



Board of Directors
Board Meeting Minutes
December 3, 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, Clark Frye, Doug Klof, Bekky Robbins, Leslie Arboleda, Diane Fox, John Frost
 - b. Board Members Absent (excused): None
 - c. Staff Members Present: Kresta Vuolo, Cyndi Vosburgh, Donnetta MacDonald, Jennifer Levy, Kate Powell (Staff Liaisons) Judy Leuhring (SAC chair)
 - d. Guests: Matt Walsh, Parents, community members, staff;

2. Approval of Agenda (including item 3, Consent Agenda) for current meeting: motion to approve by John. Second by Doug.
 - a. Amendments
 - i. Amend minutes title to 11/12 from 12/12.
 - ii. Doug requests addition of Finance update.
 - iii. Alison – amendment, item 10 and 8. Need to vote to go into exec session, do not need to vote out of it.
 - iv. Motion to approve agenda as amended: Leslie, second John.

3. Public Comment and Celebrations
 - a. April Couvillion – shout out to Megan Wells with tech troubleshooting assistance, above and beyond. Also Rachel Duncan for help with tech.
 - b. Jen Levy – almost done with first week of remote learning childcare, very successful. Shout out to John Frost, blessed with two sub custodians, did not know where sidewalk was, John stepped in with a shovel to help!
 - c. Cyndi – celebrate the BOD and community, brought show and tell pictures from the school. [Pictures of cubbies, gym mats, and literacy curriculum materials]. Shout out to Rachel Duncan, Jen and rest of staff in unloading and distributing the curriculum materials. Cubbies delivered this week. Golden HS staff helped with delivery. Also thanks to Brandon for bringing in endless boxes.
 - d. Kresta –
 - i. Staff volunteers to serve on the remote transition team.
 - ii. Shout out to entire staff, they are working harder than ever. In-person 1st-8th appeared seamless, far smoother than it was in March or at start of school year.
 - iii. In-person staff and childcare and admin support. This week has been tricky with overlapping quarantine. Lots of people stepped into roles that they don't typically do. Shout out to childcare and primary staff for stepping up.
 - iv. Dave and Connor from Golden HS (facilities team) to fill in while our custodial staff was on quarantine. Did a great job.

- v. Congratulate part-time custodian Sandy, who is retiring. Agreed to stay on through the week to get us through quarantine.
- vi. Guardians and teachers for flexibility and adapting to adjusted drop-off and pick-up procedures. Did not have enough staff to keep consistent, families were gracious and rolled with the flow. Week of demonstrating compassion and flexibility.
- vii. Alison – thanks to Kresta and Donnetta for leading the school through a very tough time.

4. Principal Update

- a. Not many updates on construction in campus
- b. Campus development plan, HCM did a presentation on feedback from staff. Will share the presentation towards the end of January for families, provide open-ended survey to incorporate into master development plan
- c. Audited Jeffco count, 1 FTE lower than we expected.
- d. Second semester model option, left it open through 27th. Hopefully by end of this week details will be worked out and communicating with families next week. Overall trend, many families want to come back from fully remote into the building. Will close some remote classrooms.
- e. Choice enrollment app opens next week for 2021-2022. Developing virtual Moving Up and Choice Enrollment
- f. COVID – no cases at school originated at school, no evidence of spread at school. Don't know of anyone who caught it within community. Do not know next semester. Expect leadership at Jeffco will evaluate at the end of winter break. Likely won't evaluate before. Hear something ~Jan 2nd-ish. There was no changes projected between orange and red for school. Unsatisfying place to be, just don't know yet.
- g. Board strategic initiatives – community coffee on December 15; BOD including blurbs in Fox Flash
- h. Jeffco Family School Partnership Survey is open.
- i. Work has begun on renewing the Innovation Plan. No guidance on renewal as we're the first school in Jeffco with Innovation status.

5. Staff Update

- a. Jen – from folks in building, scaled down, two childcare classrooms plus primary. Everyone has been very gracious and going with the flow.
- b. Kate – in-person teachers third round of remote learning, fewer surprises, know students in terms about what kind of remote learners they are. Teachers that had dedicated assistants are sharing new assistants. Looking forward to January, what rosters will look like, teaching team adjustments will look like. Wonders Literacy Curriculum – lots of on-the-job learning.

6. Finance Update (added)

- a. Doug – First time in 7 months that we weren't worried about getting a budget approved, will start looking at next year's budget. Work for us on AMS accreditation piece.

7. UIP Presentation

- a. What is a UIP?
 - i. Improving student learning and system effectiveness by engaging in a cycle of continuous improvement to manage their performance. Education Accountability Act of 2009 requires each CO school to create an annual improvement plan.
- b. What is the process?
 - i. Gather and organize data (generally testing data), teacher data, school data and identify challenges. ID root causes, major improvement strategies, ID interim measures and implementation benchmarks.
 - ii. Submission to district and then plans for public posting, begin working on 2021-22 plan.
- c. School and District ratings:
 - i. We are at Accredited (second to top, which is Accredited with Distinction) in the Jeffco rubric.
 - ii. School ratings – at Performance (highest level)
- d. 2020-21 UIP Plan Goals
 - i. Goal 1
 - 1. Priority Performance Challenge: Maintaining consistent classroom management practices
 - 2. Root cause: no nonsense nurturer license expiration
 - 3. Major improvement Strategy: Develop PD refreshers for trained staff and require licensed training for incoming staff
 - ii. Goal 2
 - 1. Priority Performance Challenge: communication and community outreach through the Office of Equity and Engagement
 - 2. Root cause: lack of knowledge regarding district resources
 - 3. Major improvement strategy: utilizing district resources from the Office of Engagement/Development Committee.
 - a. Perception that charter schools can be seen as not the same as traditional public school. Matter of education on both parts – school staff and district staff.
 - iii. Goal 3
 - 1. Priority Performance challenge: Need to Review and implement CDE reading curriculum
 - 2. Root cause: ineffectiveness of the Colorado Read ACT
 - 3. Major improvement strategy: Training and implementation of Wonders/Study Sync CDE approved reading curriculum.
 - iv. Goal 4
 - 1. Completion of AMS Accreditation step 7

2. Root cause: delay in timeline due to COVID-19
 3. Major improvement strategy: AMS committee to create timeline/action items for completion on Step 7
 - v. Goals to revisit in 21/22
 1. Priority Performance challenge: assessing the effectiveness of the ETC Math Curriculum
 2. Root cause: ??
 3. No standardized testing data currently available.
 - e. SAC – our membership is full, but do welcome guests. Next meeting is January 13th. Hoping to have some Family Partnership Survey data back.
 - f. Alison – submit the UIP and some of the goals are different, is there a review of the document, revise goals? Donnetta - Yes, UIP is living document that is reviewed, new goals added as needed.
8. Executive Session – Principal Evaluation with Matt Walsh
- a. Declaration of Executive Session – Executive session in accordance with Colorado Revised Statue 24-6-402(4)f, “Personnel Matters” for Principal Review. We will enter session with all 8 board members plus Matt Walsh, Jeffco Schools Community Superintendent, invited as guest. Motion by John to enter executive session. Second by Clark. Unanimous approval. Started at 7:00PM.
 - b. Executive Session – Motion to end Executive Session by John, second by Alison, Unanimous approval. Ended at 9:32
9. End Executive Session
- a. End time 9:32
10. Assignments
- a. None
4. Adjournment at 9:36pm
- a. Leslie moves to adjourn, Doug seconds 0 opposed

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.

Becky Robbins