



Board of Directors  
Board Meeting Minutes  
May 12, 2022

Free Horizon Montessori PK – 8

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

1. Meeting called to order: 6:02pm
  - a. Board members present: Doug Klof, Bekky Robbins, Ben Dodson, Brian Simms, Kristy Kibler
  - b. Board members absent (excused): None
  - c. Staff members present: Donnetta MacDonald, Adam Garbus, Kim Erickson
  - d. Guests: Megan Wells, Judy Leurhing,
  
2. Approval of agenda for current meeting, including consent agenda
  - a. Doug moves to open discussion, Ben seconds
    - i. unanimous approval
  
3. Public Comment and Celebration
  - a. Bekky – Spring Fling was great, successful fund raising
  - b. Doug – welcome Kristy and Brian! Good to see a back to normal spring for the kiddos
  - c. Ben – appreciate thorough communication from Donnetta on becoming principal of the school.
  - d. Judy Leurhing – congratulations to Donnetta, to the BOD for a thorough principal search process.
  - e. John – thanks to everyone who presented at State of the School last month!
  - f. Adam – Upper El had great Ameritowne interviews, 10 parents helped out, lots of fun!
  
4. Principal Update (Donnetta)
  - a. Middle School overnight trip going well
  - b. Had a visit from one of Jeffco Schools Board, Tom McMillen came to tour the school.
  - c. COVID-19 uptick, still have COVID response team, lots of students going home, just a reminder to families that COVID is still around, keep sick kids at home.
  - d. Staffing – midst of several interviews, offers for Primary candidates, Lower EL, first Assistant Principal interview, two additional. Several interested candidates.
  - e. Very appreciative of volunteers, thrilled to have in-person volunteer
  
5. Staff Liaison Updates (Kim and Adam)
  - a. Adam – feedback from teacher, community members seem disappointed with communication, task from board to investigate tools and practices the district uses, find some school that are scoring high on communication and see what they're doing. Person feels like they send out a lot of information that no one reads but are still criticized for not communicating enough.
    - i. Brian – have we asked the community what they want in communication chair?

- ii. Judy – on SAC, when communication piece is scored, what group of parents are the most unhappy on Family Engagement Survey – majority of survey is filled out by primary parents. Next group is lower el, then upper el and MS. Found primary parents have higher needs than MS. One of roles SAC next year, look at data more, how can we break that down even more? What does a primary parent need vs. elementary parent vs. middle school.
      - iii. Kristy – noticed that the School Handbook is missing from the website, for example, to lay out process for change in pick up
      - iv. Doug – have made lots of progress in communication over the past couple of years, as a Board, define what our expectations are for Operations in terms of successful communication – list for Annual Retreat
      - v. Bekky - opportunity to reintroduce ourselves to the community, review Coffee with the Board – what worked, what didn't
    - b. Adam - Importance of high quality assistant training
    - c. Kim – nothing specific, big focus is getting everything done before the end of the year, lost an assistant, which has been hard, hopefully next year will be better.
      - i. Brian – anything else in addition to salary that we could do to improve retention?
        - 1. Donnetta – school needs a culture shift, exploring what that means, how to allow teachers to feel heard, culture big piece of feedback. Waited until later to do Assistant hiring, wasn't very effective at retaining assistant, ended up with mid or late year hires with little training. Set them up for failure a little bit, worried about keeping assistants in the job over the summer (and not lose them to higher paying job) – this year, interviewing, hiring earlier, ensure ample time for training, etc.
    - d. Doug – thank you so much to Kim and Adam, potentially pass along staff survey to next staff liaisons.
6. CSN Update (Bekky on behalf of Meggin)
  - a. CSN thrilled with a successful Spring Fling, lots of fun stuff planned for next year!
7. Fill Vacant Board Positions
  - a. Doug – motion to elect John to the Board for an additional year. Ben seconds.
    - i. Discussion – John brings a lot of experience to the Board.
    - ii. Unanimous approval, John Frost will join the Board of Directors for 2022/2023 school year.
8. Director Introductions
  - a. Directors introduce themselves.
9. Officer Election – President
  - a. Doug – nominates John Frost, Bekky seconds
    - i. Unanimous approval - John Frost elected as President 2022/2023 FHM Board

10. Officer Election – Vice President

- a. Ben nominates himself, John seconds
  - i. Unanimous approval – Ben Dodson elected as Vice President 2022/2023 FHM Board

11. Officer Election – Secretary

- a. Ben nominates Bekky
  - i. Unanimous approval – Bekky Robbins elected as Secretary 2022/2023 FHM Board

12. Officer Election – Treasurer

- a. Bekky nominates Doug, Ben seconds
  - i. Unanimous approval – Doug Klof elected as Treasure 2022/2023 FHM Board

13. Director at Large Roles

- a. Back-up to the secretary - Kristy
- b. Back-up to the treasurer and liaison to Finance Committee - Brian
- c. Liaison to SAC (max 2) - Ben
- d. Liaison to Governance (max 2) - Kristy
- e. Liaison to Facilities Committee (max 2) – Bekky
- f. Liaison to CSN (max 2) - John

14. Review of Board Requirements

- a. Training – new members need to fill out COI and Confi forms, access training folders on Sharepoint after access is granted
  - i. Review Innovation Plan, AMS accreditation process
  - ii. We are a Board of 7 (6 currently) – can interact with community, can share existing positions, do not speak for the Board as an individual. If we have difference of opinion, free to share that, but once we take a vote, that is the decision of the Board, decision that we all support the decision even if we don't agree with it.
- b. Name tags – wear them when on-campus, more visibility to the community.
- c. Mentoring – reach out to Board information. Be careful of the Sunshine Law. If more than 2 members are discussing school business, needs to be noticed, minutes taken, etc. Includes email – DO NOT REPLY ALL to emails to all Board members. Use only your Board email account in case of CORA request. Kristy – are we covered by Director's and Officers Insurance, we are covered under the Jeffco District insurance policy.

15. Annual Board Retreat Planning

- a. Doug looking into potential community Board room
- b. Brian offered to host
- c. Pencil in June 17 – all day retreat

- d. Kristy will look into meeting rooms at Wheat Ridge Rec
- e. Doug – should we review slides from previous planning sessions?
- f. Brian – a working document on Sharepoint, running list?

16. NCMPS Contract Remainder

- a. Board contracted NCMPS to assist with Principal recruitment, have \$900 left, don't get refund, but we do have as credit. Need to decide what to do with it by June 30, 2022, have to spend funds by the end of the year. John proposes that we hand over credit to Donnetta to use as she sees fit.
- b. Donnetta – brought this to the Instructional Leadership Team, who might be interested in some services with NCMPS
- c. Doug motions that we transfer remaining credit balance with NCMPS over to Operations to use at their discretion. Ben seconds. Unanimous approval.

17. Assignments

- a. Doug will research potential Board room option for Retreat – send options to John
- b. Kristy will research options at Wheat Ridge Rec – send to John
- c. Brian will confirm availability to host
- d. Doug will circulate some slides on previous board strategic goals conversation
  - i. Directors will review in preparation for retreat meeting
- e. Bekky will post final approved minutes
- f. Bekky will reach out to Brian and Kristy for next steps (COI and confi forms, etc)
- g. John will send out a poll/reminder for the retreat

18. Adjournment at 8:31pm

- a. Bekky moves to adjourn, Doug seconds, unanimous approval

*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*