



Board of Directors
Board Meeting Minutes
July 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: 6:04
 - a. Board Members Present: Alison Fuhr, Doug Klof, Clark Frye, Leslie Arboleda, Bekky Robbins, Diane Fox, John Frost
 - b. Board Members Absent (excused): None
 - c. Staff Members Present: Kresta Vuolo, Miera Nagy, Shannon Aasheim (Staff Liaisons)
 - d. Guests: Tony Schiess (parent)
 - e. CSN: None

2. Approval of Agenda (including item 3, Consent Agenda) for current meeting: motion to approve by Doug. Second by John. Unanimous approval with no amendments.

4. Public Comment and Celebration:
 - a. Jeffco released the final restart model to employees and families.
 - b. Kresta
 - i. Many thanks and best wishes for Miera, who is resigning. She has done amazing work for over 3 years as Director of Finance and Advancement. Instrumental in our transitioning into a Jeffco Optional School, will stay on to on-board new person, stays in community as a parent.
 - ii. District employees that helped us get into the Jeffco Recruit System. Have officially hired through the portal.
 - iii. Staff that participated in interview teams for various openings at the school. Finalists for music teacher, new school psychologist hired have a final Speech Language Pathologist candidate.

5. Staff liaison update
 - a. Preparing for full time in-person in the fall while simultaneously preparing implement fully remote learning at a moment's notice.

6. Principal Update
 - a. Flooring project on target, but auxiliary work has run into issues with contractor who left district employment. Lockers have been removed to district storage facility. Waiting for bids for construction of replacement cubbies Initial 2 bids, were \$92k - \$100k. This level would require BOD approval, if over \$100k, would have to go through an official RFP process.
 - b. Summer vandalism at the school: fires started on playground equipment, reports made to Jeffco Sherriff, insurance. Have video surveillance, group of 10-11 kids, under investigation. No timeline for repairs.

- c. Enrollment holding steady. Preschool families are waiting on decisions made by BOD tonight, K-8 is steady. Overall, looking strong.
- d. Instructional Leadership Team, concluded retreat, discussed in-person, shift to remote if necessary. Identified a desire to focus on cultural curriculum and assuring continuity; implementation and evaluating from antibias and antiracist training.
- e. Once we have enrollment numbers from families for in-person vs. remote, will inform remaining hiring and whether we need to hire more assistants, will be late hires.
- f. District note: Dr. Glass is a finalist for Commissioner of Education in state of KY, if he accepts, we will get a new superintendent, will be some adjustments for new superintendent. District won't make any staffing changes until Dr. Glass gives notice, KY to announce decision mid-to-late July.
- g. Restart Plan: June 22nd announcement of 100% in-person was a surprise for staff. Staff, everyone in district that is not part of cabinet leadership, everyone got information at the same time. Intending to do a video message delivered to community about what they expect for in-person vs. fully remote. Our classrooms, best case, if all students return, 2 feet apart on average due to the space. Would mean everyone would need to wear masks except when eating. Some logistics in hallways (uni-directional traffic flow), scheduling adjustments for lunches. Playground times, only one cohort in an area at a time. Looking at outdoor spaces by classroom, potential for spaced outdoor learning or splitting classrooms so not so many are together. Secured 120 single person desks (free of charge), delivered Aug 1, will be using in upper el for more ability to space children. Furniture adjustments will need to be made to maximize social distancing, encourage families to make decision based on family needs. Can't speak to whether it will require classroom teacher adjustments depending on how many families select in-person versus remote. Need to facilitate instruction for all families. Not realistic for one teacher to manage in-person AND remote learning (i.e. some children will have new teachers this year).
 - i. FHM will set a deadline for families to select remote or in-person learning so that staffing can be addressed as quickly as possible. Staff also need to report their preferences with Jeffco HR. Opportunity for families to change selection after 1st semester.
 - ii. In-person students will need assigned classroom space.
 - iii. District is reducing the cleaning budget, facilities budget, anticipate staff will be expected to do many of the disinfecting protocols throughout and at the end of day. Jeffco is planning to provide some things using grant funds for Covid, face masks (one for every staff member and student), sanitizer stations for each classroom, etc. Unknown if they will be able to follow-through.
 - iv. Masks – parent volunteers would like to make masks for the school, are there district requirements (design, materials, etc.)? Parents should look at health dept. guidance no specific guidelines/requirements from the district.
- h. Recommendation for BOD to review how TABOR and Gallagher work together to impact state funding, keeps funding from increasing even in times of surplus. Pre-covid, we were still not at level pre-2009. Takes a very long time to get back up to levels once they are decreased. A lot of documents on CO dept of ed website. Alison will post in

SharePoint for next month's meeting documents regarding state funding structures for education in Colorado.

7. Calendar Update

- a. First day of school for the district, will be August 24. No other dates on the calendar have been impacted yet. Previously approved a calendar for 2020-2021, only change is moving start of school to Aug 17 to Aug 24, everything remains the same except when students show up. Motion to approve: John, second by Diane.
 - i. Comments – good to align with district, teachers also need the time. Families that rely on bus and food service, won't start until Aug 24. Phase-in day would be moved to Friday before start of school, only for those that will attending in-person (and are new to school or newly entering LE, UL, or MS).
 - ii. Unanimous approval.

8. Clark - JeffCo District Consulting Project

- a. Clark was contacted by district outside of BOD responsibilities, in professional capacity, to provide digital marketing services. District aware of BOD participation, student at FHM. No apparent conflict of interest, engagement just to help district with their own district website for analytics, etc. (and not marketing specific schools).

9. Budget Update

- a. 2019-2020 Budget
 - i. Closeout between now and next meeting. In-line with previous discussions, went overbudget on preschool tuition, as expected. Filled gaps with carry-forward funds.
- b. 2020-2021
 - i. Significant unknowns still exist, precluding ability to propose an updated budget. Likely won't be until after the school year starts. We need to know 1) PPR, 2) what the restart model entails, and 3) how many families will participate in in-person vs. remote learning. Know two of those variables but won't have a good sense of enrollment (and implications for revenue) until school starts. Choice enrollment also ends 8/30, so will have a more solid enrollment estimate. PPR cut is ~5% and Kresta and Miera previously went through existing budget and identified places to cut (mostly eliminating positions via attrition, biggest savings is not filling ed assistant jobs, which may need to shift depending on enrollment, current surplus is ~\$153k). Will likely still need some carry-forward (not a surprise), hopeful that it's less than we had previously discussed. The in-person full time option is easier to operationalize budget-wise.
 - ii. Best course of action: clear messaging about what's happening, estimate of who is coming in-person versus remote learning. Draft budget impact analysis after parents make selection.

10. Preschool Tuition

- a. Summary

- i. Tuition schedule that we established months ago, based on preschoolers attending 5 or 3 days. Some may choose remote only. Decisions for the BOD to address:
 - 1. What, if any, discount do we want to provide to families that choose remote?
 - 2. For families that are selecting in-person, will be paying tuition they have been presented with, should we offer a discount if/when we go back to something less than full time?
 - a. Spring 2020, offered parents to choose what level they wanted to contribute (required quite a bit of carry-forward). For current school year, we have to put forth a staffing model we can support, can't afford to be as flexible.
- b. Options
 - i. Everyone pay 100% all of the time – would likely result in losing families.
 - ii. Some discount for remote – do we apply the same or a different discount for those that initially select in-person?
 - iii. Pay 100% only for time in school – would impact the way we employ the ed assistants, would have to switch to hourly scheme instead of an estimated annualized salary.
- c. Considerations
 - i. Likely to lose families if we set the tuition high for remote learning.
 - 1. Balance financial health of the school with the social/emotional health of the FHM community.
 - 2. Find a way to not put the financial risk 100% on families or 100% on the school.
 - ii. Staffing models will change/be based on needs of enrollment. Remote learning does not require ed assistant.
 - 1. The actual cost to run a remote classroom would be dependent on how many families choose this option. If very few students elect this, would be more expensive rate per-student.
 - iii. Jeffco plans for preschool tuition if there is a full closure are not known.
 - iv. Jeffco proposed option to change enrollment at the end of the semester. Opportunity to make another adjustment at semester. Has impacts on teaching staff. Maybe see some families start remote and see how it unfolds and vice versa.
 - v. Possibility of rolling quarantines (i.e. only a classroom or only a school closes at a time).
- d. Suggestions
 - i. Treat remote and in-person families exactly the same (i.e. same tuition at start of year, same discount (or not) in case of closure).
 - 1. Clear expectations can plan for the long term. May ultimately result in lower enrollment but could prepare better.
 - ii. Offer a discount for initially remote, offer same discount for in-person when school is closed.

1. In order to aid in the coverage of ed assistant salaries in the event of a closure, establish a number of contact days where there is no tuition adjustment for in-person learners (i.e. if a classroom or the school closes, the first x number of school days, families would pay the established tuition rate; discounted tuition rate for school days that are remote after those x days).
- iii. Offer a deeper discount for those that initially elect in-person learning and have to shift to remote mid-year.
 1. If families have to unexpectedly switch to remote, will they feel they are getting the same value as in-person?
 2. Is a 'pay what you can' option viable for FHM? Make it clear that tuition supports teachers, the FHM community while balancing families that experience financial challenges due to Covid. If revenue was lower than what we expected, would have to fill the gaps with carry-forward, which is not inexhaustible.
- iv. Operationalizing credits (if given): any credits that we offer families would be determined at end of semester, instead of monthly.
- e. Key decisions, motion to vote: John; second: Clark
 - i. Decisions:
 1. Ask for semester commitment from families (for learning and tuition). There will be separate tuition agreements for families selecting in-person learning and families selecting remote learning.
 2. Families that elect in-person learning:
 - a. 100% of established 2020-2021 preschool tuition is charged for time in-person learning is taking place.
 - b. When school or classroom is closed for quarantine/health purposes, 100% of established preschool tuition is charged for the first 10 school/contact day closures per semester. 75% of established preschool tuition is charged for any days beyond the first 10 contact days that school/classroom is closed.
 - i. Credits will be calculated and issued at the end of each semester.
 3. Families that elect remote learning:
 - a. 75% of established 2020-2021 preschool tuition is charged for the entirety of semester.
 - ii. Vote:
 1. All in favor: Alison Fuhr, Diane Fox, Clark Frye, Leslie Arboleda
 2. Abstaining: Doug, John, Bekky
 3. No opposed

11. Finalize 2020-2021 FHM BOD Goals

- a. John moves to table agenda item 11 until next meeting. Leslie seconds.
 - i. Move to 8/13/2020 meeting
- ii. Unanimous approval.

12. Assignments

- a. All BOD members need to sign yearly Conflicts of Interest and Confidentiality Agreements and upload to SharePoint by next meeting.
- b. Alison will post documents regarding state funding structures for education in Colorado.

13. Adjournment at 9:57pm

- a. Motion to adjourn – John motions, Bekky seconds
 - i. 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