

Compass Montessori Board of Directors

Meeting Agenda
Tuesday, September 25, 2018
6:00 pm Wheat Ridge Campus

6:06 pm: **Call to Order**

1) Consent Agenda Items (5 mins)

- a) Approve agenda
- b) Approve minutes from August 28, 2018

Liz entertained a motion to approve the agenda after removing the Board Self-Evaluation and adding Lavanya Kruse to this agenda to discuss SPF. Allen moved to approve the meeting minutes and the consent agenda as printed, plus the addition of Lavanya to engage in conversation with the board and moving the self-evaluation tool to another meeting. Seconded by Jen. No discussion. Approve unanimously.

2) Community Sharing (15 min)

- a) *Celebrate Compass* – a time for our community to identify and share positive feedback on our community
 - i) *Kymm celebrated the early-morning sunrise hike up the Mesa for Peace Day. She was surprise to have so many people join her, from both campuses, at 5:30am!*
 - ii) *Cameron celebrated Julie on the Farm School math team. She is happy with how organized and strategic they are.*
 - iii) *Allen celebrated the WR kitchen because its the first time it's been open. He said it looks great.*
 - iv) *Kymm celebrated that*
 - v) *Jen celebrated that Cameron was able to finally take a vacation...and that she came back!*
 - vi) *Jen celebrated the SpED team for being proactive and making early contact with parents. She also celebrated that the SpED team is infiltrating the Farm School as a whole and are acting as support staff. She noted that the students appreciate having extra staff to go to.*
 - vii) *Amy Fleig celebrated the SpED team and is happy to be working with both Christin and Keri. She noted that there could not be two more "on top of it," compassionate, hard working people to work with.*
- 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.

No one signed up to attend.

3) Updates & Reports (50 min)

- a) Teacher updates: (15 min)
 - i) Wheat Ridge – *Barbara Lutrey, notes attached*

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Tuesday, September 25, 2018

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- (a) Mountain Room – normalizing; thank Megan; strong office staff; Erin Oliver’s Peace Day celebration; Nathan Jones great addition*
 - (b) Forest – great parent support*
 - (c) Cypress – New team exciting to continue getting to know community*
 - (d) Earth – Student Council – 30 people showed up*
 - (e) Fire – learning latitude and longitude, nature walks, poetry, student-led conference preparation*
 - ii) Golden – Chase Deutschman, notes attached
 - (1) Lower EI returned from their 3rd grade trip, 100% attendance, preparing for conferences*
 - (2) Upper EI preparing for trip, conferences, Alex w/ GT coordination*
 - (3) Farm: Harvest Fest 10-2 next weekend*
 - iii) Special Education – Amy Fleig, notes attached
 - (1) District collaboration*
 - (2) Sue Coffey is working at both campuses*
 - (3) IEP meetings going well, lots of proactive communication*
 - (4) Tier 1 and 2 MTSS interventions*
- b) Leadership Update (15 min) – Cameron Gehlen, notes attached**
- i) Student Enrollment updates and budget impact
 - (1) Will hit enrollment targets at both campuses*
 - (2) secondary was a bit of a challenge*
 - (3) Need to continue checking enrollment through the summer (1x per week)*
 - (4) JeffCo Online Enrollment coming online*
 - (a) January intent to return—if Compass is not selected, students will be automatically enrolled to their home school*
 - (b) Communicate there are going to be glitches*
 - ii) Update on Modular pricing and schedule – move to financial
 - iii) Facilities
 - (1) Nathan Jones is new facilities person*
 - (2) Flooding at both campuses*
 - (a) Properly re-set and seal windows*
 - (b) Roof was not completely repaired after previous hail storm; trying to re-open claim*
 - (3) Lice issue – looking for cubbies that will help keep kids’ stuff separated*
- c) Variance / Financial Reports (20 min)**
- i) Variance reports – Sarah Liberatore
 - (1) WR:**
 - (a) Expected revenue to be a little over \$3M. At this point in the year, the budget is not totally clear, but not a lot of changes to report*
 - (b) Salary and benefits: \$2.26M*

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- (c) Purchased services have increased and expected to be about \$538k: changes in expected legal fees and contracted services. Changes due to SpED and associated legal fees as well as Scot's retirement.
- (d) Materials and Supplies: ~\$240k
- (e) Total expenditures expected to be just over \$3M
 - (i) Budget currently is \$3,030,000 and has kicked up in expectation to \$3,058,000
 - (ii) Biggest change is the final payment on the kitchen remodel
- (2) Golden
 - (a) *Expected revenues to be \$3.8M*
 - (b) *Salary and benefits: \$2.6M*
 - (c) *Purchased services to be about \$990,000: same as WR, increase in legal fees and contracted services*
 - (d) *Material and supplies: ~\$240k. The only expected change will be due to expenses for the modular building.*
 - (e) *Total expenditures expected to be \$3.9M*
- (3) Modular:
 - (a) *Inspections went well*
 - (b) *HVAC outstanding*
 - (c) *Engineering standards to withstand wind force of 150 mph per county requirements*
 - (d) *Budget so far*
 - (i) *Spent: ~\$30,000*
 - (ii) *Available*
 1. *\$44,500 approved from reserves*
 2. *\$50,000 from CMEF*
 - (iii) *Sarah confirmed the following with Dan, regarding the work requested from Platinum along with estimate*
 1. *Wind load*
 2. *Electrical*
 3. *County requirements spelled out for occupancy*
 4. *Dan asked for options on things like*
 - a. *Accessibility/entry way (wood or concrete ramps)*
 - b. *Skirting for building*
 - c. *HVAC units (what will it take to get existing units working?)*
 - (iv) *Liz commented that the board has already approved funding for the project.*
 1. *Sarah interjected that we've approved \$90,000 to complete the project*
 2. *Dan noted that at least 50% of the funds coming from CMEF were supposed to be directed to furnishing the interior of the building with computers, desks, etc*
 3. *Liz asked if there is a chance that the board will need to consider/vote to approve more funds to complete the project.*
- ii) Update on flood damage: waiting on report

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Tuesday, September 25, 2018
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- (1) \$1000 deductible*
 - (2) Pre-existing repairs*
 - (a) Aged*
 - (b) Not-done completely*
 - iii) Audit report due next meeting. Dan noted that things went very smoothly.*
 - iv) The discussion veered toward discussing the possibility of upcoming election for JeffCO school funding—There is a list of repairs/updates that has been put together for each campus.*
- 4) Old Business (20 min)**
- a) Status of Bingo License Renewal—Treasurer or Bingo Committee Chair (10 min) – Jen Lillis**
 - i) Great turnout for Bingo Committee meeting last night—over ten people attended!*
 - ii) 3 parents have signed up as Manager Trainees; start up time is about 6 months for managers to run a session on their own.*
 - iii) Sam Fisher is the name on the Games License right now; he’s also the lead Games Manager*
 - iv) Right now we’re paying ~\$330/month to the Secretary of State to help us manage our Bingo funds*
 - v) Jen to review cost for gaming license renewal, but funds raised through bingo are used to pay that fee.*
 - vi) Nov. 1: Can start Bingo renewal process.*
 - vii) Signors have been updated on the checks: Sam Fisher, Dan, Jennifer Mathewson*
 - viii) Nathan Jones is new organizer for Pickle Bosses; Ann Berlin is the new Bingo Coordinator at Wheat Ridge*
 - ix) Jen noted that no sessions have been adopted beyond Dec 31*
 - x) Jen noted that students are welcome to work if they are 14 or older*
 - xi) Must-Go deposit was ~\$16,000*
 - xii) July had a low balance (\$2457) because many prize payouts; Aug balance (\$24,000).*
 - b) Board update - interim leadership structure to remain in place for an entire school year before evaluating the model. (10 min)**
 - i) Last board meeting and in conversations since, there is a feeling that we want to see how the interim leadership model will fair over a full year.*
 - ii) The board will check in at each meeting with Cameron to get continue to get updates. Information gathered from the check-ins will be used to evaluate the success of the interim model or whether the model needs to be changed/updated.*
 - iii) Cameron would like to add a District-trained administrative assistant to help with district-specific admin duties*
 - iv) The May intensive board meeting will be a good time to start discussing the future of the interim*
- 5) New Business (35 min)**
- a) SPF results report (15 min) – (School Performance Framework)**

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- i) Cameron: Generated from CMAS scores. Performance metrics/ratings are given to the schools. There is an embargo period where results can only be discussed internally. At this point, the results still can't be released.*
 - ii) Data from these results auto-populate the Unified Improvement Plan (UIP) that are updated each year.*
 - iii) Previously, JeffCo used to have its own UIP process and charters were allowed to use MAPS data rather than CMAS. This year, JeffCo has aligned with CDE and it has a slightly different feel, but we will still use MAPS. UIP will still be based on MAPS scores along with other Montessori schools. There are now enough data points to see positive movement in the data (started in 2014). School leadership will look for different patterns through all of the trends. Looking for growth trends.*
 - iv) Looks like the trend will show that we need more work on math scores. Amy noted that there are math interventions for the Farm and HS, but also working to find good interventions for lower-elementary students.*
 - v) Liz asked: when is the data available – around the end of the month.*
 - vi) She noted that there haven't really been any committee reports lately and she would like to have more committee presentations come to the BoD meetings.*
 - vii) State of the School – October 25.*
 - viii) Steve: what is the end result of this evaluation? Will it affect funding, or other things that we rely on? Cameron: Rankings as follows:
 - (1) Blue – blue ribbon, doing really well*
 - (2) Green – doing great, but take a deeper look at identified areas*
 - (3) Yellow – concerned and UIP will be reviewed.*
 - (4) Orange – significant concerns; consultants will probably be deployed to schools*
 - (5) Red – turn-around status.*
 - (6) **two years ago, we were yellow due to low participation; the embargo gives schools time to argue their cases. Compass had parent opt-out forms that were presented to CDE and color was elevated to green.*
 - (7) Another issue: need to have 30+ students in a cohort in order to discuss publicly (student privacy).**
 - ix) Steve: Why is there such a high opt-out rate for students at Compass? Cameron: In her opinion—parent movement to opt out to encourage the state to change testing from CMAS to a different test like MAP. The downside of CMAS is that it is only comprised of scores; there is no additional data that can be evaluated, like it can be with MAPS.*
 - x) Sarah asked to confirm that the ranking (blue, green, yellow, orange, red) is based off CMAS and MAPS data are used for UIP. Yes, it was confirmed.*
- b) Board Self Evaluation tool (vote) (20 min)**

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6) Adjourn

Liz entertained a motion to adjourn. Jen made a motion to adjourn the Compass Montessori Board of Directors meeting on September 25, 2018 at 7:43pm. Allen seconded. No discussion. Approve unanimously
743 jen, allen.

Next meeting:

Next meeting October 23, 2018 6:00 pm at the Wheat Ridge Campus

PARKING LOT:

- (a) Graduation Tracking

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ATTACHMENTS

Barbara Lutrey – Wheat Ridge

Mountain Room-

We have had a great start to the school year. The children are already demonstrating glimpses of normalization just 25 days into the school year.

We are very thankful to have Megan in the office on such a regular basis! It feels like we have such a strong front office staff out there on the front line!!

We are also grateful for Erin Oliver's idea for peace day. It felt like a very meaningful project for our children...it was great to have a project that was meaningful to children at every level!

Nathan has been a blessing and a breath of fresh air on our campus!

Forest Room:

-We have been really enjoying seeing the children getting into their work and seeing the excitement on their face when they master some challenging work.

-We are also so thankful to have a wonderful supportive admin! We also really enjoying having Ms. Cari in our classroom!

-Our parent support so far this year has been awesome and we are so grateful!

Prairie Room

Parent volunteers are great.

Great supportive staff in classroom as well as administration

Children are working hard and eager to get new lessons. .

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Aspen Room

Cypress Room

Being a new teaching team and getting to know the Cypress room and students has been exciting! We are hopeful and eager for the learning adventures of this school year. We are so grateful for all the support from the community we have had already!

Acacia Room ****NOTHING INCLUDED****

Earth Room

The Student Council meeting went well. We have close to 30 students from all of upper elementary that are excited to make a strong positive impact on our school. We are really happy that with so many new students that we have reached a point of normalization.

Fire Room- In the Fire room, we have been learning about how the Earth's rotation varies by latitudes/longitudes and how winds are created and impact weather on the Earth. We enjoyed a Nature walk to the Clear Creek green space and spent time being peaceful in nature, creating sensory poetry and art to reflect what we were seeing, hearing, etc. We are busy preparing lesson presentations for our upcoming student-led conferences. We are also nearly ready to depart for our Fall trip to Calwood!

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Water Room ****NOTHING INCLUDED****



ATTACHMENT: *Chase Deutschman – Golden Campus*

Lower Elementary
Returned from 3rd grade trip last week!
Getting prepared for conferences.

Upper Elementary
In communication with YMCA for trips.
Getting prepared for conferences.
Alex went to GT training

Farm School
Harvest Festival is this weekend (9/29 10-2)!

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Meeting Agenda
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ATTACHMENT – Amy Fleig, Special Education
September 25th, 2018
6:00 p.m.

- Celebrations
 - Collaborating with Community Members
 - Lisa Conway - District ESL director
 - Lauren Stewart - District GT Resource teacher
 - ATAT - Assistive Technology Assessment Team
 - Children's Hospital Sie Center for Down Syndrome
 - Janelle Rogers - District Audiologist
 - Cara Garland - School Social Worker from Mountain Phoenix
 - Beth Battilla - District School Psychologist
 - Collaboration with Farm Guides
 - Accommodations trackers for children with IEPs and 504
 - Implementing accommodations for classroom math assessments
 - Keri and Amy supporting teachers with chunking projects into manageable tasks before introducing to students
 - Sue Coffey, Cara Garland, and Kara Zweirkowski's support with mental health at Golden!
 - In Suzanne's absence, Sue has been meeting with students on IEPs and 504s that are in the farm school, as well as helping troubleshoot some mental health situations. Sue has been amazing with juggling the two campuses, although she is missed at WR, we are grateful that she can support the students, many of whom she already has strong connections with. We are wishing Suzanne a speedy recovery. Sue believes this experience will help in transitioning elementary students to the expectations at the Farm. Golden SPED staff have been working a lot with students on IEPs and 504s in setting up planners and helping students with follow-ups.
 - Cara working with lower elementary and high school students with IEP and 504 mental health minutes
 - Kara Z supporting with crisis intervention, social groups, and GSA
 - Connecting with Families
 - Positive IEP meetings at Golden - Great parent feedback and excited about partnering with parents and students
- Staff Trainings
 - Orton Gillingham
 - OT training is supporting the provision of consistent reading interventions at both campuses
 - Executive Functioning
 - GoogleDocs/Google ReadandWrite

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- Colorado Emergent Literacy Scales (CELS)
- EzEdMed Refresher Training
- Vineland and DALs Assessment Training
- Equity in Education
- Gender Inclusion 101
- Collaborative Problem Solving
- MTSS (Multi-Tiered Systems of Support)
 - MTSS trainings for staff last week
 - Mock MTSS with CH, UE, and Farm staff
 - Getting started with first official meeting on Tuesday, October 2nd
 - Will help in earlier intervention/support and identifying who may need SPED services
 - New staff for MTSS
 - Amy Fleig joining Chase in supporting this work in the classrooms at GD
 - Michelle Clark partnering with Tara at WR
 - New Research-Based Interventions at Golden
 - One math/one writing

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ATTACHMENT – Cameron Gehlen, Leadership Update

Systems and Structures

Goals:

- Align systems, processes, and procedures between the offices so that teaching staff can focus on interacting with students
- Align systems, processes, and procedures between the offices so that we have redundancy so staff can take days off, feel supported, and prepare Compass for natural staff turn-over
- Align systems between the offices so that admin can move back and forth smoothly
- Create clear and consistent expectations/norms for staff and students (some will be unique to WR or G, depending on campus needs)
- Create and communicate consistent student norms for students at all levels
- Create and foster an environment where all adults feel comfortable addressing students, building relationships with students, and communicating school norms and expectations to students
- Create systems and structures for record keeping, MTSS, student discipline, school safety, Title XI, 504, ALP, IEP, and all other district compliance necessities

Updates:

- Huge celebrations on tightening the following practices:
 - MTSS
 - DIBELS
 - MAP
 - In-house social work
 - Going-outs
 - Discipline
 - Documentation of Discipline
 - Office systems

Finance

Goals:

- Create a greater level of financial understanding among staff
- Maintain healthy fund balances at both campuses
- Gain access to outside funding to support our current goals established with Nathan
- Draw and support high-quality teachers
- Improve our facilities to enable us to operate through the lens of equity:

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Tuesday, September 25, 2018

6:00 pm Wheat Ridge Campus

○ Over the next five years, we want to raise 14 million dollars with the explicit goal to make our Montessori programming more accessible to and equitable for all learners.

○ This money will:

■ First two years: high quality, well-trained teachers and scholarship programs for our enrichment curriculum

■ Next two years: Outfitting our building and programming to allow greater access to our 600 child waitlist

■ Last year: enrich our programming options, get a bus and fulfill our equity practice, partner with other programs

Updates:

● Variance Reports

● JCSC: Bond update from Tom McMillon

○ Tom will offer to your communities (staff, parents, etc.) an opportunity to hear a purely factual presentation from Tammy Schiff and/or Steve Bell about 3A and 3B.

○ If we want to, we can reach out directly to Tammy Schiff if we would like to arrange for a presentation.

○ Fixes at both campuses need this money!!!!

Loose/Tight

Goals:

● Determine what elements of the two campuses work best as lose/tight

● Make more clear guidelines about lose/tight relationships with the district, the State,

CDE, children's house licensing, Healthy Schools initiative, Safety, and Security

● Have conversations about when it's ok for us to be loose

Updates:

● Feel good about tight/loose

○ Still backing into it

○ Culture/flavor stays the same and vital systems are tight

Facilities:

Goals:

● Finish current facilities projects

● Make Scot's tasks and projects more manageable

● Finalize the installation of the modular building

● Better recess equipment

● Finish the kitchen at Wheat Ridge

● Finish Installing the new walls and new offices at Golden

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- Set safety and security goals/guidelines for knowing where children are in the different physical spaces at Golden
- Enable a security keypad for the HS/Elementary building at Golden
- Provide safe outdoor workspace for WR elementary
- Covered carline area at WR

Update:

- Wheat Ridge:
 - Hired Nathan Jones
 - Been working with Joel and the district, Aaron at Servepro, Luis at Roof Evolution, and John Kreig to fix the flooding situation and prevent future flooding from occurring
 - 3 main problems:
 - Leaky/unsealed/un-silled windows
 - No drainage away from the building
 - Flat, leaky roof that is hail damaged and basically kept together with scotch tape
 - In the process of trying to work with Joel and Wayne at the district to get insurance coverage to fix the rest of the roof- roofers found hail damage when patching the leaks!
 - We have a lot to do to prevent this from happening again- Megan is working with the team above to get a few different bids for you to look at for next meeting
- Golden
 - Moisture removal and rebuild of west wall in the commons is complete
 - Luis, roof evolution will be fixing the holes in the roof that led to the leakage
 - Aegis is working on making us new fire maps

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