

Steamboat Montessori
Governing Board Meeting Minutes
April 27th, 2021 @ 12:30 PM
27285 Brandon Circle Steamboat Springs, CO 80487
Meeting held virtually per ongoing pandemic protocol.

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 Voting BOD Members, School Officials and Members of Public

From the Board:

1. Alethea Stone
2. Christine Lilly
3. Erin Gallagher
4. Mike Morris
5. Jeff Merage
6. Jess Valand
7. Noel Christopher
8. Tony Urbick
9. Jason Gilligan

10. Jason Godley

11. Tim McCarthy

From the School:

1. Michael Girodo
2. Darcy Walters
3. Cassady Roberts
4. Julie Dinkens

From the Public:

1. Jessica DeFeyer
2. Ryan Mayo

B. Establishment of Quorum: A majority of Voting members being present in person or by proxy, a quorum was established by the Secretary.

II. Reading of the Mission & Vision -Alethea Stone

III. Recognition of Agenda

IV. Public Comment: Mike Morris question on: CMAS testing opt-out. Darcy: The State Test is not being offered remotely. Michael noted it's imperative for a legally mandated test to have maximum student test participation.

V. Approval of Minutes:

A. Jason Gilligan motion, Tony Urbick second to approve minutes as written. Roll call vote:

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

VI. HOS Report

- A. Calendar Discussion: Steamboat Montessori leadership confers with District leadership, but we don't necessarily align exactly with District school calendar, choosing more half-day Friday dismissals for teacher training/professional development vs fewer Full Day Friday dismissals as with SSSD schools this coming year as one example. Also, SSSD has a development day on October 1 vs October 8 for our school.
- B. Start time: High-level discussion on staggered start time, won't necessarily affect older child changing biorhythms, but may positively impact traffic flow. Anything more than 15 minutes variation would likely negatively impact regular operations.
- C. 21-22 School Calendar VOTE: Jess Valand motion, Erin Gallagher second to approve 21-22 Steamboat Montessori School Calendar as proposed. Roll call vote:
- | | |
|---------------------------|-------------------------------|
| 1. Jason Gilligan—approve | 6. Alethea Stone—approve |
| 2. Tim McCarthy—approve | 7. Erin Gallagher—approve |
| 3. Jason Godley—approve | 8. Jeff Merage—approve |
| 4. Tony Urbick—approve | 9. Christine Lilly—approve |
| 5. Mike Morris—approve | 10. Noel Christopher—approve. |
- Motion Carries.
- D. Protracted discussion on Compensation: Looking at compensation study results, State benchmarks (Thanks Jess!) planning on additional compensation in light of housing and recruitment issues, the lack of authority to tax local residents via mill levy or other taxing mechanism compared with SSSD, Routt County's status as 4th most expensive county to live in in CO, what we can currently offer on teacher and staff salaries are not comparable to other "like" areas. We are as operationally lean as we can be with the current teaching model, which allows for better student teacher ratios than all but private schools in and around Steamboat Springs. Our full-time lead teacher, half time assistant model is very expensive, but worth it.
- E. Great fundraising work and the teacher bonuses that resulted aside this year, we can't predict what next year holds, and the goal is to increase salary base pay. Active plans to help close the pay gap over the coming years vis-a-vis local tax-funded schools are being pursued by HOS, Bus/ Finance manager and Board Finance committee
- F. Discussion on need to grow our student population through recruitment to better realize efficiencies of scale, and/ or fundraise more, in order to make up the funding gap. Public schools don't generally need a marketing committee, fundraising committee, or marketing person; our school is in a similar position to local private schools in having that ongoing need.
- G. Discussion on strategy of growing teacher talent within the school and recruiting locally to mitigate the "can't afford to move here" challenges encountered in regional teacher recruitment efforts, in addition to supporting local public housing assistance for critical public sector workforce.
- H. New UE lead teacher, Jen Mac, currently LE lead, Leah will be her assistant. New hire Kelly from North Routt will come on board this Fall as well. Welcome and warm wishes for a successful 21-22 school year and beyond!

- I. Discussion on post-pandemic “normalcy” for next year—we are keeping with CDC guidelines, there are media articles that are optimistic, but awaiting updated guidance, for example kiddos keeping masks on outside for now. By end of year will have more coalesced understanding on specials, enrichment, and basic protocols.
- J. Discussion high-level on when adult volunteers can be back in schools, vaccines—will they be required? Still working on answers, but expect adult volunteers back next school year, no guidance yet on role or requirements for vaccines.,.

VII. New Business

A. Board Recruitment update:

- 1. Potential New BOD Members
- 2. Recruitment process/timeline: Both Officer elections and New Board member elections will be held at June meeting.
- 3. Board Conflict of Interest Policy Discussion

B. [HOS Evaluation](#) 2020-21

- 1. Data gathering & Board review (May)
 - a) Board survey due back by May 14
 - b) Staff survey
 - c) UIP and CARS Report
 - d) Others?
- 2. Board discussion & performance evaluation delivery (June)
- 3. HOS self-evaluation (August-September)
- 4. Goal setting (August-September)
- 5. Regular monitoring & feedback (September-May)

C. Finance Committee

- 1. Finance Report
 - a) Discussion Items in Finance Report
 - o Granted \$22,300 in PPP second round forgiveness for the preschool.
 - o Working on 1.5% staff pay increase to this year’s budget, then 3% for next year, plus 1.5% tentative increase for teachers and staff
- 2. March Financials Discussion
 - a) Many items such as grants and PPP loans are categorized as one-time payments, not expected next year.
 - b) Baseline projections are set 10% lower than expected as a traditional hedge against unknowns in final enrollment and grants
 - c) Acknowledgement of Board review of Check Register: Tony motion, Mike second. Roll call vote:

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

Motion Carries.

D. SAC Committee Update

1. Meeting tomorrow 4/28 - I will send BOD update after meeting
 - a) Finalize UIP recommended goals based on parent survey.
 - b) Decide the best way to communicate survey results with parents. Share recommended communication with the marketing team for final approval.
 - c) Apples-to-apples data picture for SAC reporting to Board, clear disaggregated data picture sanitized of PII for students, consistency in parent surveys:
 - o Data privacy, retention policy creation.

E. Marketing & Outreach Committee Update (2 minutes)

1. Revised Family Handbook for consistency, formatting, clarity
2. Awareness/use of communication tools:
 - a) Emails
 - b) Texting
 - c) Michael's newsletters
 - d) Video (school has a YouTube channel) Send video suggestions to Jess for possible posting to our school channel. Like and subscribe!

F. Parent Committee: PC Minutes 4.5.21

1. We need a new chair for next year.
2. No more Parent Ed nights, scheduled for the school year.
3. Special Teacher appreciation activities for first week of May, email to go out.

G. Middle School: Middle School Meeting notes 3/26/21 & Questions

1. Christine brief overview, progress and remaining questions, challenges to overcome and work out around staffing, major curriculum themes, specials, enrichment, transportation.
2. MSTF will meet with teachers every two weeks to continue progress on plans as discussed.

H. Facilities Committee:

1. Jason Gilligan update on Facilities Acquisition Task Force
 - a) Expect to receive an updated proposal from similar discussions of several years ago
2. Motion to authorize HOS and Board Treasurer to spend up to \$20,000 from unassigned fund balance for purposes of property appraisal of school and surrounding lands in support of Facilities Acquisition Task Force work. Tony Urbick Move, Jeff Merage Second. Roll Call Vote:
 1. Jason Gilligan—approve
 2. Tim McCarthy—approve
 3. Tony Urbick—approve
 4. Mike Morris—approve
 5. Alethea Stone—approve
 6. Erin Gallagher—approve
 7. Jeff Merage—approve
 8. Christine Lilly—approve
 9. Jess Valand—approve.Motion carries.

3. Roof: Kona/ Revelation Roofing is the vendor for new roof, replacement work will happen over the Summer
 4. Gym lights—Landlord will be replacing various lights that have failed, like for like, not with LED, no cost for school anticipated.
- I. Fundraising Committee:
1. Erin is wrapping up her one-year commitment as Fundraising chair, and has compiled a great start for the next person, as well as a suggestion to enhance the structure for this highly engaging role:
 - a) Two separate committees proposed:
 - o Grants, annual fund, capital fund
 - o Events
 - (a) Anything that is projected to raise over \$5,000.
 2. Remainder of discussion tabled until May.
- VIII. Old Business
- A. BOD Officers 2021/22 and Succession for Jeff, Jason & Mike-Tabled until May.
 - B. BOD open positions and interested parties-Tabled until May.
- IX. Executive Session: NONE
- X. Public Comment: NONE
- XI. How did we do today? Were we on time? Did we follow the agenda?
- A. Review of Action Items
1. Mike Morris to email John Brendza re: conflict of interest policy framework we might tailor to our needs?
 2. Also, Mike to email John re: is there a boilerplate CSI data collection/ retention policy vis-à-vis Board use?
 3. Jason Godley and Julie to come up with a “marginal enrollment/ fundraising” number set to inform the “what do we need to recruit/ fundraise” to best approach the teacher pay equity gap with district?
 4. Jess to send out Board HOS evaluation survey via email in next two weeks, should take about 10-15 minutes to respond, and responses expected NO LATER THAN May 14th.
 5. We need to select a new Parent Committee chair; Christine is moving to MSTF chair only.
 6. Erin to send emails to Board members soliciting extra donations for teacher week May-3-7
 7. We need new fundraising chair (or two, ideally): One for Mainline Grant/ Large gift Coordination, and one for events (\$5k or more).
 8. HOS reach out with “friendly” questions on upcoming roof replacement.
- XII. Next Meeting: Tuesday, May 18, 2021 @ 12:30 PM
- XIII. 3:06pm Adjourn