



Board of Directors
Board Meeting Minutes
January 14, 2020

Free Horizon Montessori PK – 8

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

1. Meeting called to order at: 6:05pm
 - a. Board Members Present: Alison Fuhr, Doug Klof, Bekky Robbins, Leslie Arboleda, Diane Fox, John Frost
 - b. Board Members Absent (excused): None
 - c. Staff Members Present: Kresta Vuolo, Cyndi Vosburgh, Jennifer Levy, Kate Powell (Staff Liaisons) Judy Leuhring (SAC chair)
 - d. Guests: Tony Schiess, Jenna Layne;
2. Approval of Agenda (including item 3, Consent Agenda) for current meeting: motion to approve by John. Second by Doug.
 - a. Amendments
 - i. Amend 12/3 minutes
 - ii. Motion to approve agenda as amended: Doug, second Leslie.
3. Public Comment and Celebrations
 - a. Alison
 - i. At SAC meeting, appreciation for Mr. Jesse and everyone involved in MAP testing. Lots of accommodations to do what's best for the kids in the COVID world.
 - ii. In-person (elementary) starts on Tuesday
 - b. Cyndi
 - i. Publicly thank Jen Levy for running such a stellar day care program during this time.
 - c. Kresta
 - i. Acknowledge the CSN and their success for Colorado Gives Day and generosity of families. CSN provided food and gifts as we returned.
 - ii. FHM social justice committee: provide teachers and staff with members to initiate conversation of social justice, diversity and inclusion, and how to foster a more inclusive environment.
 - iii. Primary Lead Teachers led a training: Help children to better reach their potential, shared process with rest of staff at PDD.
 - iv. Colleen Toohey leaving FHM after 6 years – able to secure lead teaching job at school 20 minutes closer to her home last day was last week. Accommodated coverage through Ed Assistants that had previously accepted fewer hours for this academic year.
 - v. James Shroud – moving on to job aligning with his training, Gilpin County Child and Protective Services
4. Principal Update

- a. EnrollJeffco: Up to over 500 applications for new families, around 300 of return families (similar to last year); offers begin going out on Jan 26. Hoping that we can fill the bulk of our vacancies in primary and pre-school.
 - i. Alison – has district given us any idea on how to plan next year? Assuming going back to normal? District is planning for ~1/3 of the students that left to return to Jeffco schools. Have not yet provided guidance in terms of per-pupil rate (PPR) to plan to. Haven't released it yet because the state hasn't provided much guidance. Will have to wait for the March update from the Joint Budget Committee. Preliminarily, will work on budget as status quo. Kresta planning as if we will be in-person, with some modifications and class sizes will go back to what they were.
- b. Topics that were covered on the Professional Development Day
- c. COVID-19 – district has updated some of their protocols, no gaiters, shortened quarantine periods to 10 days, ability for staff that wear additional PPE could potentially avoid quarantine (KN95 or Level 3 surgical mask + eye protection); update on vaccines, Dir of Health Services, still not quite to 1B yet.
 - i. Alison – if you wear more PPE you don't have to quarantine, but will it be a choice for teachers? Jeffco has decided to make it optional.
- d. Board Initiatives
 - i. Innovation Plan Review – met with Matt Walsh with both of Chiefs of Schools to get an idea of what kind of documentation we need to provide. Will provide to Matt Walsh, he will condense into 1 pager, Chief of schools will take to cabinet which will present to Board of Health. Will be some components the Board will need to speak to, updated Board policy manual, Board training, anything that has been done differently, adjusted, or not occurred, then Jeffco wants to know about it.
- e. Instructional Leadership team gearing back up, kick off at last PDD. No update on funding.

5. Staff Update

- a. Jen – Sent out a message to leads and childcare staff, asked if there was anything to share with the board, excited for in-person staff and children to be returning to building. Celebrating that cubby install is ongoing. Grateful to Kresta, Cyndi, whole team to make childcare program success.
- b. Kate – excited for return to in-person, like the first day of school. Anticipating a honeymoon phase, have been some shake ups with groupings of students, figuring out how to bring everyone who wanted to come back to the building in. Think it's going well, kids integrating well, partnership with the families.

6. Planning for Annual State of the School Meeting

- a. Tentatively for last Thursday in April (April 29). Megan Wells reached out to confirm that, policy dictates annual review, each committee presents, CSN presents, administration presents state of the school for the year. Reason why we can't do it April 29? Board meeting would be April 8, and then state of the school. Night before PDD for

staff, impacts for families in terms of long weekends? Possibly Tuesday, April 27? Will schedule for April 27. Final voting for board members, announcement of board members at that meeting.

7. Governance Committee Update

- a. Already talking about election process, spent most of time on Monday discussing if we need a separate recruitment process to fill Clark's vacancy. Separate process?
- b. Alison – one of annual responsibilities is self-evaluation, Leslie - going to make it happen in February. Jenna Layne – under Google docs, will send to Leslie.
- c. Kresta – can we save templates/results to Sharepoint so that it's easily accessible? Board members only, but it's continuous base, final documentation should be saved by Board Members.

8. Filling/Recruiting for Board Vacancies

- a. Clark resigned, so there is a vacancy.
- b. Leslie – the role of recruiting mid-term is similar to recruiting for regular vacancies, what is the support looking for from Governance right now?
- c. General election for next year's board, start now anyways for recruiting board members that will begin in May. Open in January, until ~mid-February. Right about now, advertisements go out about vacancies. Should we fill this vacancy on this timeline? Alison proposes we don't fill Clark's spot, due to the amount of time it will take to get a member approved (have to advertise the vacancy, background check, etc.) We could spend all energy on recruiting 3 board members for May election.
 - i. Doug – this is fresh on everyone's mind, don't think it would be redundant, would just go through the requirements earlier for a person to fill.
 - ii. Jen – does this create a voting issue? Kresta – President's vote decides if there is a tie.
 - iii. Diane – formally inform the Governance Committee of vacancies (Diane, Alison, Clark)
 - iv. Alison – proposal – Governance advertised for 2 weeks that we have vacancy that we have to fill, through April Board meeting, would give Governance till March, would have candidates to fill the vacancy. Would then be on the board for April and (hopefully) re-elected by community to begin term officially in May. Make clear to anyone who shows interest, are they interested in the vacancy and the term, or just for the new term.

9. Designation of Board VP

- a. John – self nominates; Leslie seconds
 - i. Motion for John Frost to be VP until May 2021 Board meeting: Doug, second by Leslie; Unanimous approval. John Frost is new FHM BOD VP.

4. Review Principal Evaluation and Contract Offer Process

- a. Leslie – unclear on the process, there was a decision made during Executive Session, thought that we couldn't make decisions during the ES, requesting clarification on the process.
 - i. Alison – end of ES, after conversation and presentations of principal evaluations, if everyone agrees, next step of process is renewal of contract, no formal vote. Was no dissension in moving forward, so we were moving forward.
 - ii. Leslie – felt like inquiry at large didn't happen.
 - iii. Doug – felt like there was a discussion around goal-setting that was to be continued. Alison – decided that the goal setting would be done.
 - iv. Alison – at the end of the ES, said that if the board objects we wouldn't move forward, there were no objections.
 - v. John – once we go through evaluation process, does Board vote? Alison – no
 - vi. Doug – wasn't super clear on logistics at the end of the ES.
 - vii. John – comfortable with the decision even if there wasn't a vote
 - viii. Alison – do we need to plan another Executive Session? Consensus is no. Path forward: President (Alison) and Principal (Kresta) will sign letter of intent and then contract negotiations. Will talk about goal setting in February, Kresta will submit formally to BOD.
- b. Leslie moves to adjourn, Doug seconds 0 opposed

5. Assignments

- a. Leslie/governance will send out board self-evaluation
- b. Diane to formally submit BOD vacancies to the Governance Committee Chair.
- c. Doug will get a coffee with the board scheduled in February.

6. Motion to adjourn: Bekky, second by Doug, end at 7:20pm

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