



Board of Directors
Board Meeting Minutes
August 22, 2019

Free Horizon Montessori PK – 8

Montessori for the 21st Century - A Place to Learn. A Place to Belong.

1. Meeting called to order at: 6:13pm
 - Board Members Present: Alison Fuhr, Lisa Cernick, Diane Fox, Jonathan Spitze, Aneta Rettig and John Frost
 - Board Members Absent: Clark Frye (excused)
 - Staff Members Present: Kresta Vuolo, Miera Nagy
 - Guest: none
 - CSN: Rachel Hernandez

2. Consent items: Approval of Agenda for current meeting: Motion to approve by Diane. Seconded by Jonathan. Unanimous approval. Approval of Minutes from 7/17/19 meeting: Minor changes. Motion to approve by John. Seconded by Diane. Unanimous approval.

3. Public Comment and Celebration: a new year officially started, A/C unit successfully installed, many teachers received Montessori credentials over the summer, two new classrooms opened, construction resumed in the courtyard.

4. Organizational Updates:
 - Principal Updates- AMS Accreditation Task group meeting scheduled for second Wednesday in September; still looking for staff liaisons to the Board, open enrollment system closes on August 31 – it is unknown if we will have access to preschool application information despite it being outside the system, Round One open enrollment starts December 10, Board to consider organizing a lunch for staff on Monday, October 28 (staff development day)
 - CSN Update- CSN completed the planned distribution of \$126,800 to the school, projected revenue of \$77,000 with projected expenses of \$16,000; \$48,000 balance; Fox Trot run fundraiser will take place on 26 of September; first grub hub completed, still looking for entries for student directory.
 - Committee Updates: Alison gave short Finance Committee meeting update, carry forward number expected to be available in mid-September; Finance committee is looking for a parent member; a few follow up questions raised based on the Governance committee updates, a few new members needed; Facilities committee meeting scheduled for September 6 (new members needed); SAC Update: reviewing membership to identify new member needs;
 - Consent Agenda to include committee updates in the future;
 - Committee minutes to be collected by Board liaisons and saved on Board's SharePoint.

5. Second read of the Policy Manual: The Pleasant View articulation area enrollment priority policy: The Board members discussed clarifications to the priority policy to ensure clarity. PV

articulation area map to be attached to the manual for future reference. The final language to read: "At the time of application, children who reside within the Pleasant View articulation area, as it existed during the 2016-17 school year, shall be allocated 10% of available openings of each grade level during Round One of the Choice Enrollment period as established by Jeffco Public Schools. If these spaces are unfilled during Round One of the Choice Enrollment period, they will be released for Round Two. Motion to approve PV enrollment policy by John, seconded by Jonathan. Unanimous approval.

6. 2019 Board Meeting Calendar; regular meetings to take place on the second Thursday of each month with the exception of April; April meeting date moved to April 16, 2019.
7. Principal Evaluation Process: discussion on the value of external evaluator; annual external evaluation highly desirable; preference for using CDE rubric for evaluation, as well as last year's survey template for comparison; cost to be borne out of the school's general fund. Lisa to head the evaluation committee as a Board representative; other Board members to provide assistance as needed.
8. Calendar of classroom visits and presentations for 2019-20: admin team, specials team and middle school as priority to be scheduled. September, October, November, (possibly December), February, March. (avoid January) – possibility of Board visiting classrooms during live sessions with students.
9. Reinforcing Community Focus Area: community areas to target: parents, CSN, staff and local community;
 - Documentaries scheduled (3 in the school calendar)-Instructional Leadership team; parent discussions to follow (Sept 5, Dec, Spring)
 - Campus beautification day/community breakfast
 - Staff appreciation: thank you notes to staff from Board to recognize staff accomplishments. Board members to possibly visit classrooms in session instead of some of the presentations or participate in staff meetings (to discuss with staff liaisons)
 - Objective: identify board members each meeting to recognize the staff for accomplishments that month (handwritten note); Welcome note to new staff members;
 - Set up cooperation with CSN to discuss.
10. AMS Accreditation Focus Area: committee formed within the school, regular meetings to take place on the second Wednesday of each month from 2:30-4:00 PM; possibly parental involvement; looking for 2 Board members to get involved.
11. Strategic Planning retreat to take place on September 28 (Saturday) at Mount Vernon Country Club. In addition to Board members, the list of invitees to include Assistant principal, staff liaisons. Diane to organize the meeting space, Jonathan to facilitate.
12. Assignments:

- Jonathan to research options for a gift from the Board to the staff in lieu of a catered lunch for staff development day – money to be sent to Lisa
- Kresta looking for staff liaisons – known by next Board meeting
- Kresta to provide PV articulation area to be included as an appendix in the Board’s manual
- Board liaisons to committees to ensure recording of minutes and saving them on Board’s sharepoint; Aneta to organize folders for the minutes.
- Lisa to research 3rd party evaluator and potential cost. Next meeting to review quotes/candidates/CDE rubric/survey template (survey to be distributed prior to interviews) – Board to review prior to the meeting.
- Lisa to reach out to Bree and Heather to schedule specials presentation in September
- Kresta to provide list of staff member names to recognize via handwritten thank you notes, before each meeting; Diane to take care of August; Aneta-September, Alison-October, Jonathan-November, Clark- December, John-January, Lisa -Spring Fling,
- Lisa to reach out to CSN to discuss cooperation between board and CSN
- Lisa to request list of new staff from Lisa and fill out the welcome notes
- Lisa/Diane to consider attending AMS meeting in September
- Diane to set up room at Mt Vernon Country Club, Diane to send out lunch menu to attendees
- Lisa/Diane to prepare office supplies for Board’s strategic mtg
- Lisa to reach out to staff to invite them to Board strategic mtg

13. Adjournment: John motioned to adjourn at 8:58 pm. Jonathan seconded. Unanimous agreement.

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.

