

## Compass Montessori Board of Directors Annual Agenda for Academic Year 2016/2017

Unless otherwise noted, there will be one meeting each month on the fourth Tuesday at 6:00 pm. The November and December meeting will be combined and will occur on the first Tuesday of December. The May and June meetings will be combined into the June Board Intensive. Two extended “intensive” meetings will occur each year to allow deeper dives into key issues facing the school and/or trainings; these meetings occur in January and June. Meetings in odd numbered years will be at the Golden campus, even numbered years will be held at the Wheat Ridge campus. If the March meeting falls during Spring Break, the meeting will be rescheduled to the week before or after.

### Meeting Dates of Compass Board of Directors for the 2016–2017 School Year

July 26	WR campus	6 p.m.
August 23	WR campus	6 p.m.
Sept 27	WR campus	6 p.m.
Oct 25	WR campus	6 p.m.
Dec 6	WR campus	6 p.m.
Jan 21 Intensive	GD campus	8 a.m. to 2 p.m. (Sat)
Feb 28	GD campus	6 p.m.
March 21	GD campus	6 p.m.
April 25	GD campus	6 p.m.
May 23	GD campus	6 p.m.
June 3 Intensive	GD campus	8 a.m. to 2 p.m. (Sat)

### BOARD OF DIRECTORS’ BUSINESS MEETINGS:

#### Standard Agenda:

1. *Consent agenda* (approval of agenda, acceptance of previous month’s minutes (to be emailed and read prior to meeting), operational items ED wants to inform on and needs decision, but does not require discussion.)
  - a. Agenda approval
  - b. Decision preparation items
  - c. Committee reports
  - d. Executive Director Dashboard
  - e. Meeting Minutes
  - f. Substantive items that are straightforward/do not require discussion
  - g. Other
  
2. *Community Sharing*
  - a. Celebrate Compass
  - b. Community comment

3. *Updates and reports*: includes Strategic Plan updates and Teacher/Principal reports (scheduled early in the agenda in case they wish to leave after giving the report), Executive Director report, and Financial Oversight/Variance reports
4. Old Business
5. New Business (as identified by emailing the chair with issues at least one week prior to meeting, also including month's business from Annual Agenda)
6. Executive Session – topics as needed/appropriate

ED – Executive Director

WR – Wheat Ridge

GD – Golden

BoD – Board of Directors

**Items provided to BoD prior to meetings:**

- Previous month's variance report (provided by ED/Financial Oversight Committee)
- Previous month's minutes (provided by BoD Secretary)
- Committee/Linkage reports (provided by designated committee member)
- ED Dashboard (provided by ED)

**COMPASS MONTESSORI BOARD OF DIRECTORS ANNUAL AGENDA**

**JULY**

**Board of Directors Discussion:**

- Plan teacher/BoD linkage activity for August
- Strategic Plan Update – Leadership Goal

**ED Discussion:**

- Financial report for end of fiscal year
- Facilities/Construction update

**Executive Session:**

- Quarterly ED performance discussion

***Other work for July***

- Board minutes from April 1 through June 30 provided to Jeffco for Colorado Open Records Act. Minutes signed by the Board President.

**AUGUST**

**Additional Items provided to BoD prior to meeting:**

- End of Year Financial Report (ED)
- CMEF End of Year Report
- Strategic Plan Update – Communications Goal

**Board of Directors Discussion:**

- Report from Engagement Secretary on Back to School events
- Status of Bingo License Renewal—Treasurer or Bingo Committee Chair

**ED Discussion:**

- Present End of Year Financial Report with final carry forward amount with information on how any changes in the carry-over will affect the incoming year's budget
- Enrollment update and budget impact

***Other work for August***

- Treasurer/Bingo Committee to check status of Bingo License Renewal

**SEPTEMBER**

**Board of Directors Discussion:**

- Plan to meet with one or two Jeffco Board members for maintaining good relations - TCAP results report CAC
- Strategic Plan Update – Academic Goal

***Other work for September***

- Reminders about 990's

**OCTOBER**

**Board of Directors Discussion:**

- Strategic Plan Update – Financial and Operational Goal

**Executive Session:**

- Quarterly review of ED performance

***Other work for October***

- Package Board of Directors Minutes from July 1 through September 30 to provide to Jeffco for Colorado Open Records Act. Minutes must be signed by the President. - UIP due

**NOVEMBER/DECEMBER**

**Board of Directors Discussion:**

- Schedule Teacher/BoD Linkage Meeting for January
- Strategic Plan Update – National Model Goal

**ED Discussion:**

- Financial Audit and Bond Compliance (ED)

***Other work for November/December***

- File IRS 990, also provide a copy to the secretary (must be on file for public inspection)
- Package BoD minutes from September 1 through December 31 provided to Jeffco for Colorado Open Records Act. Minutes signed by the President. Due first week of January.

**JANUARY Intensive**—topics/major focus of discussion in the intensive meeting change annually and should be germane to the major issues currently at hand. It may be useful to invite the school's Business Manager for an in-depth discussion of the school's budget, bond/debt financing, etc.

**Board of Directors Discussion:**

- Twice annual review of strategic plan progress
- Strategic Plan Update – Leadership Goal

**Executive Session**

- Annual ED performance evaluation/recommend salary for following school year

***Other Work for January***

- File Bingo IRS Form 945 by January 31, send W-2s to all bingo winners (if not provided at bingo hall)
- File Bingo IRS Form 1096 by Feb 27, send copies of W-2s to state
- Confirm/approve calendar for following school year, including start and stop times, and requirements for total number of contact minutes

**FEBRUARY**

**Board of Directors Discussion:**

- Upcoming Board vacancies and plan to fill them (election/recruitment)
- Strategic Plan Update – Communications Goal

**MARCH**

**Board of Directors Discussion:**

- Plan for Board elections by April 15
- Begin BoD internal Review (BoD)
- Strategic Plan Update – Academic Goal
- Report from Accountability on academic resource needs for the coming school year

**ED Discussion:**

- Budget for 2014/15 school year
- School calendar and hours for the following school year (for Board approval)

***Other work for March***

- Package BoD minutes from January 1 through March 31 to provide to Jeffco for Colorado Open Records Act. Minutes must be signed by the President, due first week of April.

**APRIL**

**Board of Directors Discussion**

- Strategic Plan Update – Financial and Operational Goal

**Additional items provided to BoD prior to meeting:**

- Finalized budgets for following school year (ED)
- BoD Internal Annual Review Report (BoD)
- ED to provide audit of any grants received and detail how money has been spent

**ED Discussion:**

- Finalized budget for 2014/15 school year (ED)
- Financial Condition and Activities report

**Executive Session**

- Quarterly ED Performance evaluation
- Check in about ED contract (if necessary)

***Other Work for April***

- Conduct BoD elections and provide incoming members with orientation materials

**MAY**

**Board of Directors Discussion**

- Strategic Plan Update – National Model Goal

**June Annual Meeting**

**Board of Directors Discussion:**

- End of Year evaluation of progress on strategic plan
- Confirm and welcome new Board members
- Elect new Board officers
- Approve annual agenda for following year
- All board members sign service pledge
- All Board members sign Jeffco Conflict of Interest Disclosures

**ED Discussion:**

- End of year financial projections
- Reflection on progress on the school's UIP over the school year

***Other Work for June***

- Package BoD minutes from April 1 through June 30 to provide to Jeffco for Colorado Open Records Act. Minutes must be signed by the President, due first week of July.
- Renew letter of engagement with Bill Bethke

**Additional work/notes:**

The school's strategic plan works in a three-year cycle. The current strategic plan was written in 2014-2015 and should be reviewed/re-written for the next three years starting in the 2016-2017 school year to take effect in 2017-2018.