
Compass Montessori Board of Directors

Meeting Minutes
Tuesday, July 25, 2017
6:00 pm Golden Campus

6:06 pm: Call to Order

1) Consent Agenda Items (5 mins)

- a) Approve agenda
- b) Leadership Dashboards (refer to attached)
- c) Treasurer's Report/Variance Reports
- d) Approve June 3, 2017, meeting minutes

2) Community Sharing (15 mins)

- a) *Celebrate Compass* – Steve celebrated working with Dan regarding school finances; he complimented the system for being thorough.
- b) *Community Comment* – No community comment.

3) Strategic Planning – Adam Brock (120 minutes)

- a) See attached agenda

4) Updates and Reports (60 mins)

- a) Teacher Updates/Reports
 - i) Megan Witucki (5 mins)
 - (1) Megan's tenure is complete; there will be a new teacher representative present at the 8/22 meeting.
- b) Leadership Updates (20 minutes)
 - i) **Cameron:** Colorado Shines Training is a quality rating system for preschool; Compass has 2/5 diamond rating. Compass received \$20,000 from the Buell Foundation. Funding will be split between the campuses. Now eligible for other funding/teacher training in things like arts and music.
 - ii) **Seth:** request to update dashboard to reflect which campus is reflected in the bullet items
 - iii) **Candace:** did not add to Leadership Dashboard because items were already covered by Cameron & Seth
 - iv) **Dan:** Willing to collaborate on the Leadership Dashboard and add a few bullet items regarding school finances; elaborate as necessary. Variance reports have previously been used as his "Dashboard"
- c) Other reports (10 mins)
 - i) **Candace Cheung** – See attached for summary of FS summer activities
- d) Financial Reports (10 minutes)

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- i) **Dan Koerner** – working on office centralization between the two campuses; increased lines of communication that has been effective. Both campuses ended positive in terms of finances
 - (1) Golden
 - (a) FY17 +\$50,000 at end of year
 - (b) FY18: Predict increased revenues due to revised enrollment for CH, FS and possibly HS. Modular unit to be added to GD campus (~\$70,000 expense). Possibility of CMEF grant to cover additional costs.
 - (2) Wheat Ridge
 - (a) FY17 +\$110,000 at end of year
 - (b) FY18: Predict surplus at end of year; surplus carryover funds will be used in the kitchen remodel at the WR campus; some funds may need to come out of reserves to cover full cost of remodel. Possibility of getting a CMEF grant to cover the additional expenses.

- 5) **Old Business**
 - a) Discussed transition matrix

- 6) **New Business (20 mins)**
 - a) Vote on portable facility to provide space for the high school. Seth has been offered a portable building for the Golden Campus. There is no charge associated with acquiring the building. Compass will be responsible for covering costs associated with moving building from its current location to the Golden Campus as well as installing the building at the west end of the HS parking lot (loss of approximately 6 parking spaces allotted to high school students)
 - i) There is a need for more physical space in the HS. North bldg. at GD was originally built to be HS only; now it houses both HS and Elementary programs. Currently HS instructional space is just over 3,320 ft²; at 40 ft²/student, the space is suitable for 83 students. For 2016-17, there were 94 students in the HS (35 ft²/student); 2017-18 projecting 104 HS students (31.9 ft²/student). Ideally, the HS is in need of a total of 4,160 ft². total. Modular would +1,400 ft²
 - ii) Modular space is a total of 1400 ft²;
 - (1) 700 ft²: would be used for flex space that would include meetings, HS instructional space, FS meetings, etc
 - (2) 700 ft²: Universal use area for technology (testing, research, etc)
 - iii) Code requirements
 - (1) Code = 20 ft²/child
 - (2) CDE = 40 ft²/child (btwn 32-35)
 - (3) AMI = 40 ft²/child for early childhood (CH)
 - (4) NAMSA 40 ft²/child for early childhood (CH)

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- (5) American Association of Pediatrics = 50 ft²/child
- (6) Int'l Montessori Foundation
 - (a) 50 ft²/child for early childhood
 - (b) 75 ft²/child for elementary
 - (c) 100 ft²/child for secondary
- iv) Request for funds to pay for temp building installation. Estimated cost \$60,000 plus \$15,000 to cover potential cost-overruns; if the \$15,00 is not used, it will be put back into reserves.
- v) Tiffany made a motion to approve the request for \$60,000 with a 50% contingency, to complete the scope of work presented for the modular building. Mils seconded the motion. The motion passed unanimously.
- b) Transition plan check-in with principals: Everyone feels good about the meetings. Still trying to get meeting schedules to be more consistent. However Cameron and Seth are happy with meetings and information exchanged. Candace

Tiffany made a motion to close regular session so the Board could go in to Executive Session. Mils seconded the motion. The Board voted unanimously to end regular session.

7) Executive Session (20 minutes) - CRS 24-6-402 Personnel matters

Tiffany made a motion for the Board to go into executive session, pursuant to CRS 24-6-402. Liz seconded the motion. The Board voted unanimously to go into Executive Session.

11:21pm Eileen entertained a motion to exit executive session. Tiffany seconded the motion to exit executive session and return to regular session. The Board voted unanimously to exit Executive Session.

The following were approved by the Board following executive session:

Tiffany made a motion for Dan Koerner receive additional compensation as discussed in Executive Session to cover the increase of at least 35 hours a week for the 2017 - 2018 school year. Mils seconded. Passed unanimously.

Tiffany made a motion to give Cameron Gehlen additional compensation (stipend) as discussed in Executive Session to cover the additional Executive Director duties at the Wheat Ridge campus for the 2017 - 2018 school year. Mils seconded. Passed unanimously.

Tiffany made a motion to give Seth Webb additional compensation (stipend) as discussed in Executive Session to cover the additional Executive Director duties at the Golden campus for the 2017 - 2018 school year. Mils seconded. Passed unanimously.

8) Adjourn 11:22 pm

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Tiffany made a motion to adjourn the meeting. Eileen seconded. The Board voted unanimously to adjourn the meeting.

Next meeting:

Tuesday, August 22, 2017 at 6:00 pm at the Golden Campus

PARKING LOT:

- (a) Training with Bill Bethke
- (b) Graduation Tracking
- (c) Governance Search(es)
- (d) Review and approval of Board Self-Evaluation Tool

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ATTACHMENTS:

Leadership Dashboard

<p>Quality Education: This month's focus is on summer professional development and teacher trainings:</p> <ul style="list-style-type: none"> - Teachers attending Summer Training and Professional Development: <ul style="list-style-type: none"> - Montessori Model United Nations - JeffCo Gifted & Talented - AMS SpED Webinars - Colorado League of Charter Schools MTSS Workshop - Montessori Elementary Training - Montessori Children's House Training - Montessori Adolescent Training - High School Montessori Symposium - Mike Waski / Secondary Montessori Math Training - Colorado Shines Training- We are now a level 2 and received a \$20,000 grant 	<p>Community Engagement:</p> <ul style="list-style-type: none"> - Wheat Ridge Carnation Festival Compass will have a bench for the auction and a booth to advertise the school. - Preparing Summer Mailer - Streamlining enrollment and beginning of year processes - Updated and improved Children's House handbook - Planters will be ready to be adopted at WR - Elementary Gardens at GD are up and running - Volunteer Farm Support <p>AND</p> <p>Effective Communication:</p> <ul style="list-style-type: none"> - Connecting with Sarah Epstein to make the WAG and MAG more efficient and easier to read - Cameron and Seth will meet with Dan to go over the variance reports for both campuses
<p>National Model:</p> <ul style="list-style-type: none"> - Megan Witucki appointed to CDE Commissioner's Cabinet as featured in Chalk Beat - Compass selected to be on the list of School Tours during next spring's international AMS Annual Conference in Denver. Seth invited to present a workshop on the "Spiritual Preparation of the Teacher". - Connection with the Montessori School in Steamboat Springs - Seth working with CLCS to spearhead a Colorado Montessori Working Group to consider how MAP is used in a Montessori context - Cameron asked to connect with Rachel Averch to collaborate as the public liaison for CMA... - Hosting JeffCo Superintendent Dr. Jason Glass at WR on October 4th 	<p>Sustainable & Reliable Operations:</p> <ul style="list-style-type: none"> - Refocusing on transparent communication on school finance - Modular at GD to support needed HS classroom space and fixed technology/assessment environment - Replaced the ovens in the Kitchen at GD - New pavement striping in the South Parking Lot at GD to accommodate easier parking and flow of traffic. - Kitchen project at WR - New carpet in a few classrooms at Wheat Ridge - New carpet needed in the halls at Wheat Ridge - Painting at Golden in the FS Bathrooms, EL and HS hallways and common spaces - New lockers for the FS - Summer Program has made great profits - Summer Bingo has been challenging to fill. We need to make a better plan for next summer.

Strategic Planning Agenda

Farm School Summer Activities

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