



Free Horizon Montessori March Meeting Minutes

March 13th, 2025

Attendees:

Board Members: Rae Lyons Lisa Smith, Josh Camp, John Frost, Kristy Kibler, Matt Muhm, Erin ?

Staff: Julia Hawlsey (Staff Liaison), Elise Moran, Jessie, Donetta.

Other: Suzanne, Joanne, Lisa K

Call to order @ 604 by John Frost, Reading of Mission, Vision and Values by John Frost

Agenda/Reports/Minutes:

Motion to Approve Agenda by Kristy Kibler . Second: Matthew Muhm

Celebrations & Public Comment:

- Create a public forum for parent and teachers to provide input that is anonymous
- Spring Fling committee for getting the Spring Fling going with a short timeline
- Mr Jesse for taking on extra roles recently around extra study groups and behavioral support groups
- Staffs continued handling of stressful situations and ensuring school security is maintained to keep our students safe
- Admin team for their work supporting the District Advisory Committee – Sub Committee interview that was requested at the last minute. Interview was held on 4/10.
- Coffee morning and handling of questions
- Very positive SAC committee engagement from parents. Specific positive comments on communication and provide rationale and reason that supports the actions and steps being taken. Focus on reaching out new families for communication between acceptance and school start.
- Communication around the signage from Donetta was detailed and clear.
- Rae Lyons has been doing a great job on getting the GSC committee going. Lots of engagement from staff.
- Celebration from Donetta for John Frost as he ends his term on the board.

Principal Updates

- Provided update on AMS (American Montessori Society) Conference. Capturing a-ha moments from the attendees and shared some of these with the group. Consolidate and share with the staff.
- Payscale changes are having a positive impact on the interview applications. 1 open position with 11 applicants.
- Staff feedback survey showed a 17 point increase in feeling of belonging.

Staff Liaison Update

- Question of the month: What are ways we could make the school more welcoming (taking into account security and safety requirements). Shared back ideas from the teachers – class breakfasts, family projects (e.g. plant a flower bed), village night, staff supervised events, parents at inhouse field trips.
- Additionally commentary: Back to school night early in the school year, potential for new parent training.
- Elise: Doing some outreach to get parents involved in seeing their students work. Publication Party for the children which was the output of their work from December to March and then presented key pieces for feedback. Very well attended and Elise created a very welcoming environment in the classroom.
- Panel for the staff to interview the board candidates for this year. Julia and Elise have supported this and will collect questions ahead of time.

Presidents Update

- DAC Interview went well. Questions were handled well with knowledgeable, transparent and thorough responses from admin
- DAC sub-committee presentation to the DAC week of 4/14. Planning to send representation.
- Study Session on 7th or 9th of May and important to have representation there. Open to public.
- District Meeting was moved to May 29th (found out at DAC interview about date change)
- Question on approach to preparing PowerPoint presentation for the study sessions – John Frost , Donetta + Kristy for review.

Finance Committee Proposal on Budget Timing

- Josh Camp provided a proposal for an adjusted schedule for first read and second read of budget to facilitate job postings earlier in the year.

JF: Move to amend Board calendar to have First Read of Budget and Salary scales in January 2026. EMG: Second. Motion passed.

Carry Forward for Data Recovery

- Historical Sharepoint data is saved in Sharepoint 2010 format and is not readable. Would require investment to pay a vendor to recover.
- Internal server has a lot of the board documentation backed up also
- KK: Motioned to table agenda item until May meeting. LS: Seconded. Motion passed
- Actions assigned:
 - Kristy to look for the rules on document retention for board and committees.
 - Lisa to sit with Lisa to extract list of relevant files from server and confirm with the board for any gaps.

July Strategic Planning Preparation

- Discussion on preparation for July Strategic Planning.
- Board agreed to a working session to prepare for the July session and set parameters to ensure an appropriate outcome. Lisa will email board for availability.
- Board agreed to capture community input via a request on their Top 2 strategic goals to inform planning. Lisa to discuss with admin and board members on support for this endeavor. Lisa to provide a slide to Julia to use for May question to staff.

Facilities Carry Forward Funds Request

- Rae Lyons provided an overview of a facilities request for the improvement of sheds, removal of pea gravel and blind replacement.
- Discussion on what is Jeffco versus school responsibility. Pea Gravel is likely Jeffco responsibility.
- Discussion on options for engaging with parent volunteers to address some of the areas – beautification day for the sheds
- Discussion on urgency of the items. Blinds are an urgent requirement. Pea Gravel should be pushed to Jeffco as a priority – it is unsafe and it is difficult for teachers to manage. Anthony would recommend sheds are addressed sooner rather than later.
- Can the space be used or built on in a way that is aligned with Montessori principles
- Potential for shade structures, outdoor shaded classroom space.

Motion made by JF to approve \$25,000 for shed roof remediation and blinds for the whole building. KK second. Motion passed – 6 yes, 1 abstained.

Governance Committee – Training for BOD

- Reviewed potential areas for training based on the self-evaluation presented by Jenna-Layne

- Knowledge assessment on bye-laws and policies
- Board Role – Strategic v’s Operational
- School Regulations
- How a Montessori is different
- What does being a Charter mean?
- Ongoing Financial Training
- Mandatory Reporter Training
- Governance committee to look at preparing an informational pack or alternative delivery methods.
- League of Charter Schools may provide training.

Marketing and Family Recruitment

- Bought some ads on a reusable bag that will be handed out at Ace Hardware Golden.
- Admin asks board for support as follows:
 - post on Next Door or Facebook
 - complete a review on Great Schools for the school
 - welcome family picnic support – assign board members to a new family as a buddy

Additional ideas. Provide flyers to MOPS groups, Libraries, Realtors, farmers markets, nanny network.

Governance Committee Policy Review – First Read

- Discussion on how to expand the recruitment for board and committees. With current process we run the risk of self-selection and board members driving succession creating an echo chamber. Need to establish a means to capture a more diverse group of the community (e.g. across grade levels). Can we involve staff to provide recommendations on parents that would be worth discussing with. Potential for a google form to self nominate?
- Review of Recall Policy for the Board. First Read of revised policy.
- Decision to review changes at a later date.

Assignments

Meeting Assignments:

- Data Recovery:
 - Kristy to look for the rules on document retention for board and committees.
 - Lisa to sit with Lisa to extract list of relevant files from server and confirm with the board for any gaps.
- July Planning:
 - Lisa to set up working session for Strategic Planning Prep

- Lisa to coordinate capture of parent input to strategic planning priorities.
- Board Training
 - Governance committee to investigate information pack for new board members based on discussion and feedback.

Marketing and Family Enrollment

- Board members to take one of the requested actions by the next meeting.
 - post on Next Door or Facebook
 - complete a review on Great Schools for the school
 - bring a family

Motion to Adjourn made at 903 by JF. Seconded by KK. JC abstained



Lisa Smith

Secretary

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.