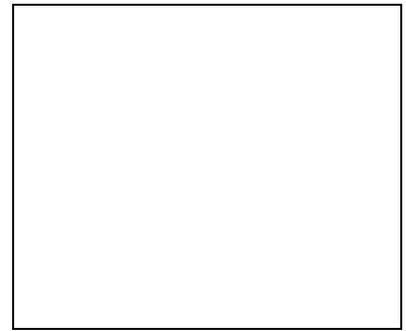


Compass Montessori Board of Directors

Meeting Minutes
Tuesday, February 28, 2017
6pm - Golden Campus



6:04 pm: Call to Order

1) Consent Agenda Items (5 mins)

- a) Approve agenda
- b) ED Dashboard
- c) Treasurer's Report/Variance Reports
- d) Approve January 21, 2017, meeting minutes
- e) Eileen moved and Hannah seconded to approve consent agenda. Unanimously passed.

2) Community Sharing (15 mins)

- a) *Celebrate Compass* – a time for our community to identify and share positive feedback on our community
 - i) *Eileen celebrated aftercare staff at Wheat Ridge* as she is hearing a lot of positive comments about it. Bill celebrated it last week with staff. Cameron shared she is excited that they are returning. Bill agreed.
 - ii) *Cameron celebrated Scott. He works incredible hours and takes a lot of late night calls.*
 - iii) Eileen celebrated the group here.
- b) *Community Comment* – This is an opportunity for our community to express concerns, issues, or ideas. Members of the Compass Community who would like to speak during this time are requested to sign-up on a sheet prior to the start of the meeting. The sign-up sheet will be available 15 minutes prior to the meeting. A 3-4-minute time limit may be imposed depending on the number of speakers and the length of the agenda. Letters provided for reading will be limited to 3-4 minutes, and the full text will be included in the minutes.

3) Updates and Reports (80 mins)

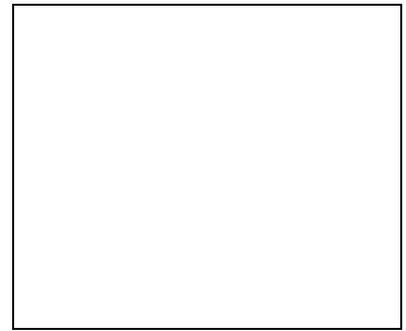
- a) CMEF Update (5 mins)
- b) Guest Speaker(s) - Christin Bourg, Tara Ferrin, Kymm Garcia and Christy Curton - (10 mins)
- c) Kymm Garcia has been at Compass for 12 years.
- d) Christy Curton. It's her first year at Compass. It's going great!
- e) Christin Bourg. It's her first year at Compass. She really likes the position and working with kids and staff.
- f) Tara Ferrin has been with Compass for 9 years. She is also the MTSS coordinator. Last year she got a partner, Chase Deutschman. She enjoys it and thinks it's an important part of the culture. She wanted to celebrate that. Also wanted to celebrate year 3's taking MAPS. She wanted to celebrate all teams to make it relevant and to keep the practice as

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Montessorians. Mike asked about the balance between complying with state law and classroom needs. Tara felt they had struck a good balance. Montessori is a practice that you can make relevant to anything. The children do get anxious but it's good for them to experience that and help them feel comfortable. It went well this year.

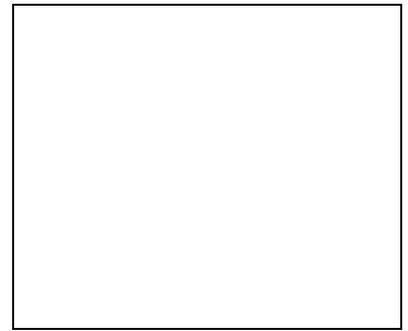
- a) Strategic Plan Update – Communications Goal (15 mins) – Tiffany Grunert
- i) Tiffany: We are planning a communication's audit and strategic communications plan. Forming a formal committee. Committee role will be to develop measurable metrics for communications channels (ROI) and ensure messaging to parents supports the school's strategic initiatives.
 - ii) Adherence to the communications plan. Tangible next steps are in place to get there. Bill desires a blue print to be successful. So an audit and plan will be critical to his next steps. Nikki Townsley has done a lot of work with focus group feedback. Is this a temporary committee or should it be a long-term committee? Bill recommends making it a permanent committee. Mike felt it was a committee. However, it was not staffed this year. What kind of volunteer commitment are we thinking? Ongoing an hour and a half 10 times a year or is it per project. With SAC, we know this is a recurring meeting. Framework.
 - iii) Cameron: eth, bill and Cameron met with Nikki last year. Biggest takeaway was they couldn't parcel out data. She couldn't tell where the error was. Staff has carried 5 key concepts forward and is working with SAC on 5 min surveys. This allows them to target groups and trouble shoot problems. Discussed how to take that as targeted for survey to dig deeper on problems. Cameron wants to link Tiffany into distribution of the SACC.
 - iv) Lavingya: When we conduct surveys we have tried to work with communications committee to move work forward.
 - v) Cameron: all of the things on the student survey are actionable items. And aside from the culture and climate questions, parent surveys have actionable items.
 - vi) Bill: we are making presentations at conferences. Seth and Cameron have both made presentations. Bill recently presented t League of Charter Schools.
 - vii) Online communications are occurring.
 - viii) Parent ed is down but parent conferences are up in attendance, as are parent seminars.
 - ix) School still uses MAG and WAG. It is very positively received.
 - x) SAC is working on mini-surveys to identify progress on communications goals.
 - xi) Bill has taken a new approach to advocacy at district and state level. A parent is monitoring and offering feedback and direction. One is a draft of communications to parents regarding SB 61 regarding equitable funding for charter schools. If this bill would pass it would ensure the district funded charter schools. This year we are seeing

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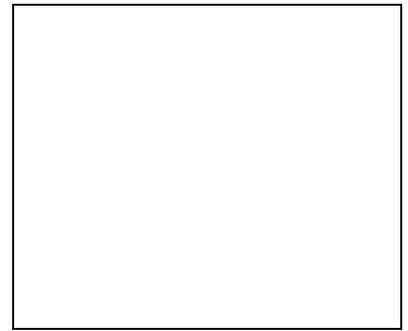
- anti-charter activity that puts our school at risk. There is some work to tell our story and be understood. Finding ways to communicate and to mobilize.
- i) Alignment in terms of messaging across entities is good. Most communication comes from the school. Not as much are coming from outside the school. N
 - ii) Bill is talking about targeting communications for fundraising. She thinks we need a newsletter. She studied foundations and said that we didn't have the demographics for foundations funds. However, the fundraising capacity within the school is strong.
 - iii) Compass has an intentional brand identity. Two years ago branding work focused on HR recruiting. Bill would like to make some minor improvement on the margin. The message is still strong and used in recruitment. There is a gap where more could be used on the website. The color pattern is different. However, he likes how it looks and is aligned with theme. Bill asked the board to encourage communications. Opened it up to board for use on blog. Bill is happy to offer support for making updates to the board part of the website. It's outdated with some old board members listed. Bill wants to reflect on the mission when we look at the strategic plan of the school, especially in regards to the two schools.
 - iv) Cameron: Seth, Lavingya to discuss survey plan. Cameron will send a copy to review. Look at how we explain to parents what we are doing.
- b) Teacher Updates/Reports
- i) Pat Howard (10 mins) – Celebrated maps running smoothly. Across the levels have seen great improvements. Children's House, things are going well. Students together signing program. Day trips were celebrated – skating and tomorrow Colorado History Center and the Arvada Center coming later. For elementary, spring trip planning is underway and they are headed to Durango in May. Farm School – celebrating work ethic and rigor. It's creating a beautiful and prepared environment. Getting to start the 4

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th round of self-expressions. Candace, choice works well, but space is limited for self-expression time. Physical activities also compete for space during this time. Because we are just starting it this year, they are still acquiring materials. Mike asked Candace about teacher's schedules. She answered its stressful because it feels like we are planning a new school. But the teachers have more time to plan than previously. Candace hopes the model in the future will allow outside people for self-expressions. However, this year was set up internally to develop norms before bringing in others from outside. Pat also gave a shout out to the anonymous foundation for the \$150,000 grant for farm school and secondary. It isn't official yet. Student voice has also been enjoyed. The Peace Jam Foundation is fundraising to allow students to attend conference in Sept. Coming up in May 2 community service trips to Utah and New Orleans are planned. Candace mentioned 9th year students are shadowing high school and next month 8th years will be shadowing.

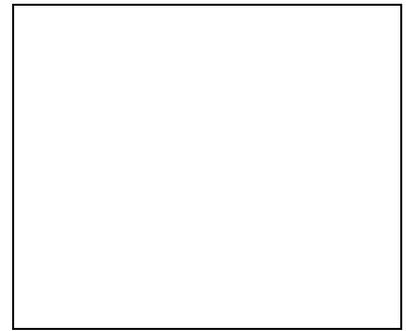
- v) Megan Witucki (10 mins) – Celebrated MAPS. Such a big project and it came across seamlessly. Data feedback showed it was used well to inform our instruction in a successful way. Results show that we were able to target Montessori lessons to show outcomes. Seeing positive change since fall. This is the end of the year data. Having it in Feb. is tricky. PARC is a big window. Testing late is hard because the kids are fatigued. This year we took it early and are excited with the results. The Water Room is performing the Jungle Book. All encouraged to come. The Fire Room and Earth Room are putting the students in charge of planning their spring trip completely. They are separated out into committees. Students have taken leave and ownership of trips to Sand Dunes. Earth Room is also planning to cook their own meals and have even a legal team to look into the potential of horseback riding. MIKE: Will you stick with Feb. testing? Cameron: One choice is to rename it winter and measure it against the 18 or 20-week benchmark. When you call is Spring you are measuring the 32 week benchmark. Bill: We want to wait and see. We need to review results and reflect on the process. At that point we'll have a better indication. We may have a voluntary assessment at the end of the year. Some kids are eager to be tested because they are eager to push themselves and go up 5 points. We may choose to say that 2 of 3 testings are required and 3

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rd is optional. Cameron: A principal from Stride. Those schools are looking to test during the same window. They feel that their kids are cooked after a certain point. So the fact that a big school with a history of testing also wants to move testing earlier. So it's comforting to know other schools are having the same thought. Eileen asked if this was communicated to NWEA. Megan: Staff continues to worry about Compass providing a competitive salary. We are \$10-11K under others. Teachers stay because they love it but sometimes teachers struggle. Mike: I think teachers across the country are under paid and especially so in charter schools. It's sad we made the investment and have made great strides but aren't there yet. We will keep doing it and fight the good fight.

c) Principal Updates

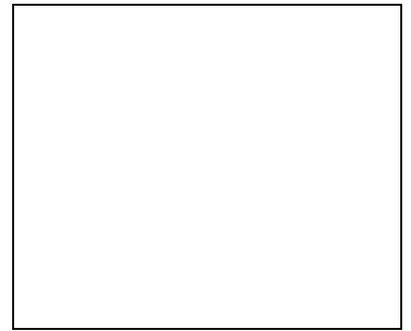
- i) Cameron Gehlen (10 mins) – SAC second survey will come out in a couple of week. Bill, Seth and Dan went to Colorado Charter League, JHL specializes in Charter constructions. They have agreed to piece apart the kitchen project. They have found a way to piecemeal it. They felt that the \$50K was closer and that other bids were too high. They will fit us in between projects. Scott said we will make it happen. This is really exciting. As a brief refresher, the kitchen is out of compliance. Cameron thanked CMEF. Cubbies look great. Cameron is appreciative and excited. Nicole and Cammie are working through the enrollment. Folks are very excited to accept spots. A handful of teachers went to CMA. It was fun and people wanted to talk to us and sit at our table because they are flattered by what we are doing. A CMA conference is coming up April 29. Good speaker, Barbara Colorado and international best-selling author on school topics. Cameron and Eileen have been manning the Wheat Ridge School Alliance. With the schools that have been on the docket to be closed – that group has become more volatile. We need a Wheat Ridge resident parent to take this on. Need someone with a thick skin. We need an activist to represent us. Rachel Hultin was mentioned as a candidate.
- ii) Seth Webb (10 mins) Celebrated Nathan in Kymm's classroom. He has been working on art lessons and they are on display at the Golden Library. He also oversaw the design and construction of a chicken coop. Every Monday and Tuesday Kymm and Christy. Second annual ski and board day is coming up. Next parent education night is 13 of April on cosmic.
- iii) Candace shared we have 8 baby goats!!! The Farm Team has been helping over the last few weeks during labor. Becca is awesome and has offered a lot of hand-on support for the births. It often happens at night after hours!
- iv) Cameron celebrated the Share the Love event. Amy arranged it. Bill and Cameron went to Food Bank of the Rockies. The kids made boxes with the government subsidized

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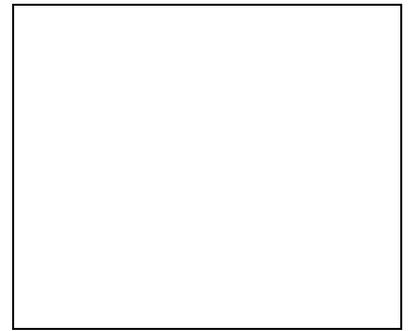
- food. It was very cool. She signed up for the 17th. Amy swindled the age requirements.
- d) ED Update (10 mins) Bill shared the dashboard.
 - e)

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Around 10 kids have opted out of testing. To opt out written communication is required. They are encouraged to write a letter to PRC. Kymmie and Amy has a place for this to be filed. Then Cammie and Amy are putting this documentation in with officials to ensure it is coded correctly. Eileen: if it is done correctly and documented there will be no penalty. Penalty can't be applied when parent driven.

- f) Upper El winter trip did occur. All in all, a great and successful trip. However, some got sick on the trip. The big feedback was that it is really logistically difficult to send all 150 students on the trip at the same time. Discussion of breaking up in groups of 50 is being explored.
- g) This is the first year HS students are required to participate in SAT. Prep program is being developed. There is definitely some anxiety for kids.
- h) Today, visitors came to visit. Nora came to visit with guests from Tulsa. They are opening their first public Montessori School. It was a welcome opportunity. First time to interact with Nora in her new role.
- i) The lottery 583 students were listed on first round. We have a full wait list of people that want to come. We placed calls late, a few days after other and it didn't have an impact.
- j) Grant activity, the Golden Civic Foundation gave a small rack. A verbal commitment on another grant has been made. IT Infrastructure grant received for ERATE for bandwidth

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and service costs. We applied to Temple Buell Foundation. They are exploring charter schools as a solution to offering high quality support to early childhood education. They visited with grant manager. He said, do you have a Quailstar rating? We don't. So our first step is to have someone come in and give us a rating and recommended improvements to strengthen our program. Hopefully will result in long term solution to scholarships for students.

- k) Asked staff for intents to return. A couple of conversations are underway to address unres. We need to get offers to staff. There have been some issues with health care. We weren't sure if we were going to have insurance provided by district or if we are going to outsource it. Affordable care has changed how this is reflected on paychecks. Still working on technical details but didn't want that to slow down offers with salary.
- l) Next month's board meeting will focus on the budget.
- m) Right now we use district for transactions. We are considering going to use our own system for paying teachers. Jeffco would then give us reimbursement. Historically Jeffco has required us to use their system. However, in recent years it has changed. This change may streamline processes and save the school money. It is difficult for the district to cut checks for us. So it's not customer friendly as there is often a lag in check cutting. We are doing a full analysis and then choose.
- n) Chris Mendez has been coordinating work. He took students to the capitol. He is partnering with Bill to serve on the government affairs committee to get word out on things affecting charter schools.
- o) Spread the love was great! Shout out to Amy. There is a lot of administrative prep that is above and beyond. It is remarkable!
- p) Thank you to parents for supporting teachers for staff appreciation. Meals were terrific. It connects them to the greater community.

4) New Business (35 mins)

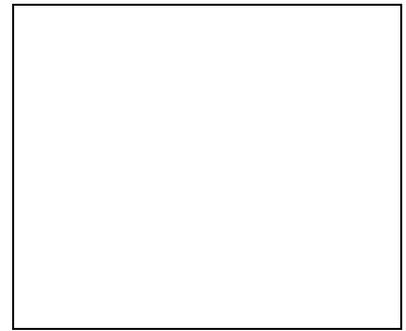
- a) Upcoming Board Vacancies – Recruitment and election – Eileen Kratzer (15 mins):
Loosing board seats in June. Two parent reps leaving. Jeff and Mike will be done. Jeff did an extra year. So we need to start working on the election. We are going to lose Hannah after two years of service. Having Hannah as an outside Montessori teacher has helped so much. So if we know any Montessorians that would be willing to work. Mills has served for one year. It's typically a one-year term. We have two community representatives. We should have two. Please get the word out to parents. They both serve as a financial advisory to us. Looking to replace strength in financial oversight. Hannah said she had a contact. Ballot will be sent through ex-com email as it doesn't work through school.

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- q) Tuition Levels – Bill Kottenstette (15 mins) – Bill is recommended offering tuition at \$8,100 for Children’s House hold at 4,100 for Kinder. When compared to other schools we are a bit high. If you look at what Free Horizon and Mountain Phoenix they are both below us. We are the most expensive public preschool at this time. We are cheap compared to other private schools. It would be nice to raise it higher but staying close would keep us competitive. In the proposal to the board we were going to adopt tuition. Historically the board has not adopted the fees. Cameron: because we have collected deposits, we should hold the deposit at 8100 so we don’t have to ask for more money later. Seth: I am on the campus with a serious budgetary concern. Yet if we were considering advocating a higher tuition he would want it to go into an endowment to support those who can’t get it. He hesitates ethically. We shouldn’t set it in a vacuum. Cameron: Nicole’s fear – did we advertise \$8,100 but could it be higher? Vickie Goodwin voiced an increase of \$14 is small and should be considered. Bill if we don’t change the deposit it will be fine. Subject to change based on finalizing the budget. We could lose funding. Right now Bill would like to stay close. Tiffany mentioned our product was different and more expensive. Need to include the ratio of teacher to student. Need to have a conversation with CMEF to ensure access to underserved. Cameron mentioned there was research to increase after care fees.

5) Education Segment (15 mins)

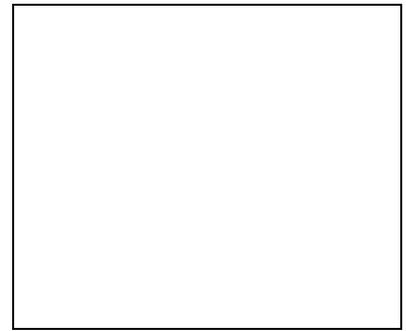
- a) Potential Move from District to Private Accounting System – Bill Kottenstette (15 mins) Dan put an analysis together on the benefits of transition to Quick-books from the Jeffco payment system. The infrastructure would run \$7,000/yr. vs. the \$71,543 for using the district. It would be \$350 per child. Our data fee would be reduced. If we have a \$1M reserve, it’s currently held by the district. If we had it ourselves, we could earn interest. Structurally this would allow us to centralize our functions. This would help us streamline. If we have our own in-house process that is easier and faster and is supervised by Dan we could better utilize staff time. This is subtle, but having financials shared that will help the schools be seen as one. It fosters relationship building and moves us forward with centralized system. So it’s moving the school in the right direction. Mike: for the next board member it would be great to have a document that looks like more similar to PNL system most are accustomed to vs. governmental accounting systems. Mike: We should worry about checks and balances with this system to ensure accountability. Dan has told Mike that other schools have done this successfully. Next year when this occurs, we need to be sure it has strong checks and balances. Bill: We can customize the checks and balances. Right now it’s difficult to get a spending authorization established with the

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district. We don't have flexibility with that. However, with our system we could define a two-step authorization process. We can create those processes. In terms of time horizon, this is an option we want to wait a year until we transition. We are planning to communicate to the district. We are anticipating questions. When we pay for the administrative fee will other services be denied, like grief counsellors. So we will negotiate a fee structure to utilize those other services. The District feels charters are an administrative burden and Bill thinks that this will create a win-win with the district. If we go off of the district we are also going off the rates for the district. Fortunately, the compensation for charter schools health care is about the same. So it just gives us more flexibility. Cameron: it's important for staff who are on Kaiser to be able to stay on Kaiser. The district changes every year and this year the District has dropped United. So the only choice is Kaiser or Kaiser. Bill: the only charter school that went off the district is in Golden. They had no interest in maintaining a relationship with the district. It has benefitted them but we are trying to do it so that it does not create an advisory relationship. The charter schools that have done this are outside of Jeffco. We would like to stay on the district insurance, so we need to see if we can do that while going off the financial management portion. Eileen asked for a list of one offs to be considered in the final analysis. Cameron: Using some things from the district helps staff learn – for example grief counselling – while other things need specific professional help. Bill: nursing services could be provided through the Children's Hospital. He believes it will provide better support to the school at a lower expense. There are many schools that have made this change and have favorable feedback.

6) Old Business (30 mins)

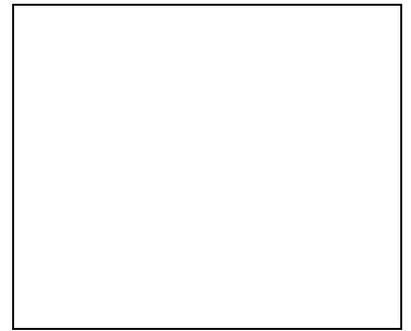
- a) Review and approve updated Board Policy Manual (Rebecca) (15 minutes) Rebecca is out sick. We need to go through the manual for next meeting. Reminders have been scheduled.
- b) Staff and Parent Policy Handbooks Updates (Bill) (15 minutes) Handbooks have been published with revision history. On the parent handbook, it was updated with hours and fees that were adopted by the board. An April revision of bingo time was updated. Children's House has added published emergency protocol in the handbook. December 2015 revisions include before care charge for Golden. A more thorough review of the handbook will be taken over the summer. If it is significant it will be brought to the board. The district has advised adding a statement around discounted tuition for staff.
- 7) Eileen moved to adjourn at 8:39. Hannah seconded. Passed unanimously.
- 8) Eileen moved to go into executive session at 8:40 pursuant to CRS 24-6-402 to discuss the

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ED contract. Hannah Seconded. Passed unanimously.

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