research for personal interest and then presented to class; the students found it challenging & interesting; The play they presented this year was "Our Town", accompanied by a fully catered (by the students) dinner theatre. The students planned the whole event; there was 100% participation in athletics.

Out-buildings budget approval :

Tory moved to continue the project as currently scheduled.

Hilary seconded the motion which was unanimously approved.

- **MEF Funding Requests :**

*Lana moved that we approve the MEF funding request #2013-05 and #2013-06 as presented;
Tory seconded the motion which was unanimously approved.*

- **Monitor – EL-10 (Financial Planning and Budgeting)**

Jeromy monitored to EL-10.

*Stephen moved to accept Jeromy's interpretation of EL-10 as reasonable;
Dawn seconded the motion which was unanimously approved;*

- **Capital Campaign Update**

Work is being done on creating a video to accompany the campaign.

7:15 Policy Review

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

The Board reviewed EL-10 and there were no changes;

7:20 Supplemental Compensation for HOS for additional work

The Board had put into place last July a supplemental addendum to Jeromy's compensation based on duties above and beyond the usual with regards to establishing the middle school; Jeromy put forth a sustainability report for the Middle School.

*Lana Made a motion to release supplemental compensation to Mr. Jeromy as proposed;
Stephen seconded the motion which was unanimously approved;*

*Lana moved to extend the supplemental compensation contract for a second year;
Dawn seconded the motion which was unanimously approved.*

7:30 Discussion of Board Complaint

The subject was not present; the next step would include a follow-up with MEF and with the subject. The Board decided to use Roberts Rules of order using the Point of Order and reviewed bylaws on points of removal and Board Code of Conduct;

7:45 Administrative

- The minutes from the 5-23-13 meeting were reviewed and approved.
*–who ? Made a motion to approve the minutes with changes discussed.
Tory seconded the motion and the motion was unanimously approved.*
- A July meeting date was set for July 17th at 6pm.
- Lana gave an update on new MEF Board.
- Board self-assessment - we assessed how we behaved at this meeting.
- New Business - audit requires us to approve a letter of engagement with our auditors;
Lana made a motion to approve the letter of engagement for retaining Swanhorst and Co. for our auditors; Hilary seconded the motion which was unanimously approved.

8:14 Adjournment

Dawn made the motion to adjourn. Steve seconded the motion which was unanimously approved.

Douglas County Schools Montessori
Board of Directors Meeting Minutes
July 17, 2013

BOD Members in attendance: Shelly Biggs, Lana Van Egeren, Michael Hamilton and James Ullom

HOS: Jeromy Johnson

Members Absent: Hilary Fox, Helen Kretzmann and Tory Traut

6:01pm Call to Order by Lana

James will be acting as stunt Secretary

MEF Report:

Tom Brock – Rep the MEF

Their June operating balance is currently at \$162k.

They are still assessing the net profit of the last several fund raisers.

The SCRIP program generated 10k revenue which is lower from the previous year.

They have set the dates for the following fund raisers for 2013-2014:

- Fun Run on Sept 13
- Fall Fest on Oct 4th
- Spring Event on April 25th at The Sanctuary

Lana will distribute the new MEF roster to the BOD.

Tom asked about having a discussion about the use of Grants to fund MEF activities.

Jeromy discussed some of the grant activities experiences of the past and welcomed the continued discussion on finding and submitting for grants for various aspects of the school.

HOS Report by Jeromy

Middle School Facilities:

- There has been a change in the utilities contractor due to attempt by the current contractor to vastly increase their pricing.
- Jeromy has found a new contractor to replace the current one and at slightly less than the original. The net effect of the change is the loss of a week of time with respect to the utilities portion of construction, minimal impact on overall schedule.
- We are still on budget.
- Jeromy stated that the site doesn't show a lot of progress due to the sheer amount of site preparation that is required since the site is on a hill.
- Castle Pines is requesting surveys for their consideration. These actions are just time consuming but won't affect their approval as they have already given their approval and that won't change.

Middle School:

- Talking to the Teachers in the school about the middle school and its inclusion within the school.

- Middle school will have three staff members with a 80%+ dedication to the Middle school. Other 20% will be assigned shared duties within the overall school. The staff members have been hired and are Mr Mike, Mr Josh and Ms Allison.
- There are four new staff members across Primary through Upper Elementary.
- DCSM is over enrolled in Lower Elementary, most classes will have 28 however a few will have 29 due to increased retention of kindergartners to first grade.
- Lana asked if Janet has the support she needs for the school year. Jeromy answered Yes.

Due to Lack of quorum we will defer the Monitoring until later in the meeting

Policy Review:

GP-1 Global Governance Commitment : Reviewed, no changes

GP-2 Board Job Description : Reviewed, no changes

GP-3 Governing Style: Reviewed. The BOD acknowledged that the self assessment is now occurring monthly but does not necessitate change to the policy (Item #4)

7:00pm: Shelly Biggs joined the meeting and a quorum was had.

GP-6 Code of Conduct: A paper copy was handed out by Lana for signature as it is required to be signed by active BOD members annually. The BOD members in attendance signed their copy and provided those documents to Jeromy for scanning and storage. The remaining BOD members not in attendance will be obtained at the next BOD meeting.

Lana also provided last year's signed GP-6 documents to Jeromy for scanning and storage.

NOTE: When Dawn was appointed to the BOD last year there was not a new GP-6 signed obtained from her, though she had signed it in the previous year

A question was asked by Michael about when unique relationships of Directors with the school should be disclosed to the Board.

Jeromy suggested that an opportunity to be provided where these could be shared. It was agreed that this item be added to the Task Calendar (later in the meeting) to provide the opportunity to for Directors to share their experience with the school and any possible conflicts of interest they may have with those in the school.

GP-6: Reviewed, no changes

GP-8 Electronic Mail: Reviewed, no changes this meeting. James will bring in suggestions for new language to allow the policy to address security around Board email.

B/S R-5 Monitoring HOS Performance : Reviewed, updated the titles of the policies whose names had changed. Added an item for EL-10 in April.

Lana moved to approve the amended B/S R-5, Shelly seconded. Unanimously approved.

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

Lana discussed some issues that had been brought to the attention of the Board Chair. The idea that it is not only Board level grievances that should be discussed and considered for the monitoring to be complete. Jeromy discussed various issues he has experienced over the year and his actions.

Lana motioned to accept Jeromy's interpretation of the EL-1 as reasonable, Michael seconded the motion. Unanimously approved.

EL-1: Reviewed, no changes

Community Involvement

Hillary was not present to discuss the questions to be asked and details of the meeting. Lana will communicate with Hillary to confirm her facilitation of the meeting, communicate the questions to the Board ahead of the August meeting and send the communications out to the teachers to attend.

Election of Officers:

James as Secretary

Shelly as Treasurer

Hilary as Vice Chair, pending her confirmation

Lana as Chair

Shelly moves that the slate of candidates be: Lana as BOD Chair, Hilary as Vice Chair, James as Secretary and Shelly as Treasurer. The motion was seconded by Michael and unanimously approved.

Annual Board Meeting Schedule

Annual schedule will generally be set for last Tuesday of the month

Full Annual Schedule: Aug 27, Sept 24, Oct 29, Dec 3, Jan 28, Feb 25, Apr 1, Apr 29, May 20, June 24

Lana motioned to approve the schedule. Shelly seconded the motion. Unanimously approved.

Lana motioned that we include Board introductions to the Annual Task Calendar and approve the document with changes discussed, Michael seconded. Unanimously approved.

Approval of the June meeting minutes is tabled to the August meeting due to lack of Quorum of Directors who were present at that meeting.

Shelly motioned that the public posting location of the BOD agenda be at the two doors of the school: Staff Entrance and Main Entrance. Lana seconded the motion. Unanimously approved.

James will investigate the capability for Gmail to send an auto-notification to a Director's personal email address when an email is received in the Board Inbox.

Jeromy requested pictures of the new Directors and will check to see if he already has them and will coordinate with Helen.

Jeromy is comfortable with the current HOS Goals. The UIP goals will be updated with new UIP goals post SAC approval in October.

Reviewed the HOS Goals. James made a motion to approve the 2013 HOS Goals as amended. Michael seconded. Unanimously approved.

Tabled the discussion of Board training with Jim Weigel for the August meeting to obtain more information about Jim's availability.

New Business

Capital Campaign:

Michael requested status of the Capital Campaign.

Jeromy talked about how the filming is progressing. Plan to complete filming 7/18 and then begin editing and finalizing the video.

The video will be made available on the DCSM website along with other ideas to present the fund raising progress.

Michael proposed that there be a current BOD member, perhaps the Chair, provide an intro to the video as this campaign is being driven by the BOD. Jeromy will check with the folks making the video to see if it make sense within the story being told and time availability.

Michael asked to address the complaint lodged from the MEF. The discussions and conclusions from the previous two meetings were reviewed and Michael stated he was sorry for his approach.

10:17pm Lana motioned to adjourn the meeting and Shelly seconded, the motion to adjourn was unanimously approved.

Douglas County Schools Montessori Board of Directors Meeting Minutes

August 27, 2013

Board Members in attendance:

Shelly Biggs, Lana Van Egeren, Hilary Fox, Helen Kretzmann and James Ullom

Head of School: Jeromy Johnson

Members Absent: Tory Traut

6:05pm Community Involvement Work Session/ Teacher Discussion

6:50pm Call to Order: Reading of mission and Ends

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

#1 Possible issue with calling the office number.

- Call the number and get disconnected
- Call load ends up causing disconnects
- Jeromy suggests that they can run test to see when the problem exists

#2 Word is that American Academy has a bus to bring kids to school, and the question of whether this is an option for us, or even the option of coordinating with their buses was brought up.

- Jeromy said Co-Operating a bus is an interesting idea to be investigated.
- The issue is that we typically don't have enough kids in particular areas to make it financially work.

MEF Report (GP-1 – Global Governance Commitment, GP-3 Governing Style)

MEF representative: Kelli Martin

Their Bank account has \$166,354.13.

They are also drafting their written commitment for the middle school.

They have kicked off the Fun-Run event actions.

Fall Festival planning has begun and they are changing the focus to celebrate Fall instead of little booths and simple games. The interest from the community in the new plans has been positive.

A Social is being planned with the Board. Will be focused on building community from within. Hilary is the conduit for the Board in working with them.

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

Jeromy sent a Wember (Owner's Representative) update today. Then he discussed the challenges present in our current Middle School construction. Utilities are now happy with the plans and are contracted to do their tasks.

They are still on track for completion in December.

Jeromy had a good meeting with the MEF making sure that all the papers between MEF and DCSM are in proper order.

Jeromy handed out the "DCSM BOD Monthly Task Calendar"

Jeromy handed out a "UMB Brokered CD Program" as information for the Board.

- As part of the audit, discussions began about possibly investing our Bond Reserve Fund, which currently sits in CSAFE and earns very low interest.
- The Board looked at EL-12 (Asset Protection) as the policy in question.
- The Board does not really have approval authority, this is a decision of the MEF due to the funds being part of the building bond requirements and the bonds are held by the MEF.

Jeromy handed out "DCSM Charter School Budget – Variance W/O AA Report" as part of his monitoring report for EL-11 (Financial Conditions and Activities)

- Also discussed the "'12/'13 Revised Budget to Actual as of 6/30/2013"
- Discussion ensued.

Lana made a motion to accept moving the approval of the EL-11 until the Board's receipt of the final audit seconded by Shelly.

Unanimously approved by the Board. (What was the motion?)

Jeromy monitored EL-2 (Head of School Transition Planning)

- Discussion ensued about how the board wanted Jeromy to interpret specific notifications.

Lana moved to approve Jeromy's monitoring of EL-2 as a reasonable interpretation, seconded by Helen. Unanimously approved by the Board.

MEF Funding Request

Request 2013-7. Lana motioned to approve, Shelly seconded. Unanimously approved by the Board.

Jeromy asked to introduce new business: Special Education and Section 504 Compliance Plan

Lana made a motion to amend the schedule to address the Special Education and Section 504 Compliance Plan. Hilary seconded.

Shelly moved to accept the Special Education and Section 504 Compliance Plan, James seconded. Unanimously approved by the Board. Lana signed the document.

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

- B/S-R-1 – Global Board – HOS Linkage
Reviewed, No Changes
- B/S-R-2 – Unity of Control
Reviewed, No Changes
- B/S-R-3 – Accountability of the HOS

Reviewed, No Changes

- GP-11 – Transition Planning
Reviewed, Suggested changes for the paragraph after Accordingly be reformatted the listed choices as a list rather than a paragraph.
Lana made a motion to accept the changes to GP-11 as discussed, Shelly seconded.
Unanimously approved
- EL-2 Head of School (HOS) Transition Planning
Several people had the old version. Reviewed, No Changes
- EL-11 (Financial Conditions and Activities)
Reviewed, No Changes (spaces)
- GP-8 Electronic Mail – Approval of Revisions
Lana moved to approve to accept the changes as presented, James seconded. Unanimously approved.

Administrative

- Approve minutes 6/27 (Helen) and 7/17 (James)
6/27 Minutes: Hilary moved to approve to BOD minutes for June 27 meeting as they now have quorum of attending directors. Lana seconded the motion. A vote was taken: Helen - ay, Hilary - ay and Lana –ay Shelly and James abstained. The minutes were approved with 3 ay's and 2 abstentions.

7/17 Minutes: Lana moved to approve the minutes with the edits discussed, Shelly seconded. A vote was taken: James - ay, Lana – ay, Shelly - ay. Hilary- abstained Helen abstained. The minutes were approved with 3 –ay votes and 2 abstentions.
- Board training dates with Jim Weigel and agenda discussion
Suggested Oct 1st & 3rd for the 2-2.5 hour training
Identified the three topics to be addressed in the training.
- Assign MEF meetings – discussion of MEF/Board community building (Hilary)
Sept: Hilary
Oct: Helen
Nov: Shelly
Jan: Lana
Feb: James
Mar: TBD
April: TBD
May: TBD
- Follow up on Gmail Notification options (James)
A way to have DCSM Gmail accounts auto-notify that email had been received was not found.
- Resignation and vacancy appointment
Michael Hamilton sent a resignation to Lana as chair, citing medical reasons. Discussed a process to fill the vacancy and we have a plan to fill it.
- New Business

Hilary asked if we should add Jeromy to the Private roster.

Hilary asked about an email for Charter Schools from Francine.

- **Board Self-Assessment**

There were several side discussions. Lana mentioned there had been a timekeeper and reminded everyone that they can call a point of order to keep the meeting on track.

Adjournment

10:15pm Lana motioned to adjourn, Shelly seconded. Unanimous vote.

Respectfully submitted,

James Ullom

Secretary DCS Montessori Board of Directors

Douglas County Schools Montessori
Board of Directors Meeting Minutes
September 24, 2013

Board Members in attendance:

Lana Van Egeren, Hilary Fox, James Ullom, Tory Traut, Helen Kretzmann

Head of School: Jeromy Johnson

Members Absent: Shelly Biggs

6:02pm

Call to Order: Reading of the mission and Ends-1 by Lana

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

None

MEF Report (GP-1 – Global Governance Commitment, GP-3 Governing Style)

Christine Martin Reporting

Jean Dupper will have the middle school commitment letter by next week.

Fun Run numbers: \$68,030 with \$2250 in sponsorships. Participation rate was at 70%.

The MEF spent roughly \$5k on expenses (shirts, water bottles, etc.)

Discussed some ways to increase participation and changes in some of the events to increase interest.

The MEF has a current balance of \$195,533.18

SCRIP is currently operating at a \$13k net loss, this means the school currently in possession of \$13k in unsold SCRIP inventory. In time as the inventory is sold it will turn a profit.

Fall Festival is coming along and they already have 7k in sponsorships.

Restaurant nights: Pasquinis @ 10/3, Chick-fil-a @ 10/12, Noodles @ 1/22, Request into Chipotle March and working on Red Robin.

They are trying to setup a Mother Son event in May

Helen arrived @ 6:15pm

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

- Middle School Facilities and Financials

Connor Bancroft gave an update on the progress of the Middle School construction:

Schedule: Initial delay was result of the city and the easements. The bids initially came back higher than possible and took a month to bring in line. Then issues with the Utility contractor added more time. The recent rain also introduced issues (Aug and last weeks) and added two weeks of delay. Jeromy and Connor worked up a plan to make up some of the time which involves starting the steel framing before concrete slabs. Still targeting a Dec timeframe but more in the late Dec than early.

The budget impact: There will be some due to erosion control but it will be within the budget. There were line items in the budget to anticipate this sort of thing. Connor does not anticipate more involvement from the city.

Hilary asked if Middle School status has been communicated to parents. Jeromy intends to put together an update on the Middle School following the rain and its impact.

Jeromy is discussed the middle school in its current space and plans for enhancing learning, as well as the current staffing arrangements and progress.

- MEF Funding Request

#1: Submitted the funding for Wember, DLH and Frontier and internal DCSM reimbursement.

#2: IREA Electricity infrastructure: Came in under budget

Both are part of the MEF's funding commitment.

He is balancing the Invoices paid by DCSM and the MEF to ensure that they are participating in the payment so that everyone shares the ongoing costs and financial involvement.

Lana motioned to approve Request #1 2013-8 and #2 2013-9 MEF funding. Hilary Seconded the motion. Unanimously approved. Lana signed the funding requests.

Jeromy has dealt with an angry parent about the Middle School and successfully discussed the project's issues with them so that they have a better understanding of how things have evolved.

- Monitor

- EL-7 (Treatment of Staff)

Had made changes to dealing with Social Media. The teacher survey reflects that the teachers feel increasingly supported by the HOS.

Hilary motioned to accept Jeromy's interpretation of the EL-7 as reasonable. Tory Seconded. Unanimously approved.

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

Jeromy mentioned that the web site is under redesign work to make things more accessible and intuitive. Discussion ensued around Jeromy's monitoring report.

Lana motioned to accept Jeromy's interpretation of the EL-5 as reasonable, Helen seconded. Unanimously approved.

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

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

Removed the italics throughout the doc. Hilary made a motion to amend the policy. Tory seconded the motion. Unanimously approved.

- B/S-R-5 Monitoring of HOS Performance
Reviewed. No change. Lana will ensure the Calendar portion is made current to previous approval.
- EL-7 Treatment of Staff
Reviewed, no changes.
- EL-5 Treatment of Students, Family and Community
Reworded #11 to remove "tenants" and make the statement more clear about "establishing communication guidelines". Lana motioned to approve the amended EL-5, Hilary seconded. Unanimously approved.

Administrative

- Approve minutes 8/27 – James
Discussion. Hilary moved to accept the minutes with the edits discussed. Lana seconded. ROLL CALL: Hilary -ay, Lana -ay, Helen -ay, James -ay, Tory – Abstain. Approved on account of 4 approvals and 1 abstention.
- Committees: Standing: HOS Evaluation, Finance
HOS Evaluation Committee: Lana, Hilary (lead). James motioned to accept the appointment of Lana and Hilary to the HOS Evaluation Committee. Tory seconded the motion. Unanimously approved.

Suggestion of an AdHoc Committee about the Capital Campaign in conjunction with the MEF. The Board was supportive in the participation of the creation of the adhoc committee. Lana will start the involvement to follow up on long-term committee member selection.

- Capital Campaign – Hilary
The directors viewed the work in progress capital campaign video and agreed that further discussions are required to hone in on the audience and message of the video.
- Board training dates with Jim Weigel 11/5/13 5:30 p.m.
Board Carver Training will be on Nov 5th 5:30pm
- Vacancy appointment
Reviewed the application and discussed the appointment of a 7th Board member process.
Tory moved to appoint Jeff Caron to the Board. Helen seconded. Unanimously approved.
- New Business
Discussed the upcoming Fall Festival.

- Board Self-Assessment

10:08pm Adjournment

Hilary moved to adjourn, Helen seconded. Unanimously Approved

Respectfully submitted,

James Ullom

DCS Montessori Board Secretary

Douglas County Schools Montessori Board of Directors Meeting Minutes

October 29, 2013

Board Members in attendance:

Shelly Biggs, Jeff Caron, Hilary Fox, Helen Kretzmann, James Ullom

Head of School: Jeromy Johnson

Members Absent: Lana Van Egeren, Tory Traut

6:04pm

Call to Order: Reading of mission and Ends

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

None

MEF Report (GP-1 – Global Governance Commitment, GP-3 Governing Style) – Tom Brock

2013 DCSM Financials have been audited and approved.

The new fiscal year started on July 1st.

Report on their first quarter: They had two fund raisers.

Fun Run: \$39k in net profit

Fall Festival: should be \$5-7k in profit

Scrips: \$2,100 in profit. They expect more activity from the upcoming Holidays.

Their main expenditures: The Middle School funding

Their future activities: The Capital Campaign for DCSM. They are looking to put three people on that committee along with two from the board.

Hilary asked about decisions concerning their Fund Reserve: They are looking into ways to invest the money to rather than just have it sit around. Jeromy asked Tom if they would be interested in reviewing the Board's restrictions concerning the matter to see if they could/may guide them as to what they are looking to try to achieve for the school.

SAC Update – UIP Goals – Jeromy or SAC representative

The SAC has completed their goal selection and they have selected the three goals to be focused upon.

1st: Parent Communication: Exploring a digital grade-book program, looking for volunteers to be first adopters. Targeting the middle school but hoping a system will work so that it can be used across the school. Will continue to have the Parent Classes. The content will change each year.

2nd: Writing and Math (focus on catch up) are the other two goals from the UIP.

Math scores are up again, we are in the top 18% in all categories in DCSD.

Discussed Khan Academy and its ability to enhance and help kids in a catch up situation.

We rank 91% in science in the state, state average is 71%

3rd: Exploring if students are turning to science works if presented to them.

Jeromy discussed the technology direction of looking to transition from a dedicated Tech special to more integrated within the classroom experience.

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

- Middle School Facilities and Financials

After giving us a Feb move-in date Jeromoy had them try again and they came back with a plan that could have the middle school with their Temp Occupancy Permit after the Holiday break then a Permanent Occupancy Permit about a week after that, allowing that all things happen well.

Jeromy talked about his explanation that he gave to the Middle School kids and how the rearrangements of class and room utilization are working well and that the three teachers are supporting the kids well.

The basement in the building is poured and asphalt is about to be laid town.

The wireless fire line did not pass inspection so CenturyLink is putting in a hard line between the schools to support the fire line requirement.

After talking to the Middle School students, Jeromoy sent out a status email to the current Middle School parents so they too know the current status as well.

Jeromy also discussed a pending change order from the costs incurred due to Sept rain impact.

Jeromy informed the Board as to some cost increases in the Middle School that will further utilize the Contingency funds:

- 1) Bathroom tile issue to support the Commercial code water line requirements. Could go tile (more expensive, long lasting) or linoleum (cheaper, routine replacement). ~8.5k
- 2) Finish on the concrete floor: To do the proper floor would cost an additional ~6k.

Jeromy discussed the Building and Grounds update and perhaps looking at delaying some things in order to use the money in covering some of the Middle School completion items.

- Amendment 66: facts for our school

Jeromy discussed the bills positive and negative intents and how they would impact DCSM. In summary, the bill's net effect on DCSM is that it would be a wash for the school given the various financial increases and decreases.

- MEF Funding Request

MEF Funding Request: \$7,562 of reimbursement from the MEF. Request Number: 2013-10. Hilary moved to approve the funding request, seconded by Shelly. Unanimously Approved.

- Monitor

- EL-4 (Building Security and Physical Safety)

Jeromy discussed his EL-4 provided to the board. Slightly updated disciplinary numbers and updated drill stats.

Jeromy discussed building security and our future involvement in the Sky Marshal program and the Lock Down procedure and its intent.

Shelly made an motion to accept Jeromy's interpretation of the EL-4, Helen seconded, Unanimous Vote

- EL-10 (Financial Planning and Budgeting) & EL-11.1 (Quarterly Budget)

Janet discussed the School Budget and Audit Summary for the 12/13 as of 6/30/2013. Also discussed the 13/14 as of 9/30/2013 Budget.

Hilary moved to accept the audit, Shelly seconded. Unanimously accepted

Hilary motioned to approve the monitoring EL-11 as reasonable based on the final audit

information presented.

Roll Call: Shelly: aye, Helen: aye Hilary: aye, James: aye Tory (he is marked as absent?) - abstained and Jeff -abstained. Vote was approved with 4 ayes and 2 abstentions.

Hilary motioned to move the monitoring of EL-10 to November for consideration of the revised budget.

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

- GP-4 (Agenda Planning)
Reviewed, no changes
- GP-5 (Officer Roles)
Removed Part C (Secretary) Part #4 from the role of the Secretary. Added a monitoring of Exit Interview summaries to Jeromy's March Enrollment reporting. That line "D-3" will be removed. Copying D-4 to replace C-5 (which will become C-4).
Hilary motioned to approve the accept GP-5 with the changes, Jeff seconded. Unanimously Approved.
- GP-7 (Board Committee Principles)
Tabling until November to review to consider rewriting item #5.
- GP-9 (Cost of Governance)
Update item 1-c to change "owners" to "Members". Jeff motions to accept the changes to GP-9, Hilary seconded, Unanimously Approved
- EL-4 (Building Security and Physical Safety)
Reviewed, No Changes
- EL-10 (Financial Planning and Budgeting)
Moved to Nov

Administrative

- Approve minutes 9/24 – James
Approve Sept Minutes:
Roll Call: Hilary: aye, Helen: aye Jeff: Abstain, Shelly: Abstain, Tory - aye: I, James: aye. Minutes were approved with 4 aye votes and 2 abstentions.
- Community Engagement: Plan for teacher invite
Teacher Meeting: Discussed when to have the next teacher meeting. Hilary will send the Directors the questions for review and plan to invite all teachers and Jeff will moderate while Jeromy will facilitate the note board. Plan to start at 5:15pm, prior to the Dec 3rd Board of Directors meeting.
- Capital Campaign – Hilary
Discussed 1) Possible Audience, 2) Target is still 250k, 3) Open to still crafting the message 4) The role of the committee to develop the answers to these topics.
- Board training dates with Jim Weigel 11/5/13 5:30 p.m.
- Possible resolution regarding Amendment 66
There was no resolution from the Board on Amendment 66.
- New Business

None

- Board Self-Assessment

9:45PM

James moved to adjourn, seconded by Shelly. Unanimously approved.

Adjournment

Respectfully submitted,

James Ullom

DCS Montessori Board Secretary

Douglas County Schools Montessori Board of Directors Meeting Minutes

November 5, 2013

Board Members in attendance:

Shelly Biggs, Jeff Caron, Lana Van Egeren, Hilary Fox, Helen Kretzmann, Tory Traut, James Ullom

Head of School: Jeromy Johnson

5:34pm

Call to Order

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

None

Middle School Facilities Update and discussion of future needs from the Board

Jeromy discussed the current status of the Middle School construction. He also covered the recent changes in planning and expectations due to recent meetings with the responsible parties. Construction team had put forth a plan that had placed move in back into February however after directing them to develop an acceptable plan they returned with a plan that best case could mean a Temporary Occupancy permit by the end of the Holiday break followed by the official permit the following two weeks. Worst case would mean move in at the end of January.

Discussions were had about the value of having the involvement of the owner advocate company. When asked to present a value statement it looks as though the money their involvement has saved equaled the amounts that have been paid to them.

Discussions were had about injecting more of the Board's direct oversight of the middle school construction. Eventually everyone agreed that will the project so close to being completed and that things are starting to head in the right direction that additional direct oversight was not needed at this time. Jeromy did invite the directors to attend the weekly building update meeting he has with the construction team if they would like to. The Board decided by consensus to have a Director attends the weekly building update meetings with Jeromy when possible.

6:54pm

Carver Training Session: Jim Weigel commenced

New Business

None

9:14pm

Tory moved to adjourn, Hilary seconded. The motion was unanimously approved.

Respectfully submitted,

James Ullom
DCS Montessori Board Secretary

Douglas County Schools Montessori Board of Directors Meeting Minutes

December 3rd, 2013

Board Members in attendance:

Lana Van Egeren, Jeff Caron, Hilary Fox, Helen Kretzmann, James Ullom

Head of School: Jeromy Johnson

Members Absent: Shelly Biggs, Tory Traut

5:15pm: Work Session: Community Involvement – Teacher input

No teachers were present.

Entered into a Board Working Session.

Budget was discussed and school enrollment was discussed.

Budget Review:

Jeromy discussed the slight enrollment drop at the start of school due to mainly a series of events occurring to families initially enrolled in Primary.

Middle school is viewed as one classroom, the classroom size is 28 students per class.

The plan is to eventually communicate how DCSM will manage the expected higher enrollment in the Middle School.

Lana asked about the HVAC numbers within the budget and Jeromy discussed the work they had done during the Thanksgiving break and were able to improve the HVAC and found and resolved some issues that could be implemented now but further changes to the HVAC are continuing to be investigated for potential work to be performed in the next year.

Hilary asked about the Classroom Technology. Jeromy talked about the computer replacements and the wireless network access across the school.

Jeromy discussed the Middle School status. Still has \$32k of the contingency left. They are temporarily heating the building to keep construction moving forward. Gas is in and the plumbing inspection has occurred. Progress will continue unabated (save for a snow day).

Special Ed fund. Putting \$10k a year each year to build up to a \$50k reserve to serve to fund legal issues if they were to occur. Jeromy talked to what might happen to the money if we were to return to using the District's services in the future.

6:02pm

Call to Order: Reading of the mission and Ends were done by James

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

None

MEF Report (GP-1 – Global Governance Commitment, GP-3 Governing Style)

Report given by Christine Martin

Their last meeting was Nov 19th.

Jen Grafton had resigned from the MEF however the MEF is not in a rush to fill the position as they are fairly well attended.

The MEF are taking photos of their members to place on their web site.

Tom had reported on the MEF bank account: there is \$158k in the account as of Oct 31st, \$156k as of Nov 30th.

Outstanding amount due to the school: \$96,207.

They discussed getting a few debit/credit cards for key MEF members to ease the process of purchases for MEF activities.

Wember provided a report at the MEF Meeting and stated that they were saving the school money through their involvement, about \$2k, on the Middle School project.

Capital Campaign: Looking to not limit it to the Middle School. Doing a presentation at the Spring Event (Apr 25) about the Direct Giving.

They are looking into ideas to raise Scrip participation.

Father/Daughter Event: Feb 22nd. The tickets are \$50 per Father/Daughter pair and they plan on having more food at the event than last year as that was a common comment.

Spring Event (Apr 25) will be held at the Sanctuary They are trying out using an app to enable bidding by mobile phone.

Mother/Son kickball event will be held on May 16th at the Double Angle Ballpark from 6-8pm. The kids from Primary will play first followed rest of the school.

Appropriating Resolution, 2013/2014 Reserves Balances and Revised Budget:

Lana moved to approve the resolution and Hilary seconded the motion. Unanimously approved.

Lana signed documents.

MEF Funding Request (Request # 2013-11)

Jeromy has been more ostentatious in the weekly meeting with the Middle School construction team and things have been moving along as they should to reach completion.

Lana made the motion to approve, second by Jeff. Unanimously approved. Lana signed the request.

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

- **Middle School Facilities and Financials**

Mechanical is fully installed, electrics still need to go in, plumbing is installed and has been inspected. They are now running conduit through the building and they have done an outlet walk through. After the electric is in and inspected then they can begin to put up walls.

The bathroom floor is going to be tile and is a single person bathroom.

The floor's finish is the kind that will last the lifetime of the building (50-75 year lifetime).

Rick will be supporting the maintenance on both buildings however the level of maintenance of the new building is expected to be significantly lower for the next several years.

The latest estimates for move in is for 2nd week of January in the best of circumstances however end of January is more likely.

The project has been turned over to the site superintendent.

Jeff asked about the status of the contract review. Jeromy discussed that he has left that process to the MEF and they have taken over the discussion. MEF seems to be happy with the responses they have received to their inquiries.

Hilary brought up the topic of when do we disengage from Wember. Jeromy mentioned that they are currently contracted through January.

- Monitor
 - EL-10 (Financial Planning and Budgeting)
The board has approved the budget. The monitoring document will be provided at the next meeting so monitoring was deferred until the January meeting.
 - Ends-1
Jeromy presented the Ends Monitoring Report.
Had a discussion about using the district reporting and how it's now repurposed to reflect the school's ends.
Deferring the review of the monitoring until the January meeting to have a more detailed explanation of the numbers in the report.

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

- GP-7 (Board Committee Principles)
Had a discussion about item #5 to bring clarity to its intent. Reviewed no changes.
- EL-10 (Financial Planning and Budgeting)
Deferred until the January meeting.

Board discussing Ends questions

The board discussed about the Ends questions being asked of the teachers and how they relate to the ends.

Administrative

- Approve minutes 10/29
Minutes we reviewed. James motioned to accept Oct, second by Jeff.
Roll call Vote - Lana: Abstain, Hilary: aye, Helen: aye, Jeff: aye, James: aye, the minutes were approved by a vote of 4 aye's and 1 abstention.
- Approve minutes 11/5
Minutes were reviewed. Lana motioned to accept the minutes with revisions, Helen seconded.
Unanimously approved.
- HOS Evaluation Plan – Approval
Hilary discussed the surveys for the HOS and the Directors. Reviewed and revised the area of work indication to include Middle School and to separate the Elementary section into Lower and Upper Elementary.
Helen moved to approve the evaluation schedule and to authorize Lana and Hilary to conduct the survey as presented. Unanimously approved.
- Capital Campaign – Lana

MEF discussed expanding the campaign to include the whole school rather than focusing on the Middle School. Perhaps looking into breaking out individual items people can donate to rather than a single big general funding. Suggested reevaluating the debt option for the remaining buildings. If we go the capital campaign route may be best to hire someone to run it.

- Review MEF schedule/meetings
Jan 15th 8:30am Lana
Future MEF meeting Board representatives will be reviewed at the next meeting.
- New Business
Board decided to continue to have the Teacher meetings. The Board will plan to have the next Teacher meeting at the next scheduled teacher meeting date.

Lana was CC'd on the email concerning the parent who is dissatisfied with various events of the school. Lana and Hilary are going to follow through with the parent on their options if they want to file a grievance.

- Board Self-Assessment

Adjournment

Jeff moved to adjourn, Helen seconded.

Unanimously approved.

10:41pm: Meeting adjourned

Respectfully submitted,

James Ullom

DCS Montessori Board Secretary