

**MEETING OF THE BOARD OF DIRECTORS (the "board")
DCS MONTESSORI CHARTER SCHOOL (the "school")
Monday, January 22, 2024**

Directors Present: Anna Zimmermann (Chair), Ying Zhu (Vice-Chair), Margaret Brawley, Meghan Rieth, Adriana Sosa (Secretary), and John Liepins

Directors Absent: Kari Stanley (Treasurer)

Head of School ("HOS") Present: Jeromy Johnson

The meeting was called to order by Director Zimmermann at 6:04 p.m. Director Zimmermann read the Mission and Ends.

Public comment: No members of the public were present.

HOS Report: Jeromy Johnson

Monitoring Report: (EL-8, EL-11.1, EL-13)

The HOS and Board reviewed the monitoring reports for EL-8, EL-11.1, and EL-13. A discussion ensued. Following such discussion, a motion to approve EL-8 and EL-13 as reasonable interpretations was made by Director Zimmermann and duly seconded by Director Sosa. All members of the Board approved the motion.

Policy Review: (EL-8, GP-12, GP-13, GP-14)

The Board reviewed policies EL-8, GP-12, GP-13, and GP-14 for potential changes. No changes were suggested to EL-8, GP-12, GP-13, and GP-14.

Administrative:

Directors Zhu and Liepins provided an update on the HOS Evaluation. In order to closely align with GP-15, Directors Zhu and Liepins provided two recommendations:

1. Conduct the HOS evaluation in February with existing data from SAC Parent survey, the existing Staff questionnaire and the existing Board survey.
2. In parallel, the Board shall work to set the newly updated questionnaire, targeting completion of Board survey by May and Staff survey for the Fall. In addition, the Board shall then review the Parent survey devised by the SAC for any suggestions or alignment with the new HOS evaluation construct.

Minutes from the December meeting were reviewed. Director Zimmermann motioned to approve the minutes, Director Zhu seconded. Director Brawley abstained. All other Directors present approved the motion.

The Board discussed the Board Retreat, where strategic planning will take place. This will likely be scheduled in March or April.

The Board conducted a self assessment per GP-10, set 2.

Adjournment:

Motion to adjourn made by Director Zimmermann at 8:19 p.m. Director Sosa seconded. All present board members approved the motion.

Respectfully submitted,

Adriana Sosa
DCS Montessori Board of Directors

**MEETING OF THE BOARD OF DIRECTORS (the “board”)
DCS MONTESSORI CHARTER SCHOOL (the “school”)
Tuesday, February 12th, 2024**

Directors Present: Anna Zimmermann (Chair), Ying Zhu (Vice-Chair), Margaret Brawley, Adriana Sosa (Secretary), and John Liepins

Directors Absent: None

Head of School (“HOS”) Present: Jeromy Johnson

The meeting was called to order by Director Wood at 6:00 p.m. Director Sosa read the Mission and Ends. Director Sosa was appointed to keep the minutes.

Public comment: No members of the public were present.

HOS Report: Jeromy Johnson

The HOS proceeded with presenting the salary survey and a few options to adapt salary schedules.

Director Brawley motions that the salary schedule that matches the DCSD for a starting salary and their posted increases of 2% steps is approved with the caveat that any surplus in the budget annually stemming from the MLO is then put up for consideration for further salary increases, staff retentions, bonus and resource additions to the school upon further approval by the Board. Director Zhu seconded the motion. All Directors present approved the motion.

Monitoring Report: (EL-9)

The HOS and Board reviewed the monitoring reports for EL-9. A discussion ensued. Following such discussion, a motion to approve EL-9 as reasonable interpretations was made by Director Sosa and duly seconded by Director Zimmermann. All members of the Board approved the motion.

Solar Panel Update. The HOS summarized the three bids received for the school solar panel installation. A discussion ensued regarding three proposals:

Veregy - \$1.3 Million -291 kWh - \$4124/kWh

Namaste - \$423,000 - 172 kWh - \$2460/kWh

Vanguard - \$497,000 - 226 kWh - \$2200/kWh

Director Sosa motioned to empower the head of school to retain solar panels for installation at the roof of the main building located at 311 Castle Pines Parkway with Vanguard for the price mentioned herein, provided no significant changes are presented in the price plan or references check. Director Zimmermann seconded. All approved. Director Zhu excused herself from voting.

Policy Review: (EL-9)

The Board reviewed policy EL-9 for potential changes. No changes were suggested to EL-9.

Administrative:

Directors Liepins and Zhu provided an update on the HOS Evaluation, which is on target. An executive session will be held on 2/29/24 at 6:00 p.m. to review the evaluation.

Minutes from the January meeting were reviewed. Director Zimmermann motioned to approve the minutes, Director Brawley seconded. Director Stanley abstained. All other Directors present approved.

Strategic planning was set for 4/4/2024 at 5:30 pm, location to be determined.

Director Rieth resigned from her board duties and appointment of a successor was discussed.

The Board conducted a self assessment per GP-10, set 1.

Adjournment:

Motion to adjourn made by Director Zimmermann at 7:48 p.m. Director Liepins seconded. All present board members approved the motion.

Respectfully submitted,
Adriana Sosa
DCS Montessori Board of Directors

**MEETING OF THE BOARD OF DIRECTORS (the “board”)
DCS MONTESSORI CHARTER SCHOOL (the “school”)
Wednesday, February 29, 2024**

Directors Present: Anna Zimmermann (Chair), Adriana Sosa (Secretary), Ying Zhu (Vice-Chair), Margaret Brawley, Kari Stanley (Treasurer), and John Liepins

Directors Absent: No

Head of School (“HOS”): Not present

The meeting was called to order by Director Zimmermann at 6:06 p.m. Director Liepins read the Mission and Ends.

Public comment: No members of the public were present.

At 6:08pm Director Zimmermann motioned to move into executive session per CRS 24-6-402 - Personnel Matters concerning the Head of School Evaluation, Director Sosa seconded. The motion passed.

At 7:41 Director Zimmermann motioned to move out of executive session, Director Sosa seconded the motion. The motion passed unanimously.

Director Sosa moved to approve the HOS Evaluation Summary with edits, Director Brawley seconded. The motion passed unanimously.

Director Zimmermann motioned to empower the HOS Committee to conduct an annual review and renew the contract with the HOS, Director Sosa seconded the motion. The motion passed unanimously.

Update on Board position - Cecilia Newell reached out to Director Zimmermann to inquire about the open board position and plans to be present for the March meeting.

New HOS evaluation questions - Director Zhu motioned to approve the new HOS evaluation survey questions as revised during this meeting. Director Zimmerman seconded. All directors approved.

Adjournment:

Motion to adjourn made by Director Zimmermann at 8:25 p.m. Director Liepins seconded. All present board members approved the motion.

Respectfully submitted,
Adriana Sosa
DCS Montessori Board of Directors

**MEETING OF THE BOARD OF DIRECTORS (the “board”)
DCS MONTESSORI CHARTER SCHOOL (the “school”)
Tuesday, March 6th, 2023**

Directors Present: Anna Zimmermann (Chair), Adriana Sosa (Secretary), Ying Zhu (Vice-Chair), Margaret Brawley, Kari Stanley (Treasurer), and John Liepins

Directors Absent: No

Head of School (“HOS”) Present: Jeromy Johnson

The meeting was called to order by Director Zimmermann at 6:05 p.m. Director Sosa read the Mission and Ends.

Public comment: Cecilia Newell was present. No other members of the public were present.

Open Board Seat Appointment: The Board reviewed Cecilia Newell’s qualifications. Director Zimmermann motioned to appoint Cecilia Newell for the open board seat throughout the end of its tenure this school year. Director Liepins seconded. All other directors approved the motion.

Annual Enrollment Report and Exit Survey Results from Registrar: Ms. Brycie Strother, Office Manager / Registrar, presented the Annual Enrollment Report and Exit Survey Results to the Board. A discussion ensued.

HOS Report: Jeromy Johnson

The HOS and Ms. Rachel, DCS Montessori Business Manager, gave the Board a finance update and presented the proposed budget for 2024/2025. Director Zimmermann motioned to approve the proposed budget. Director Stanley seconded. All other directors present approved the motion.

Next, the HOS gave the Board a staffing update. A discussion ensued.

The HOS and Board reviewed the monitoring report for EL-15. A discussion ensued. Following such discussion, a motion to approve EL-15 as reasonable interpretations was made by Director Sosa and duly seconded by Director Brawley. All members of the Board approved the motion.

Policy Review: (GP-10)

The Board reviewed policy GP-10 for potential changes. No changes were suggested.

Administrative:

Minutes from the February 12th Board meeting were reviewed. Director Zimmermann motioned to approve the minutes, Director Brawley seconded. All other Directors present approved, except for Director Newell who abstained.

Minutes from the February 29th meeting were reviewed. Director Zimmermann motioned to approve the minutes, Director Brawley seconded. All other Directors present approved, except for Director Newell who abstained.

Director Zhu left the meeting at 7:27pm.

The board strategic planning meeting is set for 4/4, Thursday, at 5:30pm.

The HOS will leverage the call for candidates based on prior approved Board messaging and will conform the schedule as mandated by the school bylaws.

The Board conducted a self assessment per GP-10, set 2.

Adjournment:

Motion to adjourn made by Director Zimmermann at 7:49 p.m. Director Liepins seconded. All present board members approved the motion.

Respectfully submitted,
Adriana Sosa
DCS Montessori Board of Directors

**MEETING OF THE BOARD OF DIRECTORS (the “board”)
DCS MONTESSORI CHARTER SCHOOL (the “school”)
Monday, April 15th, 2024**

Directors Present: Anna Zimmermann (Chair), Ying Zhu (Vice-Chair), Kari Stanley (Treasurer), Cecilia Newell and John Liepins

Directors Absent: Adriana Sosa (Secretary), Margaret Brawley

Head of School (“HOS”) Present: Jeromy Johnson

The meeting was called to order by Director Zimmermann at 6:01 p.m. Director Liepins read the Mission and Ends and captured board minutes throughout the meeting.

Public comment: No members of the public were present.

Meet the Candidates for Board elections: There are currently 3 candidates for the 3 open Board positions. Call for candidates will continue until 4/17/2024. Director Zimmermann made a brief statement.

HOS Report: Jeromy Johnson

The HOS gave the Board a staffing update. A discussion ensued.

Next, the HOS provided a Q3 variance report in accordance with EL-11.1 (Quarterly budget monitoring). A discussion ensued.

The HOS and Board reviewed the monitoring report for EL-6 Discipline and Prevention of Bullying. A discussion ensued. Following such discussion, a motion to approve EL-6 as a reasonable interpretation was made by Director Zimmermann and seconded by Director Stanley. All members of the Board present approved the motion.

Policy Review: (EL-6 Discipline and Prevention of Bullying)

The Board agenda as distributed contained a typo and included policy review of EL-3 (Communication and Support to the Board). Per the Board Monthly Task Calendar, review of EL-3 will occur in May, and review of EL-6 is conducted in April.

The Board reviewed policy EL-6 for potential changes. The following policy modifications were drafted. Editorial note: added words are in **blue**.

- Revise item #3 to read “Communicate with students, staff, and parents **a minimum of twice per year** that bullying will not be tolerated. Communication(s) shall include information as to how DCSM implements bullying prevention and education.”
- Re-number current item #4 to be #5, current item #5 to be item #6
- Add a new item #4 that reads “**Provide Discipline and Bullying Prevention Guidelines within the Student & Parent Handbook.**”
- Add a new item #7 that reads “**Engage mental health professional staff in the development and implementation of anti-bullying programming and services consistent with current best practices.**”

Director Liepins motioned to approve the policy modifications to EL-6 as documented in the minutes above. Director Zimmermann seconded. All members of the Board present approved the motion.

Administrative:

Minutes from the March 11th Board meeting were reviewed. Director Liepins motioned to approve the minutes, Director Zhu seconded. All members of the Board present approved the motion.

The draft motion to update EL-10 and EL-11 was deferred to the May board meeting when Director Brawley and Director Sosa can be present.

The board reviewed the goals discussed at the strategic planning meeting that occurred on Thursday April 4th. A discussion ensued. The set of Goals discussed are:

- Explore landscape and opportunities for broadening foreign language curriculum offerings.
- Mental health scaffolding and professional development internally with documented processes and communication for parents.
- Retain the Sustainability goal

The Board conducted a self assessment per GP-10, set 1.

Adjournment:

Motion to adjourn made by Director Liepins at 8:26 p.m. Director Zimmermann seconded. All present board members approved the motion.

Respectfully submitted,
John Liepins
DCS Montessori Board of Directors