



Free Horizon Montessori November Meeting Minutes

November 13th, 2025

Attendees:

Board Members: Kristy Kibler (KK), Lisa Smith (LS), Matt Muhm (MM), Josh Camp (JC), Rae Lyon (RL)

Staff: Donetta McDonald, Lisa Kingston, Elise

Additional: John Frost, Joanne Trujillo

Call to order @ 606 by Kristy Kibler

Reading of Mission, Vision and Values by

Agenda/Reports/Minutes:

Motion to Approve Agenda by MM. Second by RL. Motion passed.

Celebrations & Public Comment:

- Enrollment Event went well. 20 attendees plus postcard mailing resulted in 3 attendees
- Principal chat for 6th grade transition went well
- Trunk or Treat was a great school event – well attended and growing
- Communication is consistent – write ups on classroom visits are informative and demonstrate the wonderful things in the classrooms
- Two lower El field trips were a success – Goodnight Moon and DMNS
- Teacher/Parent communication is working well based on feedback
- Feed back for Food Services from a parent – impressed with the response and facilitation of their childs' dietary needs
- Mr Anthony for all he does to maintain the school
- Girls on the run was successful as it wrapped up for the term

Principal Updates

CLCS Meeting

- Meeting with Colorado League of Charter Schools which was informative and provided direction on actions that can be taken with the district as we transition to Charter Year 1 to get more direct and accurate answers.

- Suggested we ensure that legal is copied on communications and ensure that the district interactions with the school are appropriate and in line with the school needs
- CLCS suggested the need for a direct attorney channel - board to discuss
- Potential for some consulting services to help with transition

UIP Update

- Review of goals, root cause and strategies
- Clear steps identified to address areas for improvement – particularly addressing the root cause for reduction in test scores in last CMAS cycle. Clear actions and focus on SPED, Operational Disruptions, Instructional approaches
- Enrollment/Retention actions set out
- Upper Elementary/Middle School restructuring is a goal and already rolling for next year

Principal Goals

- Update on Principal SMART Goals. Objectives and measures in place for 6 week sprints. Update on current status. Examples include:
 - Fostering Belonging and Calm for Neurodivergent Learners
 - Effective Instruction
 - Support for Teachers and School Growth
- Discussed some of the practices in place for collaborative instructional learning for teachers and assistants
- Question raised for potential to utilize these as examples and share for marketing/enrollment in the future

Presidents Update

- Mallory, Lisa and Kristy meeting weekly on the charter.
- Charter work is impacting on the administrative staff. Assessing potential to engage some contract work to assist.
- Mallory, Becky, Kristy met with Taio on email received pertaining to facility use agreement and increase in facility use fee potentially increasing. It is evident that the calculation was not done correctly and did not incorporate a full understanding of the agreements in place.
- District requested a letter from the school outlining challenges and clarifications required. Kristy shared the letter draft with the board and feedback provided.
- Discussion on growing pressure to secure long term financial sustainability of the school and the role of the facilities agreement in that and the risk that it presents to the school.
- Discussion on request from admin for access to the attorney. Removes friction in the process so that communication is not triangulated between admin, board and attorney. Board has no issue with the access to the attorney.

Staff Liaison Update

- Low response on the staff survey – teachers definitely have a lot on their plates
- Halloween events were fun

- Starting to see some burn out and ready for the holiday break
- Nick had an art showcase which staff attended
- Observations in the classrooms are welcome – nice to be seen

Board Administrative Tasks

- Confidentiality and Compliance Forms – distributed and signatures obtained
- Discussed Training needs
 - Mandatory Reporter Training - all board members to complete annually
 - Additional training options provided. Review all training at January Board meeting
- Frosty Friends – Board to provide support
- Barnes and Noble Event – Board requested to provide support

Staff Handbook Review

- Defined process for reviewing and updating Staff Handbook so it is in place for Charter Year
 - Best practice is to have staff hand-book in a relatively steady state when employment agreements are issued for next school year (best practice). Target March/April for final version.
 - Staff Handbook initial update by LAK and Governance committee
 - Draft version for Board review in January
 - Send to Tim for review
 - Board vote to be added to February agenda.
 - Going forward need to have legal review for hand-book and also any mid-year updates.
 - Agreed to see if we can complete Family Handbook update to same timeline. Donetta to ask Jesse/Suzanne

Committee Reports

- Finance Committee: Report provided in BOX. Summarized on the facilities use agreement discussion.
- SAC: Report provided in BOX. Discussed some instructional changes and root cause analysis behind CMAS scores. Looking towards the mid-year testing to see how things are progressing.
- Governance Committee: Need to get some succession planning in place for Jenna-Layne. Need to put a call out to parents.
- Facilities: Working on developing a number for go forward building options taking into account facilities use agreement. Enrollment plays a major part in these calculations.
- CSN Committee: Update on Spring Fling planning.

Executive Session

8:34 KK motioned (in accordance with XXXXX) to move to Executive Session to discuss and employee compensation matter . Seconded by LS. Motion carried.

8:57 Board returned from Executive Session.

Vote: KK Motion to approve an award letter for Donetta. Second: RL. Motion carried.

Vote: KK Motion to approve a \$2000 carry forward spend. Second: MM. Motion carried.

Assignments

Meeting Assignments:

- Note to include discussion on leveraging videos of lessons as part of the marketing for enrollment/school brand in future Board meeting.
- Note for all board members to download and complete the required forms in paper and on Box and return to Lisa S and Lisa K.
- Kristy to update letter to district on facilities usage fee based on feedback.
- Donetta to enquire if same timeline can be managed for Family Handbook update – draft in January
- Consider board community engagement activity to help with recruitment for committees
- KK to draft letter for Donetta.

Motion to Adjourn made at 9.04 by KK. Seconded by RL. Motion passed.

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.