



Free Horizon Montessori

Board Meeting Minutes – May 14, 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), Alison Milan,

Staff: Donetta McDonald, Julia Holsey, Elise Moran, Jesse O, Jo Trujillo, Mallory

Reading of Mission, Vision, Motto – by LS

1. Agenda Approval

- Motion to approve agenda with addition of Public Comment in item 4.
Motion: KK | **Second:** MM | **Result:** *Carried*

2. Public Comment & Celebrations

- Celebrate receipt of grant, and Mallory in particular
- Celebrate board achievements for the year and appreciation for Erin McGrath (departing board member)
- Spring Fling was a great success. Fundraising success. Great organization for the committee.
- Shout out to Admin team for supporting interviews and hiring at this busy time of year
- Student Led conferences were a success
- Lower elementary team recognized for successful field trip to Botanic Gardens
- Request for walkies for primary teachers and review of effectiveness of intercom. Consider walkie etiquette training.
- Celebrate the MUSICAL. Great Success. Matt is Employee of the Month.

3. Principal Update

- Recognize the teachers for the continued effort as the year wraps up

- Attended first grant meeting today, identified there is a lot of work required to support the grant administration once received
- Update on Jeffco organization changes with Tracy Dorland moving to College Board. No interim identified as yet which is concerning.
- Assessing building repairs needed which can be carried out to improve school facilities over the summer.
- Top priority is staffing. Reviewed current lead and assistant staffing status. Donetta provided information on strategy to ensure appropriate staffing levels for school year, plus aftercare.
- Update provided on Administrative team changes to create capacity for Operations Associate and rebalance Health Tech capacity to support efficiency of funds. Ops Associate role is flexible and will support car line, admin, comms and provide back up for current resources.
- School psychologist position will change to incorporate request for part-time work by current psychologist and include additional resource. We remain over district requirement for mental health hours even with this change, committed to ongoing emotional and mental health support.

4. Budget 2nd Read and Revision

- Still waiting from language from the district on calculation of facility use fee. Hoping to have that wrapped up in a couple of weeks.
- Mallory presented revised budget for 2nd read – taking into account receipt of grant, and some clarifications received since 1st read.
- Included review of benefits – adding additional \$'s so that charter contribution to health plan will match Jeffco and what staff are currently receiving. PERA contributions not changing.
- Finance committee vote on spend down of carry forward was not executed as it was impacted by grant discussion at last finance committee meeting. Discussion on if this is still required. Agreed to defer this but with recognition that if this is required it should occur before Tabor deadline of July 1st.
- Vote: KK Motioned: To approve the second read of the budget. Second: RL. Motion carried.

Grant Update:

- Reviewed grant award, categories that are eligible. Will know in about a month what we are awarded.

5. SAC Update

- Reviewed Survey data from recent Jeffco survey – Student, Family, Staff. Noted that some questions are confusing or include and/or statements that make interpretation difficult.
- Student survey data showed strong improvements across the board. Notable strong increases in Middle-School in particular. Scores across the board were all overwhelmingly positive.
- Family survey data was strong with particular successes in climate, respect, support, school fit. Would wish to increase participation from families in future years.

- Staff survey showed strong scores for belonging, professional growth, respect, engagement, meaningful work, excitement. Plan to increase staff participation and admin plan to bring this up in a future staff meeting.
- Overall, a lot to celebrate and great news to share with the community with scores improving and reflecting a healthy environment for well-being, belonging and safety which is the foundation for academic success.

6. Principal Role Review

- Reviewed Innovation Principal JD as baseline
- Reviewed updated Executive Director JD as required for change to charter
- Reviewed Principal goals and evaluation

7. Executive Session

- KK: Motion to move into executive session (KK). Seconded. (MM). Motion Carried.

8. Principal Contract Approval

- Motion to Approve Principal Contract as presented (KK): Seconded: (RL) Motion Carried.
- Motion to Approve a \$10,00 carry forward spend as a supplement to Principal Contract (KK): Seconded (MM). Motion Carried.

13. Assignments

- **Governance:** Review/Update CORA request policy in policy manual
- **Finance:** Grant communications plan to be put in place by admin to help with setting expectation, timing and maintaining excitement. Can utilize narratives from the submission.
- **CSN:** Share grant categories with CSN for consideration in their 26/27 strategy once grant is awarded/known.
- **Secretary:** Meeting date for June Meeting set for June 10th. 5pm start.

14. Adjournment

- Meeting adjourned at 9:32PM.
Motion: BR | **Second:** RL | **Result:** *Carried*