

**Steamboat Montessori
Governing Board Meeting Minutes
January 22nd 2021 @ 12:30 PM
27285 Brandon Circle Steamboat Springs, CO 80487
Meeting held virtually.**

Our Mission:

To inspire all children to learn and grow as responsible global citizens in a collaborative, peaceful and safe environment. We are committed to using authentic Montessori methods with integrity to develop each child's intrinsic intelligence as they become resilient, self-directed leaders and problem solvers. As a school of choice, Steamboat Montessori is a place for students, families, and teachers to grow together as an intentional community in the pursuit of academic excellence.

Our Vision:

Steamboat Montessori creates a respectful, safe, nurturing and diverse educational community where students, staff, parents and community members collaborate to become empowered, enriched, challenged, resilient and prepared individuals collectively meeting the demands of an ever-changing society.

I. 12:30 Call to Order

A. Roll Call of School Officials, Voting BOD Members, Members of Public:

Present from the School:

1. Michael Girodo
2. Cassidy Roberts
3. Julie Dinkins
4. Darcy Walters
5. Cassidy Roberts

Present from the Board:

6. Mike Morris
7. Jason Gilligan joined after meeting start
8. Jess Valand
9. Jeff Merage

10. Noel Christopher

11. Tim McCarthy

12. Erin Gallagher proxy to Jason Godley, joined after meeting start

13. Alethea Stone

14. Christine Lilly

15. Tony Urbick

16. Jason Godley

Present from the Public:

17. Cathryn Mayer

II. Establishment of Quorum: A majority of voting Board members being present, a quorum was established by the Board Secretary.

III. Reading of the Mission & Vision -Tony Urbick

IV. Recognition of Agenda

V. Public Comment –No public comment

VI. Approval of Minutes, 12.11.2020

A. Jess Move, Tony second to approve with change to date at bottom of minutes.

Roll Call Vote:

- | | |
|----------------------------|-----------------------------|
| 1. Jess Valand—Approve | 6. Jeff Merage—Approve |
| 2. Alethea Stone—Approve | 7. Erin Gallagher—Approve |
| 3. Jason Godley—Approve | 8. Tim McCarthy—Approve |
| 4. Christine Lilly—Approve | 9. Noel Christopher-Approve |
| 5. Jason Gilligan—Approve | 10. Tony Urbick—Approve |

Majority approves, Motion carries.

VII. HOS Report

- A. Website update, links getting resolved. Old website is inactive.
- B. 3 classrooms of 20, 1 lead, 1 assistant, with Kinder, will be spots in 3-4 yo.
- C. Public lottery on enrollment announced in local paper, much returning interest already received, outreach ongoing.
- D. BSTF: 78 families 60% responded, 88% want to be back full time. Going off science, quarantines hot and heavy in local district. Slowing of vaccines, redistribution vs moving through tiers in the local communities.
- E. Want to see how they would do, earliest would be after Blues Break, three day remote learning with a test on Monday. Meeting Tuesday of next week. Parent and a health professional, another perspective. Communication strategies revised, 1-2 hours before the rest of the community to include Board, also redirect questions to a centralized clearinghouse. Covid19@mvmcs.org, central Email.
- F. Domain name shift update: push out timing to Summer for email addresses.
- G. Staff/ Teachers mitigating off-school exposures to maintain in-class integrity with very few quarantines needed to date.
- H. Mike Morris comment: the realized \$160k in grants testament to new Grant writer under HOS leadership, PPP Loan has been opened, try to mitigate lost revenue in Preschool this round.

VIII. New Business

A. Board Discussion

1. Responsibilities & Requirements of Board Members
 - a) Everyone signed the annual BOD Handbook & Agreement
 - b) Serve on at least one board committee
 - c) Diversity of opinions and solutions are necessary...
 - d) Attend 2+ Parent Council meetings
 - e) Support school through fundraising efforts
 - f) Criticism about board or staff direct speaker to that board or staff member or the grievance policy
2. Back to School Task Force clarification: Possibly mis-named to give a different impression, this task force is an internal staff task force. BSTF is not a thumbs up exercise, adding a parent is a goal to improve accessibility, not a Committee of the Board. Ultimate accountability to Board is with HOS, mechanism usually annual review
3. Using your voice, Board members to uphold mission and vision of the School, not be drawn into advocating for individual or collective activity, reminder on communications discoverability, keep informal gatherings and meetings to under 2 board members, and appropriate channels discussion.

IX. Committee Updates

A. Finance Committee Update

1. Finance Report
2. Discussion on second round PPP application, focused on private preschool, showing revenue drop required of 25% year-on-year.
3. Financials review: Discussion on cash on hand, projected net income for FY21 at time of re-budget, variables and over-runs on line items such as insurance due to work comp insurance adjustment.
4. Motion to acknowledge Check Register review, Tony Urbick; Mike Morris second.

Roll call vote:

- | | |
|----------------------------|------------------------------|
| 1. Jason Gilligan--Approve | 7. Jason Godley—Approve |
| 2. Jess Valand—Approve | 8. Tim McCarthy—Approve |
| 3. Tony Urbick—Approve | 9. Jason Godley—Approve |
| 4. Mike Morris—Approve | 10. Noel Christopher—Approve |
| 5. Jeff Merage—Approve | 11. Christine Lilly—Approve |
| 6. Alethea Stone—Approve | |

Motion to acknowledge review of check register carries.

B. January Rebudget –

1. Discussion on Income: grants, salary, loss of learning calculation in re-budget calculation, various line items, mill levy increase, soccer sub-lease unlikely at this time but keeping in touch, huge fundraising win for Erin's team, also the great grant-writing efforts discussed earlier in HOS report. All considered, income looks up ~108k from previous estimates.
2. Discussion on Expenses: Added in funds for SPED supplies and expenses, staffing reallocation and moves tied to specific grants, speech and GT services, mid-year recession forecast (CDE potential clawback of funds, some taken out, some coming back is latest intel). Chromebooks and tech for hybrid learning, conservative \$9,800 net income forecast after projected expenses, TABOR, discussion on allocation of some funds to reserve.
3. Christine question on staff perk fund line item, requests can go to Michael and Julie for review and disbursement of funds.
4. VOTE on FY 2021 January Budget: Tony Urbick Motion to approve FY21 Rebudget as approved, with revised \$53,k Reserve allocation versus previous \$87k as proposed in June. Jason Gilligan second.

Roll call vote:

- | | |
|----------------------------|------------------------------|
| 1. Jason Gilligan--Approve | 7. Jason Godley—Approve |
| 2. Jess Valand—Approve | 8. Erin Gallagher--Approve |
| 3. Tony Urbick—Approve | 9. Tim McCarthy—Approve |
| 4. Mike Morris—Approve | 10. Jason Godley—Approve |
| 5. Jeff Merage—Approve | 11. Noel Christopher—Approve |
| 6. Alethea Stone—Approve | 12. Christine Lilly—Approve |

Motion carries

C. SAC Committee Update

1. Meeting 1/20 Notes
2. Goal: more parent involvement in UIP
3. Survey parents in March to better understand parents goals for improvement.
4. SAC to recommend goals for UIP based on survey results
5. Goal: Develop better understanding around why families leave
6. Use intent to return form
7. If families indicate they are not returning, add ? to find out why
8. Send Exit survey as formal part of school withdrawal
9. Both options will include option for parents to ask for a personal conversation

D. Marketing & Outreach Committee Update

1. Meeting on 1/14, notes can be found here
2. New texting service rolling out to parents, have to subscribe
3. Website: steamboatmontessori.org; send issues to jessicavaland@mvmcs.org if you catch them!

E. Parent Committee: PC Meeting 1.11.2021 Agenda and Notes

1. Difficult conversations, please text or notify five friends to increase attendance on these seminars
2. Teacher appreciation gifts, looking for May, hoping for volunteer gifts
3. Thanks to the COVID testing Team of parent nurses and staff for their tremendous help
4. For February, there's a signup sheet to help stock a teacher appreciation.
5. Leah returning as a half time assistant, sixth grade enrichment assistant, one other local person being considered, two separate hiring committees, one for middle school, majority have affirmed desire to return for next year.
6. Raiseright app Shop with Scrip
 - a) Raise Right (Shop with Scrip) app which is a gift card driven fundraiser

F. Middle School: PC Meeting 1.11.2021 Agenda and Notes

1. MSTF had a speaker and former middle school student present.
2. HOS update on some promising staffing updates.

G. Facilities Committee:

1. Discussion of facilities at end of meeting in Executive Session

H. Fundraising Committee:

1. Annual Fund update: \$60,933.79!
2. If you haven't sent in your check please do so
3. Average donation per family \$591.59

4. Please send me your virtual donations Please send me your virtual donations, and send Board donation checks to Julie sooner rather than later.
5. Fundraising tied to teacher bonuses, any remainder over the \$35k already approved is anticipated to fund a 3% raise for teachers for next year that we were not able to deliver this year.

X. Old Business

- A. BOD Officers 2021/22 and Succession for Jeff, Jason & Mike
- B. Jess interested in Board Chair for outgoing, rest of discussion tabled

XI. Executive Session

A. Mike Morris Motion, Jess Second, Adjourn regular meeting to go into Executive Session to discuss real property matters per CO Rev Stat § 24-6-402 (2017), Facility Opportunities.

Roll Call Vote:

- | | |
|----------------------------|-----------------------------|
| 1. Jason Gilligan--Approve | 6. Alethea Stone—Approve |
| 2. Jess Valand—Approve | 7. Tim McCarthy—Approve |
| 3. Tony Urbick—Approve | 8. Jason Godley—Approve |
| 4. Mike Morris—Approve | 9. Noel Christopher—Approve |
| 5. Jeff Merage—Approve | 10. Christine Lilly—Approve |

Motion carries, Regular Meeting Adjourned 2:38pm

XII. Meeting back into regular session at 3:10pm.

XIII. Public Comment--None

XIV. How did we do today? Were we on time? Did we follow the agenda?

XV. Review of Action Items

- A. Staff to review and update post-attendance (Exit) survey draft from SAC,
- B. HOS to add an intent to return "Why question" for negative responses
- C. HOS and Bus Mgr to fund the second round of bonuses, funded by Annual Fund dedicated efforts, in the February check for teachers and staff per the previously discussed allocation model.
- D. Please get Annual Fund virtual auction donations to Erin ASAP
- E. Any remaining annual fund pledges, please get check to the Front Desk, payable to Steamboat Montessori
- F. Any website feedback (Add minutes and Board Meeting Calendar notices mentioned by Cathryn in chat), please send onto Jess.
- G. Raise Right App roll out to be put forth in HOS/ School newsletter
- H. Jess to add MSTF speaker presentation to Middle School tab of website through Marketing Comm Committee
- I. Board members, review the Excel spreadsheet, Jason Gilligan to send back out for Board strengths and opportunities vis-à-vis recruitment.

XVI. Next Meeting: February 26, 2021

XVII. 3:15 Adjourn