

**Mountain Village Montessori Charter School
Governing Board Meeting Agenda
December 8, 2016 @ 8:30 am
Mountain Village Montessori Charter School
27285 Brandon Circle
Steamboat Springs, CO 80487**

Our Mission:

To inspire each child to learn and grow as a responsible global citizen in a collaborative, peaceful and safe environment through the proven methods of Montessori education. As a school of choice, Mountain Village Montessori Charter School is a place for students, families and teachers to grow together as a community. MVMCS aims to develop responsible, self-directed and resilient children who become life-long learners and creative problem solvers.

Our Vision:

Mountain Village Montessori Charter School creates a respectful, safe, nurturing and diverse educational community where students, staff, parents and community members collaborate to become empowered, enriched, challenged, resilient and prepared individuals collectively meeting the demands of an ever-changing society.

- I. Call to Order at 8:44 am. Mercedes Dugan, Aimee Dendrinis, Emily Barnhart, Jeff Merage, Jason Gilligan, Michael Hayes, Diedre Sanders, Jen Mac, Kristen Rockford
- II. Agenda Review - Approval of Agenda, all approved
- III. Public Comment -n/a
- IV. Approval of November & December 2nd Minutes, will be done at next meeting
- V. Director's Report

Enrollment/Tuition/Inquiries

- Student numbers update – 133 (change +3)

Preschool full day	16 (change +1)	Primary (3 classes with 3 leads and 8 assists)
Preschool ½ day	15 (change +1)	
Kindergarten full day	27 (change +1)	
Kindergarten ½ day	2	
1 st grade	25	Lower Elementary (2 classes with 2 leads and 2 assists)
2 nd grade	11	
3 rd grade	16	
4 th grade	10	Upper Elementary (1 class with 1 lead and 1 assist)
5 th grade	11	

Anticipated Kindergarten Spaces – 30 (based on 3 classrooms of 30 children)
 Currently enrolled preschool students in lottery – 16
 Potential new kindergarten students - 7

Before and after care November (at time of writing):

Before care total number of children who attended at least once	3
Before care regulars November	2
After care number of children	17
After care regulars	7

Last two months Inquiries and Applications for 2017-2018 school year (beyond currently enrolled). Preliminary numbers.

Preschool (3yo in 2017-2018)	8
Preschool (4yo in 2017-2018)	12
Kindergarten (2017-2018)	10
1 st -6 th	6

Prospective family tours every two weeks – 6 families last week. 1 leading to enrollment for January for preK.

Communication/Community –

- Thank you for the support of time and money on Colorado Gives Day
- Education Fund Board members visited school on Dec. 6. Discussed sources of funding and Innovation Grant for Teachers. Encouraged engagement with Fund Board.
- Aspen and Carbondale Community School Executive Director and Principals visited on December 2.
- Staff/Board Winter Party at the farm Saturday Dec. 10 at 5:30
- **Prospective Family Gathering – changed to school AND January 11**
- Winter Celebration 10-11 am December 20 at the school.
- Community Building Group met Dec. 6 to discuss near and medium term community events. Draft calendar here
- Consistent FB and Instagram presence continues.
- Two classrooms using blogs, Upper Elementary and ¾ classroom.

Assessment update:

- All literacy assessments for READ Act completed by assessment team last week. READ Plans written for appropriate students and shared with parents over conferences.

- All K-readiness assessments complete.
- STAR interim math assessments have begun and are partially complete. We will continue the first round of assessments up to winter break.

Hiring/Staff –

Lead Teachers	6
Assistant Teachers	9
Office Administrator	1
ESS Coordinator	1
Preschool Director (24 hours)	1
GT coordinator (PT salary)	1
School Psychologist	1
Speech Language Pathologist	1
Occupational Therapist	1
School Nurse	1

- Lorelei has passed exams for SPED licensure and for Elementary Education.
- Lack of assistant teacher in the afternoon solved by shifting staff responsibilities in the afternoon.
- Staff are ready for winter break.

Facility and Materials –

- Inquiries about using the facility for school sleeping over and soccer.

School Safety

- Upcoming fire drill in December

CSI/CCSP/SSSD/compliance

- Upcoming CSI deadlines (Dec 7) for Human Resources reporting and December Count reporting (exceptional student services).
- Financial Transparency page on website needs populated with documents: See <http://www.mvmcs.org/financial-transparency.html>. Examples available at Thomas MacLaren School.
- Western Slope Regional training and board to board networking Friday, Dec. 9. Aimee D and Mercedes D will be representing the board at the training.

Budget and Finance

- Pending approval for Assistance Loan for CSI this coming Tuesday.
- One rate preferred for before and after care for ease of billing. Need to modify documents/policies and website. Greatly simplifies record keeping and billing. Action required by board.
- PreK and K billing on consistent date (5th of month). Aimee moves to change the rate in tuition agreement of before and after school policy to be \$15/visit for aftercare and \$6/visit for beforecare for the remainder of 2016/17 school year effective January 1st. Jason seconds. All in favor.

VI. Treasurer's Report

- A. Paychex, Single Track, Alpine Bank are causing problems with inaccuracy or timeliness.
- B. G&G is a company that can do all the work including HR.
- C. Need to have a preliminary budget for 2017/2018 approved by January 31st meeting.
- D. A budget work session is scheduled for December 19th 8:30 am.

VII. Committee Updates

A. Facility Committee

- a. Update on Cavanagh. He offered to finance the sale as a bridge loan of \$1.5 million with \$1 million upfront from capital campaign at a 6% interest rate. Initial discussion with Jon Sanders and Jeff Merga indicate the offer is not financially feasible with a great unknown in terms of ability to raise \$1 million. Kristen will let Steve know we are updating our budget and will continue to consider this option.
- b. Discussion on Gym lease to Steamboat Soccer Club. Aimee will add discussed revisions to the lease and re-route through the soccer club. Jeff is going to send the revised lease a paralegal for review. Mercedes will send revised lease to a Real Estate Attorney for review.
- c. Kristen makes a motion to designate Emily Barnhart along with Mercedes Dugan to serve as point of contact for non-sports related requests of the gym. Aimee seconds. All in favor. All sports related requests will be directed to Rob Bowlman once lease is finalized. Kristen will get Judy and Emily and Mercedes all contact info Rob.

B. Fundraising Committee

- a. 501c3 status- no update
- b. Delegation of CO Gives Day funds. A portion was earmarked for cross country skis, the rest is going to the general operating fund.
- c. Update on Capital Campaign - will develop a sub-committee of the Fundraising Committee. Michael will schedule a meeting with Sky in January. Jeff offered to be on the Capital Campaign sub-committee.
- d. Update on Daniel's Fund- Aimee is almost done with the application for Teacher Professional Development

C. School Accountability Committee update - none

- D. Update from Staff Rep - need to include a large laminator in next CCSP purchase. Teacher wish list needs to go to a central location. Emily will develop a policy for teacher wish lists. Jason asked for needs to share with his mom.

- E. Update from Parent Association - met and drafted up a community event calendar, i.e. parent happy hour, playdates. Will also complete a parent directory before Xmas break. Ask for parent volunteers to assist with specific tasks in January.
- VIII. New Business
- a. Discussion on Enrollment projections, will be discussed during Budget Work session on 12/19
 - b. Enrollment Policy, not ready to discuss or change policy.
 - c. Emily will develop an infographic on action items for parents.
 - d. Michael will ask for Sydney's help to develop a plan to marketing to prospective families
 - e. Jeff Meraage will look into cost of hanging a banner the second & third week of January.
 - f. Also make flyers to hang around town
- IX. Old Business
- A. Board Recruitment & Development. Emily will ask Jillian Morris if they are interested in becoming our 7th board member.
 - B. golf course liability concerns, nothing to report
 - C. Honoring Dan LeBlanc's work, Michael will call Saddleback Ranch.970-879-3711
 - D. The board gives Jeff Meraage approval to pay for Hive 180 to redevelop the website.
- X. Executive Session to discuss salary items. Kristen makes motion to move into Executive Session at 11:36 am. Emily seconds. All in favor. Emily moves to leave exec session at 12:07, Mercedes seconds. All in favor.
- XI. Next Meeting, Dec 19 Budget Work Session. Board Meeting January 12, 2017
- XII. Adjourned at 12:08 pm.