

Compass Montessori Board of Directors

Meeting Minutes October 25, 2016, Wheat Ridge Campus



6:05 pm: Call to Order. All board present except Mills Snowden.

1) Consent Agenda Items (5 mins)

- a) Approve agenda
- b) ED Dashboard
- c) Treasurer's Report/Variance Reports
- d) Approve September 27, 2016, meeting minutes
- e) Jeff moved and Rebecca seconded to approve consent agenda. Unanimously approved.

2) Community Sharing (15 mins)

- a) *Celebrate Compass* – a time for our community to identify and share positive feedback on our community
 - i) Seth celebrated the mountain bike team. Out of 1,000 riders in the state race, Compass sent 6 riders. Great first year showing! Placed third in division in north conference. Seth celebrated Bill for being CLCS 2016 A+ advocate. The League's Charter School awardee for the state. He is one of two Montessori school members recognized.
 - ii) Eileen celebrated all those present from both schools.
 - iii) Mike celebrated Katy Meyers for foresight securing for Compass first right of refusal on some land.
 - iv) Rebecca celebrated Amanda Clark for her work at Golden. Very impressed with her commitment to the students.
 - v) Bill celebrated Kalina. 24 signed up for a Khan Academy enrichment class and Kalina helped set up Chromebooks, and other technologies for the class.
 - vi) Mike celebrated what a great team we have. Mike was unexpectedly at a funeral. Bill and Dan and others met and we are fortunate to have such skill at the table.
- 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 (1 hour 35 minutes)

- a) CMEF Update (10 mins)
 - i) Bill represented for CMEF on behalf of Amy Storey. The two main updates 1) Amy Storey will serve as a lead for the Festa. She is excited about reimagining the Festa. There is an opportunity to expand. 2) Ange Ard is returning to the board and Jeanine Mason from Wheat Ridge campus is also a new board member. Direct Give Campaign will align with Colorado Gives campaign. 3) Made some disbursements to the school to the sum of \$30,000 to support programming.
- b) Guest Teacher Nicole Duestchman (10 mins)

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- i) Worked here for 18 years! Wonderful community to work in.
Feels that WR campus is very strong and supportive of one another. Pleased and thankful to work in such a great community. Recently, chaperoned Rocket Night. The event went well and was well organized. Nicole has concerns of integrating both campuses. Over the years classes complain about the difficulties of overnights. The cultures are different and it was apparent at Rocket Night. This put a lot of pressure on staff to deal with this. Collectively the teachers appreciate the overnights but having the campuses together from both campuses is difficult. She recommended that board members attend. It was well-organized but having that many kids there was difficult to manage. Some kids were running around without shoes and getting hurt and when approached by teachers they asked “Well, who are you?” At some times, the WR teachers were having difficulty directing the Golden kids as they seemed to have different behavioral expectations. Some concern over wandering kids later in the evening. Recommended the board attend an overnight and set expectations for both campuses. Nobody is right or wrong, but it is two extremely different cultures. Three teachers from Golden and three from WR and Nicole were all present. Mike said the board would look at this at the January intensive. Mike had been on an overnight, the Mesa trip, with both campuses and really liked it. Tiffany expressed concern over the different cultures affecting the Wheat Ridge students when they move on to Golden.
- c) Strategic Plan Update – Financial and Operational Goal (20 mins) – Jeff Smith
 - i) Update related to the plan:
 - (1) School operates within budget. Very good job with this.
 - (2) School grows financial reserves. The school has exceeded targets set in the goal
 - (3) The School protects and expands revenue. Last year’s attrition analysis was positive. Need to look at how things go with Farm School changes and retention.
 - (4) Protects and expands revenue. Walton grants historically. Other grants being researched. On track here.
 - (5) Appropriate facilities. Waiting to see how the Jeffco bond impacts this.
 - (6) Safe drop off and pick up at both campuses. work in progress as Golden improves. Wheat Ridge traffic is well managed most of the time, but it takes constant supervision. A new division of WR PD said he felt WR was doing a good job. He recommended putting a cone in first parking spot for those having trouble with drop off. The median of the hug and go is supposed to be 26 feet and it’s 18 feet. If WR bulldozed median it would create better flow. Cameron spoke to Chris Mendez about it and they are trying to figure out who owns the median to make these improvements. Mountain Phoenix is in the middle of a letter writing campaign to ask for sidewalks. Cameron has concerns about road construction and the sidewalk would take up additional space and would create fewer parking spaces on the street.
 - (7) Transport students on trips. Working with those in the district on a more permanent solution.

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- (8) Maintain adequate reserve for emergency maintenance.
Increase WR by \$149,000 and Golden by \$118,000. Seeing continued progress.
Exceed WR reserves and maintain bond reserves.
 - (9) Maintain adequate reserve for facilities maintenance. \$72,000 on facility maintenance spent. On target here.
- d) Teacher Updates/Reports
- i) Pat Howard (10 mins) – Wanted to celebrate special ed staff. Having the time to meet is so important and this support is being felt. Conferences went well. Close to 100% participation.
 - ii) Megan Witucki (10 mins) – wanted to celebrate Scott and his work at the WR campus. They also wanted to celebrate the parent community. Volunteerism has gone up! Rocket Night was asked to be celebrated. Great turnout. Change to the fall was nice and great turnout. On Nov. 2, the 1876 Art Gallery will show student displays! Staff concerns: mirrored cross campus cohesion and culture across campuses. A pre-meeting to determine expectations with both campuses’ staff would help immensely. Mike asked about parent volunteering and what it looks like. It varies by classroom. Parents help from reading to math games, some dress cots and help with nap time in Children’s House, others help in the library. The library is predominantly staffed by volunteers. Going outs are staffed by parent volunteers as well. Cameron said that PTSA’s support and having room parent meeting helped define that role, and thus you see more successful volunteerism. Eileen mentioned that the Compass fun club was also very helpful.
- e) Principal Updates
- i) Cameron Gehlen (10 mins)
 - (1) One grant from CMEF will address a dirt patch problem with hopes of repurposing this space for gardening and outdoor storage. Ultimately a sand box is envisioned. These improvements will also help keep the school clean. UE students and friends wrote a proposal for a compost area. They are building a Compost system. Went to a BIP (Behavior Improvement Planning) training recently. Cameron learned that these plans are often naturally reflected in the Montessori method. When you go to a behavior specialist, they ask if they have tried sensory breaks, preferential seating, accommodating their learning, etc... These things are already built into the system. Cameron feels there is a need to better communicate this to parents. Cameron also mentioned that Tina was selected as a CLCS star teacher of last year, where she now gets training on becoming a mentor teacher. Charter schools are considering having their own induction program. Jeffco has given Compass to build their own induction program and Tina is working on this. This will be hugely valuable for teachers coming to Compass. Anne is on the board of the Colorado Montessori Association and they are requesting these schools to come together and share resources. For example, could all these schools come together and form a

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- potty training policy. Could forms and policies be shared to support each other. The parenting safe seminar of Jan. 28 is planned. Report cards and feedback from the survey are being looked at. Cameron is also getting feedback from staff.
- ii) Seth Webb (10 mins)
 - (1) Celebrated HS and staff for hosting roundtable. 25 guides and administrators visited. Refreshments by Linda Lou and those in this occupation. Students lead tours. Sessions included core learning and discussion of sex ed, student voice, responsible use of technology and more. Group will reconvene in February. Seth rolled out phase two of traffic management. Changes have shown faster entry for students. The first of 7 seminars were hosted. 15 parents from both campuses attended. Discussion led Seth to believe there was a need for informal gathering of parents to support each other. Parents of younger kids and parents with kids transitioning into the school may need additional support. Our next seminar will discuss chapter 27 of the Absorbent Mind. The first parent Ed night is coming up on Nov. 15 from 6-7:30. A dinner will be provided. Childcare provided. Presentation of videos followed by a conversation of best practices with kids is on the agenda. This will be applicable for parents of all ages. Established UIP framework. Highlighted where our students stood, by discrete goals within each assessment, to so best inform our discussions about improvements to our instructional practices and pedagogical mindset. The farm school micro economy was reflected upon. Student autonomy and by-in is apparent this year. The children were on point with festival goers at the run. Discussions include ensuring the work continues to be authentic and student led. Considering developing a board for the microeconomy/bank. How do we do the following: 1) clear delineation of money earned to ensure best practices. Small businesses should have access to cash to be able to develop their businesses. Continue to develop ledger system. Development of Farm School bank would allow for good accounting. Ask CMEF to serve as nonprofit umbrella. CMEF would develop a separate checking account for these small businesses.
 - f) ED Update (15 mins)
 - i) Harvest festival highlight: the Farm School community raised \$3-4,000 for the micro economy.
 - ii) UIP Update – update on SPF. School Performance Frameworks have been shared by CDE with the district. This is based on CMAS data. The information is embargoed until December. Chalkbeat Colorado asked for the information through Open Records request. Both campus received a performance rating, the highest rating, a green rating. However, we fell down to the yellow level/rating provisionally because the participation was less than 95%. The SAC administrators collected parent refusals. All those who were not tested had parent refusal forms. When you get rated down due to lack of participation, the school cannot appeal. However, the district can appeal and

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Jefferson County will appeal on behalf of our school as they feel we should not be penalized. The lowered rating should not have happened. The problem seems to be related to a coding issue in Pearson Access. Bill says that we are expecting to hear resolution in January. Rebecca asked if parents could appeal. Bill said his understanding was that only the county could file an appeal. All of the documentation of those who opted out has been retained by the school. The process in place right now. Media inquiries should be sent to Mike. Bill is available to speak should Mike prefer. The SPF is used to populate data to the UIP. The UIP was due, however, we cannot finalize until the appeal determination is completed.

- iii) On community engagement, Bill wanted to give a shout out to Kalina. She may provide support for similar events to the Mesa Run. The Foundation is excited by that conversation. Golf tournament is also being considered. Broad kudos provided to principals, admin and teachers. Parent conferences were very strong at both campuses. Don't forget Chipotle tomorrow to raise money for school.
- iv) Thanks were given to Candace. Self-expression framework offers diverse student led programming. For example, the stock market class that I teach.
- v) First cross campus Self Governing Team (SGT) meeting on Monday. Framework to start strengthening connections across campuses. SGT is the historic framework of the school. Looking for each level to function as a SGT, process facilitates analysis and reporting up to the principals. ED and principals. Appointed representatives from each group or from WR. At Golden, program directors. Bill meets weekly with the principals but wants to work closely with others to define where we want to be tight and where we want to be loose. First meeting yesterday was great. Welcome conversation on deep topics. The consistency of practices on trips can be prioritized for conversation with this group.
- vi) Preliminary numbers on enrollment show that we would have a \$70,000 shortfall at the Golden campus if all of our expenditures and other revenues come in at 100%.
- vii) The traffic pattern is being well addressed by Seth, Cami, Scott, Kalina and Tracey and the guides. Pickup is improving because of this work. Bill observed last week. The traffic pattern is optimized 95%. Not much room for improvement here with current layout.
- viii) A more formal structure for athletic program is being developed for Ultimate Frisbee, cross country, speech and debate. These are becoming organized with fees, tournaments, etc. This is creating a larger logistical need and budget. Bill has been discussing wellness type fundraisers like Mesa Run to support these areas.

4) Education Segment – None

5) New Business (70 mins)

- a) SAC Update (Eileen) (10 minutes)

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- i) Seth shared data of the core group at all levels of the school.
Also shared strategies for UIP. Good discussion with parents about UIP was had.
- b) Bingo reporting resolution (15 minutes) Bingo managers would report monthly on P & L and work with CMEF treasurer on remittances. Rebecca asked about specific wording to ensure it was clear we don't have authority over CMEF. Language seems to reflect this. Eileen asked why Tiffany would be named in the resolution, but this is typically that the Secretary of the Board would sign. Rebecca moved to approve, Eileen seconded. Unanimously approved.
- c) Graduation Tracking resolution (15 minutes): Mike explained that graduation tracking wasn't formally providing the information we wanted to collect to guide long-term decision making. Eileen moved to approve the resolution. Rebecca had concern that it would draw on staff time and wanted to discuss before the resolution was approved. Staff expressed concern as they want to work for students. Alumni association is run by a volunteer. What is known is anecdotal and infrastructure is not in place. Although all want to know more about graduates, could this be something done through CMEF. Seth mentioned that the SAC could do similar work around this effort. Mike said he wasn't sure it was inconsistent of tasking the SAC. Rebecca felt like the SAC wouldn't be a good fit as they worked hard to narrow their focus toward academic accountability. Mike mentioned that this work helps shore up concerns over the school's success. Mike wants to begin the work. Ellie is informally conducting this work. It's currently a Facebook page. Kids who are willing to come in and come to service days are able to volunteer here through the outreach on FB. College night a couple of weeks ago showcased a chemical engineer and another owns their own business. This will help us with our strategic priorities regarding retention. It will help relieve fears, or if they are founded, give us data to address any gaps in our programming. The third point was to speak to the greater community to showcase the success of our work in a charter community. We won't be swayed by their tests, but we need something to show our success. Bill mentioned that the language in the resolution addresses concerns being discussed. Believes he can lead the conversation of "what system can we implement within our current resources." Rebecca wanted to remove first three "whereas" statements and begin with the fourth "whereas." She was concerned that it had a negative feel and that the resolution reads perfectly without the first three whereas statements. Mike mentioned taking out the first two statements and changing the spelling of Further. Eileen moved to approve the resolution with the edits discussed at the meeting Rebecca seconded. Unanimously approved.
- d) Temporary Facilities Working Group Update (Liz Mendez/Tiffany Bucknam) (15 minutes)
- e) Land for sale adjacent to Compass Golden campus resolution (15 minutes)
 - i) Meeting on Thursday with listing agent. Facilities working group met on Friday. Liz Mendez said they took the time to come together to make a decision on whether they supported the purchase. The group desired a Facilities Master Plan to conduct an assessment and long-term plan for the facilities and determined that pursuing the land was the right way to go and that it is a good opportunity to pursue the Master Plan

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long-term. Putting the land under contract would give the school a contingency allowing the school time to potentially secure the land while we continue to evaluate. Rebecca mentioned that she does not view purchasing the land as an either/or situation that would limit Wheat Ridge from additional purchases or negatively affecting the Wheat Ridge budget. Seth mentioned that if Golden doesn't move forward the secondary program is at risk of falling behind. Tiffany Grunert asked how many in the facilities group were from Wheat Ridge: The group was smaller as it was an emergency meeting but had equal representation from both schools. Rebecca liked the triggers built into the offer and asked Mike for more background. If the sellers get a first offer, the school has the right to match it. School representatives met with the owners of the land, one is a former principal. They understand that we need to wait for 3A & 3B results. Tiffany Grunert suggested amending the resolution to include the listing price. Staff discussed the need to have an open and honest conversation to make the needs of the secondary program known to the entire community and that investment is needed to support it. It needs to be viewed as a shared resource. Rebecca mentioned the need to recognize the needs and concerns of the Wheat Ridge campus along with the Golden campus and help build consensus amongst groups. Bill mentioned that the summer program was hosted at Wheat Ridge community as it is near the Rec Center. Nicole asked what grade level are we looking to expand? The effort was not for expansion, but to meet the current needs of the entire community. Mike recommended changing the resolution to reflect serving all students, not additional students. Cameron mentioned that if 3A/3B passed that extensive facilities improvements will be made at both campuses. Megan mentioned that there was a need to walk forward with consistent messaging. If families became aware that it was to support greater secondary experience for all of our kids. Hannah mentioned that from the whole child perspective, we need to look at the consistent continuum. Tiffany wanted clearer definition that the resolution needed board approval. Discussed adding that "the contract requires ratification by the board at the Dec. 6, 2016 board meeting or a special meeting for that purpose." Rebecca also mentioned taking out "sitting" and just using "board" to reflect other changes. Tiffany moved to approve the resolution with recommended alterations. Jeff seconded. Approved unanimously.

6) Old Business (30 Mins)

- a) 2017—2018 Calendar proposal (Bill) (20 minutes) – At the last board meeting, Board tasked Bill and Rebecca with moving a process forward. Bill has started the process. The first step is to get feedback from staff on the calendar. Then that information will be shared with Rebecca. It will be shared by the community. When that info is received it will be ready for dialogue at the Dec. 6 board meeting.
- b) ED Evaluation (Eileen) (10 minutes) – Yesterday Eileen sent out the form for review. Not asking for approval, but feedback is needed for the Dec. 6 meeting. Some talking points.

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Bill's feedback was good regarding what he needs to know and what he doesn't. It's 14 pages. A rubric from get smart schools. The strategic plan is referenced, but not directly quoted. Knowledge, proficiency and deliverables. Do we want to take that as a whole or specific to each deliverable? Tiffany and Eileen supported looking at each area as a whole versus each deliverable as circumstances may change. Bill likes 360 evaluations. He wants to have all the dispositions or some subset sent to a variety of groups. He would also like feedback from other groups, admin teachers, parents, etc. It also contains self-assessment. Mills felt that on those dispositions, that the expectation needed to define the numbers. Comments can be placed directly in the document. Done and sent out in the next week. Comments are due back next Friday, Nov. 4. Any feedback in this process that helps direct the ED is valued by Bill. Eileen mentioned that it is a working document that allows expectations to be changed annually.

- 7) Hannah moved to adjourn. Rebecca seconded. Unanimously approved. Board adjourned at 9:43 p.m.**

Next meeting:

Tuesday, December 6, 2016, 6pm, Wheat Ridge Campus

PARKING LOT:

- (a) School calendar & hours project (Rebecca Story)
- (b) Executive Director Evaluation (Eileen Kratzer)
- (c) Compass Culture (Mike)
- (d) Temporary Facilities Working Group Update/Planning (Liz)
- (e) Board Policy and Handbook Updates (Rebecca & Bill)
- (f) Staff and Parent Policy Handbooks Updates (Bill)
- (g) Succession Plan (Bill)
- (h) Board self-evaluation tool
- (i) Parent request for holding spots during sabbatical

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