Meeting called to order at: 6:04pm
   a. Board Members Present: Lisa Cernick, Alison Fuhr, Jonathan Spitze, Diane Fox, Clark Frye
   b. Board Members Absent (unexcused): John Frost
   c. Staff Members Present: Kresta Vuolo, Miera Nagy, Rhonda Call Cypher (staff liaison)
   d. Guest: Doug Klof
   e. CSN: None

Approval of Agenda for current meeting: Motion to approve amended agenda by Alison. Second by Diane. Unanimous approval. Amendments as follows:
   a. Agenda: Add comments from CSN received via email
   b. Consent Agenda: CSN removed from consent agenda
   c. Consent Agenda: Principal update removed from consent agenda to full agenda

Approval of items in the Consent Agenda: With the exception of the aforementioned amendments. Motion to approve by Jonathan. Second by Alison. Unanimous approval.

Public Comment and Celebration:
   a. School is back in session
   b. Specials gala took place before winter break
   c. Storage sheds were moved and approved by the fire chief
   d. School received a generous furniture donation from Cherish Edwards as well as help from Mr. Brandon and Mr. James to move the new furniture over winter break
   e. Enrollment night on 1/8/20 was a success

Staff Liaison Update:
   a. Staff was excited to hear and participate in the FHM board presentation during Staff Development day
   b. Board will attend classroom sessions at FHM on January 24 8:00am-11:30am

Principal update (moved from consent agenda to full agenda as an amendment):
   a. Facilities: Flooring project design and review to be held on 1/10. Painting of 2nd floor classrooms will require a bid to be put out. Locker replacement will be discussed in Facilities committee meeting on 1/10
   b. Enrollment: Total FTE is expected to come in at 368.06. Round 1 for 2020-2021 enrollment ends Jan 15 and round 2 begins Jan 22.
   c. Staff: 2 professional development days were held.
7. CSN Update (added to agenda as an amendment):
   a. Fossil Trace will be the venue for this years’ Spring Fling.
   b. Solicitation letters will be sent to the silent auction supporters went out today and forms will be posted to the community soon

8. Corrections to December minutes:
   a. Under 3 add Unanimous approval
   b. Under 8a finance committee add “increase” to say “…a $155/FTE increase per student…”
   c. Under 14 change the label from “Principal review” to “Principal evaluation”
   d. Under 14 add “to enter executive session” to say “…motion by Alison to enter executive session…”
   e. Under 15a strike “will be asked”

9. 2020-2021 FHM Budget:
   a. Second read and discussion led by Alison. No changes since December board meeting
   b. Vote - Motion to approve by Jonathan. Second by Clark. Unanimous approval.

10. 2019-2020 Financial Update:
    a. Alison led the discussion of the boards’ mid-year financial update
    b. Pacing as expected when comparing budget to actuals at this point in the year

11. Principal evaluation: Discussion and vote
    a. Letter to Staff was drafted by Lisa to inform staff about the recent principal evaluation. Feedback provided was to frame the Letter to the Staff to factually explain the evaluation process, timing, role players, and outcome. There was discussion of sending a related letter to the staff immediately prior to the following year staff survey to explain how the roles and logic behind the principal evaluation process.
    b. Wrap up from Betsy Hoke’s presentation during December board meeting. Alison mentioned follow-ups from Executive Session. Kresta to share her notes regarding the follow-ups with Lisa.
    c. Start discussion for 2020/21 evaluation. Discussion to develop communication for 2020/21 principal evaluation which inform and remind the staff about the evaluation process.
    d. Vote on Principal contract for 2020/21. Motion to delegate the negotiation for the principal’s 2020/21 contract to the Lisa (Board of Directors president) made by Jonathan. Alison seconded the motion. Unanimous approval.

12. Board Vacancy:
    a. Candidate discussion – Christiane Rahmede and Doug Klof are the candidates. Doug was present at the meeting and chose to step out of the room during the discussion.
    b. Vote to fill vacancy - At the December meeting the board agreed to make a decision this open board seat. Doug Klof was elected. Motion to approve Doug Klof as the interim Board of Directors was made by Lisa. Seconded by Diane. Unanimous approval.
13. Board Candidate Recruitment
   a. Annual Meeting to be held April 28 from 6:00pm - 8:00pm. Discussion about using a
different technology for the webcast to provide a better viewing experience of the next
meeting.
   b. Plan for recruitment of 3 open positions. Betsy Hoke was mentioned as a potential
candidate. Recruitment tactics could include mentions in an upcoming Fox Flash and
asking CSN if they are aware of potential candidates. Potential candidates could come
from all facets of the FHM community.

14. BOD section of the FHM website: Updates needed to committee pages
   a. The webpages for each committee (Governance, Finance, Facilities) need to be reviewed
and updates made.

15. Document changes: Timeline for changes that need to be made to the Policy Manual, Bylaws, or
Operational Agreement
   a. Finance Committee to evaluate the terms in the Governance Agreement with the Jeffco
District.
   b. Language regarding Board of Director vacancies in the Policy Manual and the Bylaws to
be reevaluated by the Governance Committee.

16. Strategic Planning:
   a. Review of Presentation to Staff was held during staff development day. Jonathan led a
discussion overviewing the presentation to the staff. The discussions between Jonathan
and the staff felt productive and inclusive.
   b. Plan for Staff input and Next Steps. Some staff weren't able to provide their votes on the
topics put forth. Jonathan to create a Google Sheet for staff to vote on the topics
discussed. Board to take the feedback from the staff vote to identify relevant next steps.

17. Reinforcing Community Focus Area
   a. Monthly thank you notes. Diane to write the January thank you notes. Lisa and Alison to
complete December thank you notes.
   b. Additional objectives – Discussion about finding ways to show gratitude. Discussion
about increasing board exposure to the community. Potential options for increased
board exposure at the Inside Montessori, Annual Meeting, School Musical, and Talent
Show events. Possibility to find a condensed set of activations to make a concise impact.
Discussion of providing an unexpected surprise to parents during morning walkup and
carline.

18. AMS Accreditation Focus Area: Tasks for the Board and/or Governance Committee
   a. No developments

19. Assignments
   a. Lisa to revise the Letter to Staff regarding the Principal evaluation process
b. Kresta to find her notes from the Principal Evaluation Executive Session regarding the Betsy’s followup questions for the Board of Directors consideration, and share those with Lisa at their next meeting.
c. Lisa to provide Christiane Rahmede’s contact info to Jonathan.
d. Jonathan to communicate the outcome of the Board of Directors vote as well as appreciation for her interest to Christiane Rahmede.
e. Lisa to contact Betsy Hoke regarding her interest in involvement in becoming a part of future FHM Board of Directors.
f. Kresta to update the community calendar with the new date for the Annual Meeting on April 28 from 6:00pm-8:00pm.
g. Jonathan to ask Governance committee to develop and share a consistent set of recommended talking points for future Board of Director candidate video interviews.
h. Jonathan to ask Governance committee to develop a timeline leading up to vote to share with Board of Director candidates to keep them apprised of milestones and associated deadlines to be considered for election.
i. Kresta to ask Seth Adcock to evaluate options for webcast of the next Annual Meeting.
j. Lisa to connect with Jenna Layne regarding promotion of the Board of Directors election in an upcoming Fox Flash.
k. Lisa to contact CSN to ask if the CSN is aware of potential candidates for the upcoming Board of Directors election.
l. Webpages for each Committee need review and updating by each committee liaison (Jonathan for Governance, Clark for Facilities, Miera for Finance)
m. Lisa to ask Finance Committee to reevaluate the terms in the Governance Agreement to be reviewed by the Board of Directors
n. Jonathan to ask Governance Committee to clarify language regarding filling Board of Director vacancies in the Policy Manual and the Bylaws.
o. Jonathan to create a Google Sheet to allow staff to provide their 3 votes on the themes discussed during the staff development day.
p. Kresta to send Jonathan photos of the worksheets from the presentation given during staff development day.
q. Jonathan to document these in an electronic format for the Board to digest and process in a future meeting.
r. Diane to write the January thank you notes.
s. Lisa and Alison to complete December thank you notes.
t. Lisa to check with Lisa Kingston regarding coffee dates with the Board of Directors.
u. Each Board of Directors member to share personal bio (written in 3rd person) and photo with the Governance committee.
v. Each Board of Directors member to identify which of the online CDE modules are valuable.
w. Miera to contact the FHM attorney to clarify if 3 Board of Directors members can attend a Committee meeting and maintain adherence to the Sunshine Law.

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.