**FREE HORIZON MONTESSORI**



**Virtual Facilities Committee Meeting - meet.google.com/hka-juhy-kog**

**MINUTES**

September 4, 2020 pm

**Members:**

|  |  |  |
| --- | --- | --- |
| BoD Representative | **John Frost** | Committee Liaison to the BOD |
| **Rebekkah Robbins** | Committee Liaison to the BOD |
| CSN Representative | **Rachel Hernandez** | CSN President (Kristen Cummings- representing CSN) |
| Building Corp Rep | **Jeannie Mabey** | FHM Building Corp VP |
| FHM Administration | **Kresta Vuolo** | FHM Principal |
| **Miera Nagy** | FHM Director of Finance & Advancement; Committee Chair |
| **Megan Wells** | FHM Director of Ops |
| **Brandon Leslie** | FHM Facilities Manager |
| FHM Community Reps | **Cherish Edwards** | Parent member |
| **Rowena Adams** | Parent member |
| Guests | **Cyndi Vosburgh** | Incoming FHM Director of Finance & Advancement |

**Agenda:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Agenda Topic** | **Lead** | **Objective/Outcome** | **NOTES** |
| **1** |  | | | |
| a | Call to Order | Miera |  | *8:17a.m* |
| b | FHM Mission & Vision | Volunteer |  | *Read by Cherish Edwards* |
| c | Roll Call | Miera |  | *see above* |
| **2** | **Consent Agenda** | | | |
| a | Agenda Approval | Miera |  |  |
| b | Review/Approve Prior Mtg Minutes | Miera | [August 7, 2020](https://docs.google.com/document/d/19r1SC6igm53Xwud8tNFNnQsZ1oWpjZuE3pMi9aCjKbo/edit?usp=sharing) | *Motion to accept: Cherish 2nd: Rowena* |
| **3** | ***Old Business*** | | | |
| a | Campus Master Development Plan | Miera, Jeannie | Status update | *Please review the* [*draft staff survey*](https://drive.google.com/file/d/1mGyezG2GBhNQX_iCkhYPBCfhCYklJUVd/view?usp=sharing)*. Estimated timeframe for distribution is mid-September. Then Families later in September if it makes sense. We need to wait and see how school operations are unfolding.*  *Triggers for action: break it down into two week increments - reflecting on lessons learned, student reactions, other information - then revisit the HOLD decision at that time. Gentle with messaging.*  *Simple questions to allow for open thinking. Not to inadvertently direct input.I like the simplicity. Questions open-ended. Not a burdensome survey. Short and to the point. Allows for short and long answers.* ***This will be an electronic survey. This can be done on October 15, Staff Development Day, so that all can participate.*** |
| b | Interior Painting Plan to finish unpainted areas. | Megan, Brandon, | *Status update* | *All painting FHM responsible for is done.* |
| c | Interior Student Storage options | Brandon, Megan. | Status update | [***Finalized design***](https://drive.google.com/open?id=1ACt9oslsKzlB4b0DoIfKOM0YuuPY6E9H)***.*** *CO Specialties contracted to do the work. Color selection? Installation?*  *Speckled, light grey-folkstone grey. They are doing a free-fab cut and FHM staff will install.* |
| d | Interior Flooring - 1st floor done. 2nd floor 2020 | Megan/Kresta | Status update | *Still finishing some carpeting work. Wall repair that was damaged. Also reviewing last years carpet install. Finding some issues that we are trying to repair while still under warranty.* |
| e | Learning Landscape/Playground Design Initiative Updates & decision points | Megan/Kresta/Miera | Mini courtyard Committee working to determine items to go in the courtyard. | *Got a quote for concrete stoppers to protect amphitheatre seating from skateboard use.*  *Our courtyard posted on instagram as a 5 star skate park. Measured for railing stops , as well as amphitheatre seating. District is making it standard to install skate stops with this kind of work in the future. - lesson learned.* |
| f | New Cafeteria Tables | Megan, Brandon, Kristen | To select new tables for the cafeteria that are commercial grade to replace the existing tables  . | ***HOLD.*** *Is there a benefit of purchasing and test a few before investment? Project on HOLD until full use of the cafeteria again. OR watch for sales to maybe buy one.*  *many schools offering up tables.* |
| **4** | **New Business** | | | |
| **a** | Adjust meeting “day” and “time” | Miera | To allow school-day staff to participate in Master Planning | *Valuable to have instructional staff at the table. Can do 7:30 am with a reorganized agenda with teacher input piece occurring before 8:00; M-Th: 4:00 - Meetings changed to first Thursday at 4:00pm* |
| **b** |  |  |  |  |
| **5** | **Ongoing Annual Items Updates/Report-outs** | | | |
| a | Campus Beautification Day | Cmte | *Ideas to support the new courtyard & play area. Interior & exterior action items. Prepare for upstairs moving?* | ***HOLD.*** *Utilize volunteers to assist teachers packing up classrooms. When will we be able to host a beautification day?* |
| b | CSN Special Appeal Item - Spring Fling | CSN Rep | *Continuing discussion & Idea sharing. Identify by Feb/march Meeting* | ***HOLD.*** *Cafeteria tables seem to be the idea that will affect all students. Do we also want to include tables for outdoor lunches? too much?* |
| c | Grant Opportunities & Timelines | Cmte | Continuing discussion & Idea sharing |  |
| **6** | **Wrap-Up Adjourn** | | | |
| a | Assignments/Action Item Review | Secretary |  |  |
| b | Schedule Next Meeting | Secretary | October 1, 2020 @ 4:00pm |  |
| c | Adjourn | Secretary |  | *8:48 am motion to adjourn; Jeannie 2nd.* |

**FHM Mission**: Through the Montessori philosophy, we inspire every child to learn and grow as a responsible global citizen in a collaborative, peaceful, and safe environment. **FHM Vision**: We seek to transform our community by developing students who pursue their full potential, understand their global responsibilities, and respect others, self, and the environment. **FHM Motto**: Inspiring lifelong learning!