



Board of Directors  
Board Meeting Minutes  
June 9, 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, Diane Fox, Doug Klof, Clark Frye, John Frost, Leslie Arboleda, Bekky Robbins,
  - b. Board Members Absent (excused): None,
  - c. Staff Members Present: Kresta Vuolo, Miera Nagy, Rhonda Call, Donnetta MacDonald, Shannon Aasheim (staff liaisons)
  - d. CSN: None
  
2. Approval of Agenda for current meeting: Motion to approve by John. Second by Doug. Unanimous approval with no amendments.
  
3. Public Comment and Celebration:
  - a. Doug and Diane commented about success of coffee with community event, lots of participation from parents re: upcoming school year.
  - b. Kresta
    - i. CSN Board virtual happy hour: how will volunteering look different in the fall, how can CSN support the school?
    - ii. Successful student item pick-up
    - iii. End of year social
    - iv. Continuation ceremonies for 3<sup>rd</sup>, 5<sup>th</sup>, and kindergarteners, virtual 8<sup>th</sup> grade graduation
    - v. Instructional leadership team retreat – virtual this year, focused on curriculum instruction and school culter
    - vi. Officially in the district’s recruiting and hiring system, first job posting live as of 6/10
  
4. Staff Liaison Update:
  - a. Shannon – teachers felt successful shifting into remote learning, positive about next school year
  
5. Principal update:
  - a. Jeffco Restart Plan
    - i. First model disseminated, just a draft, not the final version. Built on feedback from leadership and staff. Public received abbreviated version, feedback open until June 30<sup>th</sup>. Max 10 total in a classroom (including teachers, assistants). More students allowed would mean stricter protocols to follow (masks, etc.).
    - ii. Plan to be released to principals on July 8<sup>th</sup>, top driver of details is health dept. guidelines.

- iii. Potential for later start of school. Once released to families, parents will have a window to select program of enrollment for students (hybrid, in-person, fully remote, etc.) After parents select program, may need to make staffing adjustments.
      - iv. Principals to release their school-specific plan after Jeffco plan is released and parents select programs.
    - b. Budget
      - i. Projecting a 5.3% reduction in the PPR (per-pupil rate), including a federal offset that could create a larger hole for next year.
      - ii. Found a pathway to create a \$116k surplus in case the PPR reduction is higher and if there's a reduction in preschool enrollment/tuition.
      - iii. District considering eliminating bus service to 5 optional schools (FHM one of them)
6. Budget Update - Doug
- a. Milestones to be reached prior to drafting an updated 2020-2021 budget:
    - i. Long bill passed, know what final funding looks like from the state
    - ii. Need to know what remote learning situation looks like
    - iii. From Kresta, how to operationalize what the fall will look like: who will attend, preschool enrollment and tuition, can we do childcare, etc.
  - b. Kresta has put together a plan on how to approach a ~5% reduction in PPR
  - c. Jeffco deadline of July 31<sup>st</sup> for their budget, extended to charter schools, Kresta assumes to optional schools as well
  - d. Preschool enrollment (Kresta): some 3 year olds have left, is a waiting list to replace them. K-8 looking stable, hard to say where preschool will land.
    - i. Looking at model for child care for families and for staff outside of FHM.
7. Annual Processes Review
- a. BOD Calendar: second Thursday of month, 6-9. Will review dates that need to be changed at next meeting.
    - i. Board to review the annual FHM board calendar, and ensure committee responsibilities are met when they come up on the calendar.
  - b. Consent agendas
    - i. Each liaison writes an update for committee meetings, each BOD member responsible to review updates prior to BOD meetings. Uploaded Friday morning prior to meeting the next Thursday. Bekky will send a reminder Monday prior.
8. Review 2019-2020 Strategic Goals
- a. Reinforcing community
    - i. Lots of progress (i.e. BOD coffee chats, etc.), but will look differently this year.
    - ii. Have not built the community the BOD was looking for, what is our role in building that community? Still something for the table for 2020-2021.

- iii. Partnership with the CSN, be more explicit about the role of committees, where change happens, when advertising openings (i.e. a good place to voice opinions and effect change at FHM).
    - b. AMS Accreditation
      - i. Ongoing process. BOD can support the AMS committee (not a BOD committee?) by identifying deliverables, laying out timelines, in consultation with those working on accreditation.
      - ii. Levels 7 (operations and procedures) and 8 (curriculum) of accreditation process are next, two biggest chunks.
9. 2020-2021 Strategic Goals
- a. Reinforcing Community
    - i. How do we define community? What does the end picture look like?
      1. Encouraging involvement, different types of involvement, BOD holds responsibility of encouraging involvement via committees of the board, this is the avenue where families can get involved in policy, school steering. Want everyone to feel that they have a place within FHM. How is that achieved?
      2. Incorporating a level of “customer service” at FHM to help engage families, what does that look like?
      3. A good community communicates well both ways. Accepts feedback both ways. Communication/transparency both ways, community is aware that there IS a community.
      4. Mutual support, both school supporting families and families supporting the school.
      5. How to make more welcoming environment, welcoming staff to be in the school family, build better relationships between families, staff, BOD, maybe next step is how do we do it? Where are we going? What are we trying to do and what does success look like for teachers, staff, families?
      6. Review low scoring items on family partnership survey – many are a result of communication gap, though not all are BOD responsibility.
        - a. I know the school’s process for resolving complaints or problems.
        - b. I feel that I am a partner with the school in making decisions that impact children at school.
        - c. The school provides opportunities for families to voice opinions about policies, practices, and programs.
        - d. I feel welcome to visit my child’s school.
        - e. The school creates easy ways for me and my family to participate in my child’s education.
    - ii. Communication from board re: restart plan
    - iii. In building community, communication is key. One BOD goal is reviewing/revising how we communicate, how we improve communication.

1. After each board meeting, crafting paragraph summary about what was discussed, here is where you can find minutes, meetings are open, always time for public comment – in Fox Flash (dependent on families reading Fox Flash, open rate is ~30%).
  2. Regular occurrence on the Fox Flash along with some regular community virtual or in-person get-together, those two pieces together are two important items that could continue for those that are interested in engaging.
- iv. Communication is a goal for this year. Some resources from Jeffco, planned template for supporting school culture in hybrid environment. Kresta will investigate if she can share the Supporting School Culture Jeffco document.
1. Creating BOD Corner in Fox Flash, decide on items to include at end of each meeting.
    - a. May need different approach for the 70% that don't open the Fox Flash – do we want to do something about that group? Could be a different goal, don't want to forget.
    - b. Kresta – could be admin goal of increasing readership of the Fox Flash.
  2. Communicating the impact of committees vs. just looking for folks to be members (i.e. here are the FHM committees, here is what they do, here are some of the decisions they have made/make, etc.)
    - a. Each committee could have some responsibilities in outputting their major action items, communicating what they do.
  3. Reminder that the candy in carline went over very well with families.
- v. Improving communication BOD action items
1. Board Summary in Fox Flash
    - a. Monthly: decisions made, discuss what else makes sense to communicate this month, events, gratitude, etc. decide at end of each BOD meeting. Keep in mind that 30% open rate may decrease as email traffic overall during pandemic has increased. Post summary on website and social media.
    - b. Communications director knows who is reading email, listens to phone messages from school, etc.
      - i. Clark – if we have actual user data, can create columns, groupings of different users and look for trends and patterns about different avenues of communication. Clark will reach out to Susan re user data.
  2. Virtual coffees
    - a. Is a monthly schedule sustainable?
    - b. Format of short presentation (for example, on conflict resolution, CO funding structures, etc.) followed by discussion/questions. Virtual for now, move back to in-person when possible (coffee on the lawn, etc.).
      - i. Doug – monthly for now in the virtual world.



11. Next Meeting: Regular June BOD Meeting 6/11

a. Continue strategic goals discussion

12. Adjournment: Clark motioned to adjourn. Doug seconded. Unanimous agreement. Meeting adjourned at 9:06pm.

*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*