

FCMS Board Meeting Minutes

19 November 2025

Attendance:

- Paul Vincent
- Lorie Federman
- Rosa Cruz Kauffman
- James Bexfield
- Shannon Pipes
- Danielle Golubski (parent)
- Erik Kean (parent)

Rosa called the meeting to order 18:05

Rosa read the mission of the school 18:05

Opened the meeting to parents comment 18:06

Head of School Report –

- **Operations Update**

- Students working well in classes
- We continue to host several charter leaders at FCMS. They are interested in what we are doing and what makes our program so strong.
 - They have also indicated a desire to recruit families from our upper elementary.

- **Compliance**

- Drills continue to go well.
- The change in process did speed up the time for the drill by almost a whole minute.

- **Students:**

- 25-26 Students are actively engaged in work in their classrooms.
- Several amazing things happening throughout the school.

- **Parent Education/events:**

- **Parent engagement: Montessori Math progress well attended.**
- No more events this month
- Winter performance will be December 17 and 18 at 9:00am
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- **Finances 24-25:**
 - Financials are on track with year over year as is our typical pattern, projections in November are lower than anticipated. Historically, we pick up the difference throughout the year. We will continue to monitor this for changes necessary.
 - October count came in lower than projected by about 9 equivalent spaces. This is a significant reduction to income.
 - Reminder we continue to stay conservative so we can pivot as necessary.
 - Bond payments have increased over the last one by about \$15k for the year. But we are now paying interest and principle
- **Facility**
 - Began engaging construction for the classroom conversion to open a third Upper elementary next school year.
 - Initial estimates to raise sinks and replace small toilets for regular ones should be under \$20k
 - Will continue winter tree watering with Save-a-tree and aphid treatment for the new growth trees throughout campus.

Additional minutes from Head of School Report –

Paul Update –

- Students enjoy sitting in classroom
- Hosting charter school members
- Liberty Commons visited and impressed with test scores
- Drills continue to go well
 - Changes to process for taking attendance for 3- & 4-year-olds due to difficulty in taking attendance
- Opportune time to do Christmas/Holiday presentation – during the day
- Do the financial feedback later (Jim)
- Facility – under \$20k all in – moving of the plumbing to move the sink up by 2 feet and will need to change ADA grab bars up and the toilets (placement is standard but popping the porcelain and replacing it)

- Shared toilet doesn't work for primary and upper elementary to share a bathroom
- Potential open up of lower elementary classroom
- Set up for new classroom - \$20k for furniture (shelving, tables, chairs), \$23k for full set of Montessori materials per classroom
 - Some savings because extra tables and chairs and materials extra that could piece through to add to new classroom (3rd upper El classroom) – 25 per classroom with a 3rd upper El classroom
 - Trainee finishing up training this summer and has been working with upper elementary already – next transition into new upper El
 - Could go to a 6-12 classroom (1st – 6th grade)
 - Discussion around 6-12 year old classrooms
 - Wider range of materials
 - Set up of classroom is the same, in lower elementary classroom has more transitional materials but it's essentially the same material list with more of the extensions and more of the transitions
 - Lorie – pull the trigger on this after enrollment (February)
 - Paul – guides have been doing straw polling during conferences with parents to determine enrollment for next year
 - Mass transition would not make this feasible but that would be 20+ children
 - Rosa – primarily discussing upper elementary kids 6th grade out
 - Paul – if we only keep 1/3 of those 5th graders then we don't have enough, but we have over 1/3 currently just with staff children
 - Makes sense while we have trainee to move into a new upper elementary classroom internally instead of hiring outside
 - District has no enrollment timeline for FCMS – choice in is currently happening now for PSD
 - Asking someone in November whether they're going to be here, then ask again in May, then ask again in October where they are – that's when you find out that someone is not enrolling that school year

Lorie Board Member Search

- New board member search – reached out to potential board member re: resume and background, still has not received a response
- Board training – look through modules for board training and set a date to finish modules
 - Rosa – familiar with the website and independent learning is more feasible regarding schedules
 - Set a January date for finishing the modules
 - Lorie – link in the pamphlet, finances, board meetings, etc.

- Started a strategic plan years ago and still has it – early 2026 we can get a consultant to help with the strategic plan
- Lorie, Shannon, Jim and Rosa – done by first board meeting of 2026
 - Discussion about the training in January Board Meeting (all modules done by that meeting)
- Charter School Board Governance Playbook – all modules to be completed by January Board Meeting (need to set up an account)

Jim – Financials

- Difference in the debt coverage ratios – basically looking at what payments are needed and comparing to the change in balance – how much additional revenue over expenses we had for the month
 - October – more expenses than revenue which results in debt coverage ratio of .99 when need to have it at 1.2 to be in the green (goal was 2)
 - Part is accounting, part is that we had expenses in October associated with the refinancing of the bond that won't typically have in usual months
 - Contingency fund that is not part of reserves and not counted as revenue – result is that if we did count it we would be able to drive the debt coverage ratio to a higher number (not a number to put us in the green) but the reason we don't is we anticipate using it for expenditures at some point for the year and is money that is not “general” – must be used for specific things
 - Not concerned – next month has confidence it will be better – anticipates out of red next month, likely not in the green but out of the red
- Paul – some of it is due to extremely conservative budgeting – principal and interest payments which before we were only paying interest only – tight but can make it work
- Lorie – are we under in enrollment?
- Paul – yes, 9 under in lower, keeping an eye on the upper elementary – decided not to open up refiling those elementary positions being lost because wasn't sure what the future of the classrooms would be for next year and took advantage of the lull in enrollment
 - Open classroom can change quickly – knowing more spaces opens up more spaces in our lower elementary
 - More spaces than just in upper elementary
 - Each fulltime kid - \$15k (public funded)
- Lorie – email about charter board – click on new charter board training course – goes to recorded trainings and there should be a “league trainings” to click on – my courses (on demand programs) – 6 modules for new league board trainings

Lorie – PVC

- Try to get more money next year for the garden (trying to get more money on a grant but was one time)
- Spring – engage more kids and guides (younger) with the garden
- Fall festival went great – over 500 people attended
- Tonight – café Mexicali – fundraiser from the restaurant
 - o Advertised on Paul’s emails on Sunday night
- PVC has asked for \$600/\$700 a year from general budget for the garden

Shannon – Fundraising Committee –

- Setting up fundraising committee to discuss the Big Give and Colorado Gives Day in December – will consider other fundraising avenues
- Board member will need to volunteer or one will be assigned
- Discussion of whether this committee needs two or more board members, decided that two or more are necessary since fundraising is a big job along with parent volunteers

Rosa moved to end the meeting and Lorie seconded. All in favor. Meeting adjourned at 7:21pm.