



Board of Directors
Board Meeting Minutes
May 13, 2021

Free Horizon Montessori PK – 8

Montessori for the 21st Century - a place to learn, a place to belong

1. Meeting called to order at: 6:02pm
 - a. Board Members Present: Alison Fuhr, Doug Klof, Bekky Robbins, John Frost, Diane Fox, Dan Hofman, Ben Dodson
 - b. Board Members Absent (excused): None
 - c. Staff Members Present: Kresta Vuolo, Cyndi Vosburgh, Kate Powell (Staff Liaison), Jen Levy (Staff Liaison), Megan Wells
 - d. Guests: Leslie Arboleda, Jenny Riegel, Tony Schiess

2. Approval of Agenda for current meeting: motion to approve by John.
 - a. Move to amend order of elections by Diane, second by Ben
 - b. Unanimous approval of agenda as amended.

3. Approval of consent agenda
 - a. Kresta – April 8 – Board institutional knowledge – spelling error
 - b. Motion to approve consent agenda: Bekky, second by Ben
 - i. Unanimous approval of consent agenda

4. Public Comment and Celebrations
 - a. John – thanks to Alison for leading the board through a very dynamic and challenging year.
 - b. Ben – releasing the butterflies was a highlight for daughter in Lavender classroom.
 - c. Jen – first in-person event in over a year with primary Kindergarten Continuation celebration
 - d. Diane – thanks to new board members!
 - e. Megan – celebrate wonderful gifts from the community during staff appreciation week. Coffee truck was amazing, huge hit.
 - f. Kresta
 - i. Innovation Renewal was approved via consent agenda during May 6 Jeffco Board of Ed meeting.
 1. A few questions leading up to meeting, none during the meeting
 - ii. CSN hosted successful virtual Spring Fling, so grateful for such a successful event, over \$10k, thankful for generosity of families.
 - iii. Annual State of the School Meeting occurred – everyone well-prepared and shared relevant and timely information
 - iv. Welcome Ben and Dan as newest BOD meeting
 - v. Two grub clubs organized by CSN
 - vi. Teacher and staff appreciation week was wonderful.

- vii. Thank Social Justice Committee to create resource documents for teachers to use to expand equity work into classrooms.
- viii. Families that stepped up to fill CSN board vacancies

5. Principal Update

- a. Students
 - i. We're still learning
 - ii. CMAS 3- 8
 - iii. MAP
 - iv. DIBELS
- b. Staff
 - i. PD Day on April 30, family engagement survey administered
 - ii. Guardian/Teacher conferences
 - iii. End-of-Year activities and celebrations
- c. Community
 - i. Grateful community stepped in to help CSN
- d. Innovation Review
 - i. Approved on Consent Agenda
 - ii. Want to work with Chief of Schools to come up with a formal process using what we learned
- e. COVID-19
 - i. Jeffco Director of Health Services – far from herd immunity, warned that JPS might be unable to relax more protocols
 - ii. Child vaccines available for ages 12+, hoping for younger children over summer
- f. Jeffco
 - i. Superintendent Dorland started, shifting manner in which ESSER II funds will be allocated
 - ii. Comm Superintendent prelim assignment is Tom McMillen for 2021-22 (currently oversees all charter schools)
 - iii. FHM to have new Special Education Assistant Director – Kelly Klatt
- g. Enrollment 2021-22
 - i. Looks better than we initially anticipated
- h. Additional Financials
 - i. CARES Act, ESSER, etc.
- i. Family Engagement
 - i. Class by Dr. Steve Constantino – need to adjust model that is usually based on tenets and family structures from the 1950's
 - ii. "Degree to which families are empowered to be present in the educational and academic lives of their children.."
 - iii. Family Academic Socialization
 - iv. Families are first and most influential teachers of our children.
 - v. Correlation between under-performing students and disengaged or disenfranchised families.

- vi. Family engagement is a process and not just about doing more, but doing what we do differently.
- vii. We are very good at engaging the already engaged
- viii. Adjustments based on work
 1. Considering out artifacts – signage, handbooks, documents
 2. Messaging – shifting from compliance and shared vision, values, what to do instead of what NOT to do
 3. Consider methods and what is working and what’s not
 4. Recent example: parking lot safety – re-word to sound more welcoming
 5. Want experiences families have to be both meaningful and relevant
 6. Next week – what is the goal? What information do we hope to gather and what will we do with it once we have it? How can we view this as a starting point rather than a destination?
- j. Questions
 - i. Have you shared with staff? Probably will get shared going into next year.

6. Staff Liaison Update

- a. Jen
 - i. Super excited about end-of-year celebrations coming back in-person, though different.
 - ii. Enrollment packets went out this week, bug push in re-work some of the information we’ve sent in the past.
- b. Kate
 - i. Thanks for teacher appreciation week, a really bright spot during a challenging end-of-year.
 - ii. 11 days left, survival mode.

7. Fill Vacant Board Position

- a. Have 1 vacancy, Alison put interest in writing
- b. Motion to vote Alison: Doug, second, Diane
 - i. Unanimous approval

8. Officer Election – President

- a. Nominations
 - i. John – nominates self and willing to step into President role
 - ii. Doug – nominates Alison
- b. Discussion
 - i. Diane – in the past, several Board Presidents have stayed on to be Pres for consecutive years that provides continuity that is beneficial to the school.
 - ii. Alison – feel like continuity would be good for the BOD, especially in setting strategy for the year. Learned a lot, grown a lot, feel like we’ve started a movement of change in the school. Love to bring lessons learned last year and continue

- iii. Doug – so much happened last year, looking forward to continuity in many different ways
 - iv. John – Alison has done wonderful job, inspired by a lot of the things she’s done. Might be able to bring a balance to pushing some of these goals and momentum over the edge.
 - c. Vote (votes are sent to Cyndi via chat)
 - i. Alison elected President for 2021-2022 School Year
- 9. Officer Election – Vice President
 - a. Nominations
 - i. Doug – nominates John
 - b. Vote
 - i. John elected Vice President for 2021-2022 School Year
- 10. Officer Election – Secretary
 - a. Nominations
 - i. John – nominates Bekky
 - b. Vote – motion by John, second by Doug
 - i. Bekky elected Secretary for 2021-2022 School Year
- 11. Officer Election – Treasurer
 - a. Nominations
 - i. Diane – nominates Doug
 - b. Vote – motion by John, second Bekky
 - i. Doug elected Treasurer for 2021-2022 School Year
- 12. Director at large roles –
 - a. Potentially add a role, Liaison to the AMS Committee – vocalize tonight, one person we’re not officially appointing tonight, but at next BOD meeting?
 - i. Diane – also talked about having board liaison to the CSN.
 - 1. At June Strategy, or later, assign months that BOD members will attend CSN meetings.
 - 2. Might be better for continuity for one person to attend all?
 - 3. Jenny – 1 contact person would be the easiest, get to know one person, best for knowledge transfer. Better for coordination and communication.
 - b. Backup to the Secretary
 - i. Ben
 - c. Backup to the Treasurer
 - i. Dan
 - d. Liaison to School Accountability Committee
 - i. Ben
 - e. Liaison to Governance Committee
 - i. Alison

- f. Liaison to the Facilities Committee
 - i. Diane

13. Review of Board Requirements

- a. Encourage all BOD members to review BOD training and expectations
 - i. Training on own time
 - ii. Training during meetings
 - iii. Cyndi and Alison will meet with Ben and Dan to go over the budget in detail, and some additional details on BOD information
 - iv. Robert's Rules summary – how we operate our Board
 - v. CORA/Sunshine Law – more than 2 Board members discussing school business is considered a meeting, needs to be noticed at least 24 hrs before.
 - 1. Includes email communications, please do NOT reply all to Board emails, texts, etc.
 - vi. In the fall, district puts on legal training class for Charter school Board, we attend as an Innovation Board, covers legal requirements.
 - vii. Read Board Policy Manual, Innovation Plan
 - viii. COI and Confidentiality – Governance would like perspective members to fill these out so that any conflicts are identified prior to being voted on
 - 1. Cyndi will email COI and Confidentiality forms to Ben and Dan
 - ix. Sharepoint
 - 1. Cyndi will get Ben and Dan setup with a Board email and Sharepoint account
 - x. Committee Liaison – each month, upload a summary for consent agenda, in Sharepoint by the Friday before the Thursday BOD meeting
 - 1. Doug – would like to recommit to that, try again
 - 2. Summary form in next meeting's agenda packet
 - 3. Also make sure committee folders are uploaded to the committee folders on Sharepoint
 - xi. Training on AMS website
 - xii. Part of Governance Committee role is to ensure that new members are doing the training. This year, they will check in and give reminders
 - xiii. Student and Family Handbook have been updated, helpful if all members would review.
 - xiv. Jeffco has training for Charter Board members, many, but could be helpful to review some of them (i.e. strategy, treasurer, etc.). Will not require the training but encourage everyone to look at what's available.
- b. Identifying a timekeeper will be helpful – should we appoint a timekeeper?
 - 1. Ben, as backup to Secretary will keep time
 - 2. Important addition, need to remain flexible and be open to the fact that some items will need additional time
- c. Ensuring all elected BOD members get a chance to give input on issues, round-robin type
- d. Work to get together live

- e. Jen – just keep in mind that public, staff liaisons don't have access to Sharepoint
- f. Please give a heads-up ahead of time if you can't make a meeting, after two unexcused absences BOD can vote to remove a Director.
- g. Board is only the Board when we're together. Cannot individually communicate with families, can't speak on behalf of the BOD.
- h. Conflict Resolution Process – part of the culture we're trying to improve, make it part of our culture that we resolve conflicts with the person with which we have a conflict. Family cannot come to Board member, need to write a formal complaint addressed to President. Discuss further in June.

14. BOD Goal: Communication

- a. May 20 Coffee with the Board – scheduled that we will share results of Family School Partnership Survey and engaging with members of community on getting more information.
- b. What are the questions we are seeking additional information in and how are we going to gather it? Thinking about logistics of it to make sure we aren't just talking one way.

15. BOD Goal: AMS/Innovation Plan

16. BOD Goal: Board knowledge – Family Partnership Survey

- a. District-administered survey, control everything. November/December time frame
- b. Mid 50's-70's range, out of ~250 families at the school
- c. Low scoring areas:
 - i. School creates way for my family to participate, asks for input, I feel welcomed to get involved – all scored in the 60's, mostly below district levels.
 - ii. I am happy with the opportunities to be involved at this school – also in 60's
 - iii. The school keeps me informed of the legal rights of children and families, I know the schools process for resolving complaints or problems – low scores
 - iv. Family input changes school policies, practices, programs – 56%; all families are represented on the PTA and other school groups (i.e. these are diverse) – 61%
- d. How do we improve engagement at the school? How do we get good detailed feedback?
 - i. Focus group?
 - ii. Kresta and Donetta are taking training to improve family engagement
 - iii. What do other schools do that scored better on engagement?
 - iv. Make the next Board Coffee more informal and try to tackle the engagement issue?
 - v. Focus on low scoring items, welcoming environment, could have some questions for those that come up.
 - 1. What would help us be more welcoming?
 - vi. Opportunity to do a school phone call to families?
 - vii. Opportunity to highlight areas we did really well on – should be a focused conversation between staff/admin and the community, important that we are clear that this is just the start of the conversation.

17. Annual Board Retreat

- a. Need at least 1 session before June 11, Alison will send a doodle poll, plan for in-person meeting
- b. Second session in July, potentially last week in July

18. Assignments

- a. Cyndi will send COI, confidentiality forms to Ben and Dan, will also set up board email and Sharepoint access
- b. Alison will send a doodle poll and location for next meeting

19. Motion to adjourn: John, Second by Ben, end at 9:18pm

In accordance with the Colorado Open Meetings Law, also known as the Sunshine Law, the Board must give notice to the public anytime they schedule a meeting of more than three (3) board members to discuss business concerning the school. The Colorado Sunshine law does allow for the meetings, or portions of the meetings, to be held privately when the subject matter being discussed must remain confidential so long as no formal action is taken during the private portion of the meeting, called the "executive session". The Sunshine Law strictly defines eight (8) criteria under which a private executive session can be held, personnel discussion being one of them. The law also states the community must be informed of the meeting and the criteria under which an executive session must be called.

Bekky Robbins