



Free Horizon Montessori

Board Meeting Minutes – February 5, 2026

Call to Order: 6:04 PM

Location: Free Horizon Montessori

Recorder: Lisa Smith

Attendees

Board: Kristy Kibler (KK), Bekky Robbins (BR), Lisa Smith (LS), Matt Muhm (MM), Rae Lyon (RL), Erin McGrath (EMG)

Staff: Donetta McDonald, Lisa Kingston, Julia Holsey, Matt Cavato, Joanne Trujillo

Guests: Kristin Uller, Alison Milan

1. Agenda Approval

- Motion to approve agenda with Item 10 moved to Item 5.
Motion: KK | **Second:** BR | **Result:** *Carried*

2. Celebrations & Public Comment

- Recognition of staff contributions and positive school culture.

3. Board Member Seat Appointment

- Resignation of Josh Camp (effective 2/3).
- Appointment of Alison Milan to fill the vacant board seat through year-end.
Motion: KK | **Second:** RL | **Result:** *Carried*

4. Principal Update

- Enrollment strong
- Successful early family outreach event.
- Facilities agreement coordination with district ongoing.
- HR and policy alignment progressing.
- School health status improving with regard to Norovirus outbreak.

5. Staff Liaison Update

- Staff questions regarding charter transition primarily operational and being addressed by administration.

- No major unresolved concerns identified.
- Staff appreciation acknowledged.

6. President's Update

- Charter contract fully executed.
- Ongoing district negotiations in relation to facilities agreement.
- Great Schools Grant application underway (due March 9).
- Initial conversations held with district regarding potential future building purchase.

7. Compliance Review & Welcoming Environment

- Presentation by Kristin Uller on learnings and areas of preparedness
- District training and policies shared by Donetta

8. Treasurer Election

- MM elected Treasurer.
Motion: LS | **Second:** KK | **Result:** *Passed*
- RL to serve as interim Finance Committee Chair through year-end.

9. Board Compliance Audit

- Financial background checks not required under current structure due to lack of board access to funds.
- Future requirements may change with signatory authority or insurance policy needs.
- Clarification needed regarding background check requirements for Mallory's signatory role.
- Governance to review and potentially update policy language.

10. Review of Staff Personal Technology Items Policy

- Reviewed alignment with Jeffco and FERPA standards.
- Continued emphasis on staff and volunteer training regarding media permissions and classroom privacy.

11. Calendar Policy Change – First Read & Vote

- Motion to remove requirement for Board Vote on school calendar approval.
Motion: KK | **Second:** LS | **Result:** *Carried*
- Second read scheduled for March meeting.

12. Committee Reports

Facilities

- No report; new liaison needed.

CSN

- Events and fundraising progressing successfully.
- Election planning underway.

Governance

- Board onboarding packet in development.
- Work underway on compliance language for policy manual.
- Board self-evaluation reminder issued.

SAC

- No update; next meeting February 18.

Finance

- No report; meeting next week.

13. Assignments

- **KK:** Clarify Jeffco legal coverage for federal interactions; contact Jeffco Sheriff regarding security contract.
- **Erin / Kristin U.:** Share compliance learnings and resources with CSN.
- **Mallory:** Confirm background check requirements related to signatory authority.
- **BR:** Draft policy manual language for background checks; consult Colorado League of Charter Schools as needed; provide instructions for disabling AI features on Board Gmail accounts.
- **LS:** Add CORA disclaimer discussion, second calendar policy read, and Facilities Committee relaunch to March agenda.
- **Julia:** Add board/committee recruitment question to March staff survey.

14. Adjournment

- Meeting adjourned at 9:06 PM.
Motion: KK | **Second:** BR | **Result:** *Passed*