

Compass Montessori Board of Directors

July 26, 2016, Wheat Ridge Campus
Meeting minutes



6:11 pm: Call to Order

Present: Mike Ambroziak, Eileen Kratzer, Tiffany Grunert, Hannah Ewert Krockner, Rebecca Story, Mills Snowden and Dan Koerner.

Mike opened the meeting thanking Rebecca for her service as previous President with a gift certificate.

Mills Snowden, a colleague of Bills is willing to volunteer to support. Mike went over the elected positions and areas of focus:

President - Mike Ambroziak mike@ambroziaklaw.com

Vice-President - Eileen Kratzer erkratzer@msn.com

Treasurer - Jeff Smith Crid142@gmail.com

Secretary - Tiffany Grunert Tiffanylgrunert@gmail.com

Board Member - Hannah Ewert_Krockner Hannah_ewert-krockner@dpsk12.net

Board Member - Rebecca Story Rebecca@cofedlaw.com

Cameron discussed the need to upload board minutes to Jeffco. Typically, Dan does this. Need to research how to attach other documents. Rebecca is looking into the issue to ensure all minutes and documents are properly submitted.

1) Consent Agenda Items

- a) Rebecca moved to take the meeting minutes from June off the consent agenda. Hannah seconded.
 - i) The minutes inaccurately said that in June the Board approved the calendar. There was an exception to approve the calendar at registration except for the farm school times which will remain 8:15 a.m. start time and a dismissal of 3:15 p.m. This is now noted in the July meeting minutes.
 - ii) The next meeting Tuesday July 26, 2016 was to have stated a start time of 6 p.m.
- b) Unanimously approved.
- c) Rebecca moved to approve the consent agenda with these changes. Eileen seconded. Consent agenda was 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) Mike has been enjoying summer reading with his family and commented on the wonderful programs that help fill the gap between the school year.
 - ii) Eileen has loved the summer program and her kids have thoroughly enjoyed it. Cameron noted the activities are a success and that it financially doing well.

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- iii) Cameron celebrated Dan's efforts to further the kitchen project. The school was at a crossroads to figure out how to make these mandatory changes on a short budget. Cameron was also excited about the new addition of Cami Osborn.
- iv) Hannah shared that Seth was having a good experience at orientation.
- v) Pat was excited for the changes around compass.
- b) *Community Comment* – No community comment

3) Updates and Reports (1hr, 20 mins)

- a) Mike discussed the board's efforts to keep commentary to a minimum to try to keep on schedule. In that effort, Hannah is keeping time.
- b) TFWG Update (5 mins) Temporary Facilities Working Group Update – Bill, Mike and Liz Mendez met. It is looking more and more likely there will be a bond. Looking at \$535 million. 10 percent would go to charters. The big question is how to distribute funds. District has had multiple meetings. Starting to see consensus, considering dividing by school. So, all charters and academies. Compass would be seen as two schools. This could end up being 3.5 or \$4 million, potentially doubled as Compass has two campuses. Liz Mendez is leading the TFWG and is going well as she has prior experience.
- c) Strategic Plan Update – Leadership Goal – Rebecca discussed indicators. Currently on track for administrators to have licensures. Evaluation process is being formalized. Training goals were achieved. Looking forward the dashboard will have more specific training goals. In terms of succession planning, there is now one in place. Looking at documenting and institutionalizing as policy with staff through a staff handbook. Board functions effectively and efficiency, in the first measure, a lot of progress has been made, but a formal tool needs to be developed to complete this goal. Bylaws are current, but board policy handbook is out of date. The accountability and bingo committee has governing documents and succession planning. Bingo needs a formalized calendar. Communications committee is still in the formative stages. We need to develop a self-evaluation tool. Overall the board is where it should be for year three of the plan.
- d) Mills joined the board and desires to be community liaison. Mills has been in education field for 23 years, with a history in oil in gas. Raised three kids as a single father. Foundation and previous board experience including work with early childhood education, head start boards. Mills had a discussion with Bill about the position and wanted to a part of such a positive experience. Board members introduced themselves. Mills was a Montessori student growing up in Alabama. Huntsville is known for progressive education. Group discussed the need to assign a liaison from CMEF to the Board. A smaller governing board with working committees has been effective.
- e) Teacher Updates/Reports
 - i) Cameron – Megan is in grand Lake
 - ii) Pat – A new hire was having difficulty finding a home but it has been resolved. Christy will be joining Aquamarine Room. Numerous historical ties.

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- f) Principal Updates- Cameron said that those who do concessions at Bronco games have offered us a booth. In the end we typically make \$20,000 for 10 home games. Something to think of when considering staffing bingo. Summer mailer goes out this Friday. Reviewing calendar and class list. Leadership went back on Monday and had a kickoff with the superintendent. The district is moving away from the code of conduct. A brief training was underwent on how to use the parent student handbook. Threat assessments were included. Discipline will change and there is a need for changes to the compass student handbook. Standards for deadly weapons have changed and our policy needs to be reviewed to ensure our policies in line. Some work is to come and some change in discipline policy. Changes in health codes will require that children's items can't touch. This will effect children's house cubbies. We have a year to comply and Cameron is looking into changing out the lockers long-term. The lockers are nearing the end of their lifespan. Golden cannot have all of their kids on the playground at the same time. Golden got dinged. This will give less opportunity for kids of different ages to interact. The waiver for glass and choke-ables will be sent for renewal. We believe it will be renewed. New rules that go into place for 40 hour work week will effect rips, enrichment student accountability committee. Next Thursday the 4th a session is being held on this topic and Cameron and Bill are signed up to attend. At 4 p.m. Compass teachers are at 8 hours of work. Based on the new federal government laws, the hourly rate at time and a half is around \$60. So this is difficult. Timeclocks are also being discussed. Trips will be difficult to accomplish. Comp time is also difficult.
- g) ED Update – Bill is out with twin newborns. Kitchen update continues. Loosing Theresa Beiker as Fiesta planner. Bill is discussing Dana Benzenberg as a potential lead.
- h) Financial Oversight Update –Dan Koerner - Overall we are on budget for this year. The variance reports for fiscal year 16, it's a little early but it is believed at Golden we will push 115,000-120000 more into reserves. We won't exceed expenditures on 16. Wheat Ridge: Push \$130-135,000 to reserves and should come under budget on reserves. Some scramble to spend the capital construction money, but all the equipment has been purchased. Accomplished a lot for 16 and pleased where we landed. Dan and Bill took out some things in the 17 budget that were finished in 16. Bill and Dan looked at Jeffco's strategic master plan and the groupings of schools. Revised ask to reflect Compass's commitment to priorities based on Jeffco's requested structure. The budget is due in April and Dan and Bill has had changes since then. When the October count comes in Dan and Bill will come back with final revisions. The board may need to dip into reserves to accomplish needs. Mike asked Dan about a grant of the variance report for Golden. Golden tracked classroom expenditures differently than Wheat Ridge. Someone from the district has offered to hold a class with key personnel to ensure uniform accounting/tracking between both schools. Dan is reaching out to her to set it up. Cameron gave kudos to Sandy Nash for her efforts to work so diligently to track accounting expenditures and clear up any discrepancies.

4) Education Segment – Prior Tight-Loose Decisions

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Mike discussed the Tight-Loose document. See attachment. On the parking lot for next month is Compass culture and the tight-loose document might help with this discussion. Mike has begun compiling notes from around the community. Trips are an important part of the curriculum that parents and students. Events should also be considered. Fun club, the barn dance, etc. What are the things we need to keep? There has been a lot of change and it is important to understand what is important in our community to ensure the culture moving forward. Cameron mentioned the DC trip for the list as well. Pat mentioned having someone present to speak to each event. Understanding the purpose and history will be important. Cameron mentioned rocket night as a good example because it is part of the curriculum and community engagement. Hannah mentioned the need to articulate to new teachers the need and purpose of events and trips. Teachers are overwhelmed to take nights and weekends for trips and have mentioned the difficulty on their salaries to take that time. It is 9 overnights, when many teachers need a second job. Currently there is a small bonus structure in place. It is hard to remain competitive as DPS pays better. The incentive is that Compass is a great place to work and our teachers are dedicated to the mission of the school. On a tight-loose is what trips are there, whereas loose would be who took the kids on each trip. An essential to the adolescent program are the overnights. Mike asked Pat and Cameron to consider what is important on the tight-loose spectrum for culture. He wants many people involved. Rebecca mentioned using a survey to get feedback from the community. Eileen mentioned making it part of the orientation. Mike reviewed previous notes and mentioned:

- What is the Compass way? Is it one campus, community involvement... etc. If we had a banner, what would we synthesize? Critical thinking, self growth. What are the things we should think about for teasers to get folks thinking.
- For trips: Fall, Winter, Spring. Fall is a great bonding opportunity but some 4th grade students feel overwhelmed as newcomers to the classroom. Fall contained an outdoor science component. Cameron and Seth are looking into Jeffco Outdoor lab – one year out for scheduling and you don't get to pick specifics.
- Parent participation in the environment. Whether and what extent should they be involved. Room parent, readers, how to communicate roles and needs.
- All events were also brainstormed and noted by Mike including all fundraisers and school events. Pancake feasts/pie events to Festa and the run.

5) New Business

- a) 2016-2017 Annual Agenda & Strategic Plan Reporting
 - i) Group reviewed and corrected annual agenda. Adding a discussion of the calendar/ start and dismissal times as well as reviewing the overall contact minutes to the board's annual agenda was added to the January meeting. Cameron asked for a board member to review the number of hours in advance so the board could confirm. See attached for final calendar. (Corrections to dates included changing July 24 to July 26 & March 28 to March 21 and adding May 23 meeting). Final board meeting schedule is:

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- (1) July 26 – WR 6 p.m.
 - (2) Aug. 23– WR 6 p.m.
 - (3) Sept. 27 – WR 6 p.m.
 - (4) Oct. 25 – WR 6 p.m.
 - (5) Dec. 6 – WR 6 p.m.
 - (6) Jan. 21 Intensive 8 a.m. to 2 p.m.
 - (7) Feb. 28 – GD 6 p.m.
 - (8) March 21 – GD 6 p.m.
 - (9) April 25 – GD 6 p.m.
 - (10) June 3 Intensive 8 a.m. to 2 p.m.
- ii) Mike suggested that we focus on one goal for the strategic plan and report at each meeting accordingly. He wants to think about the portion we are each supporting on an ongoing basis so that when we go into the June intensive and discuss the strategic plan based on our progress. The board has learned a lot since the implementation of the first three year plan. Continuous reporting keep the strategic plan fresh and relevant as it changes in real time. Mike will put agenda together for consent at next meeting. Areas/months of focus include:
- (1) Commitment to Strong School Leadership (July & Jan.) – Rebecca Story
 - (2) Academic Success through Montessori Education (Sept. & March) – Eileen Kratzer & Hannah Ewert-Krocker
 - (3) Financial and Operational Models that Ensure Reliability, Sustainability and Growth (Oct. & April) – Jeff Smith
 - (4) Effective Communication Internally and Externally (Aug. & Feb.) – Tiffany Grunert
 - (5) National Model for Pre-K through 12 Montessori Public Education (Nov./Dec. & May)– Bill
 - (6) Rotating teacher reports
- b) Community Representative Position – Mills Snowden. Mills described himself as action oriented, decisive, straight forward and takes loyalty and financial responsibility very seriously. Hannah moved to appoint Mills Snowden as the community representative for the 2016 – 2017 school year. Rebecca seconded. Approved unanimously.
- 6) Old Business (None)**
- 7) Adjourn – Rebecca made a motion to adjourn the meeting at 8:44. Hannah seconded. Approved unanimously.**

**Next meeting:
Tuesday, August 23, 2016, 6 p.m., Wheat Ridge Campus**

PARKING LOT:

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- (a) Temporary Facilities Working Group Update/Planning
- (b) Policy and Handbook Updates
- (c) Executive Director Evaluation
- (d) Graduate tracking
- (e) Bingo reporting/calendar
- (f) Compass Culture
- (g)

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