

MINUTES FOR THE BOARD OF DIRECTORS GENERAL MEETING  
AND WORKING SESSION

Friday, July 8, 2022 at 3:00 pm at MPA North

Login details posted on the school website at [www.montessoripeaks.org](http://www.montessoripeaks.org)

1. **Roll Call and a Declaration of Quorum of Directors:** Call to order: 3:17 PM  
Present: Brittney Horstman, Irrit Mihok, Becky Springstead, Emily Splitek, Adam Livingston; Justin Sasso  
Ashley Foehner, Sarah Stephens, and Carmen Senter were absent.  
Non-member attendee(s): Anne Blackburn
2. **Mission Statement:** *It is the mission of Montessori Peaks Academy to achieve high standards of individual excellence by guiding the whole student through an exceptional learning experience based on the educational philosophy of Maria Montessori.*
3. **Community Comments:** A parent of MPA submitted written questions regarding safety policies with three primary inquiries. 1) Outside facing classroom policy 2) Process for buzzing in visitors 3) Drills with students. Irrit thanked the parent for her comments and confirmed that the Safety Policy would be reviewed in the Principal Report.
4. **Principals Report:** Anne Blackburn
  - a) MPA has 100% of teachers who have completed READ Act Training.
  - b) Hiring has been a focus, movement within the school created an opening in Upper Elementary. Four Assistant positions are open.
  - c) Sidewalk work will start August 8, 2022. Will delay concrete in front of the shed.
  - d) Carpet cleaning, floor cleaning, and woodpecker repairs are underway.
  - e) Community Updates.
  - f) Financials.
  - g) Safety and security of the school has been identified as a focus. Meetings will occur in Round Table and with school leaders to discuss needs. A safety inspection will be occurring, and recommendations will be provided. Anticipate recommendations around building access and policies. Cameras will be

**Montessori Peaks Academy** | 9904 West Capri Avenue, Littleton, CO 80123 | 303-972-2627

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Justin Sasso, Vice-President

General Member, Elected 2022-2025

Adam Livingston  
Emily Splitek  
Sarah Stephens

General Member, Elected 2020-2023

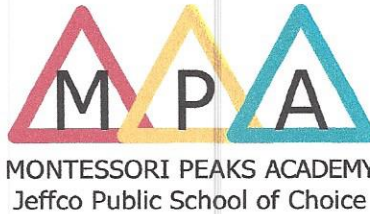
Brittney Horstman, Treasurer  
Becky Springstead, Secretary

Community Member, Appointed 2022-2023

Carmen Senter

Educational Staff Member, 2022-2023

Ashley Foehner



activated. Will be looking to offer office space at MPA North for the Jeffco Sheriff's department.

h) 25<sup>th</sup> Anniversary Planning.

5. **Staff Handbook:** Reviewed FMLA provisions and guidance from MPA Legal Counsel. The JCPS Board has elected to opt out of the new provisions, MPA would need to opt in separate from JCPS. MPA would be able to opt in at a latter date.

**Motion 1:** Brittany Horstman motioned to opt out of the FMLA option for the 2022-2023 school year, however this will be re-reviewed by the finance committee for the 2023-2024 budget. Adam Livingston seconded.

**Roll call:**

Brittney Horstman - yay  
Irrit Mihok - yay  
Becky Springstead - yay  
Emily Splitek - yay  
Adam Livingston - yay  
Justin Sasso – yay

Motion passed.

Next Steps - Added an action item to the calendar to revisit FMLA for 2023-2024.

6. **Board Documents and Storage Update:** The Board will pursue using *Google Workspace for Education* for Board email and documentation storage.

7. **Lease Renewal:**

**Motion 2:** Becky Springstead motioned to renew the Montessori Peaks Academy Lease with the MPA Building Foundation for the upcoming year. Brittany Horstman seconded.

**Roll call:**

Brittney Horstman - yay

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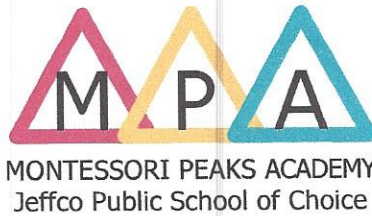
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Irrit Mihok - yay  
Becky Springstead - yay  
Emily Splitek - yay  
Adam Livingston - yay  
Justin Sasso – yay  
Motion passed.

8. **Architecture/DCS updates:** Presented four options for the North Campus.

**Motion 3:** Becky Springstead motioned to pursue Option Three with Venture Architecture to allow Venture Architecture to obtain quotes. Emily Splitek seconded.

**Roll call:**

Brittney Horstman - yay  
Irrit Mihok - yay  
Becky Springstead - yay  
Emily Splitek - yay  
Adam Livingston - yay  
Justin Sasso – yay  
Motion passed.

9. **Committee Reports:**

a) **Finance:** Reviewed the revised budget that included year end cost adjustments added after the approval in May 2022.

**Motion 4:** Adam Livingston motioned to approve the revised budget as presented. Emily Splitek seconded.

**Roll call:**

Brittney Horstman - yay  
Irrit Mihok - yay  
Becky Springstead - yay

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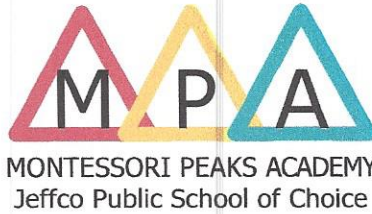
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Emily Splitek - yay  
Adam Livingston - yay  
Justin Sasso – yay

Motion passed.

- b) **Marketing:** Summer marketing efforts are occurring.
- c) **SAC:** Next meeting 9/8/2022, Emily will be the Board appointed representative. CMAS Data is pending.
- d) **Grievance:** Committee has received a staff grievance that is with Anne. The grievance policy was reviewed for new board members.

10. **Monthly Meeting Attendance and Updates:**

- a) **Staff:** Will have a Board Member attend each month. 8/8/2022 the Board will provide a staff breakfast.
- b) **PTA:** Resumes in the fall
- c) **JCSC:** Resumes in the fall

11. **Board Calendar:** Will be reviewed by Becky Springstead and Justin Sasso prior to the meeting in August.

12. **Approve Consent Agenda**

a) **April 19, 2022 General Board Meeting Minutes**

**Motion 5:** Becky moved to approve the minutes; Brittany seconded.

**Roll call:**

Brittney Horstman - yay  
Irrit Mihok - yay  
Becky Springstead - yay  
Emily Splitek – did not vote, was not in attendance  
Adam Livingston – did not vote, was not in attendance

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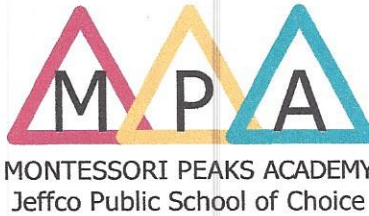
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Justin Sasso – yay  
Motion passed.

**b) May 17, 2022 General Board Meeting Minutes**

**Motion 6:** Becky moved to approve the minutes; Brittany seconded.

**Roll call:**

Brittney Horstman - yay  
Irrit Mihok - yay  
Becky Springstead - yay  
Emily Splittek – yay  
Adam Livingston – yay  
Justin Sasso – yay


Motion passed.

13. **Final Comments:** No comments were shared.
14. **Adjourn General Session**
15. **Move to Strategic Planning Working Session and training with Tom McMullen**

Minutes Approved by:

  
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I. Mihok, President, Board of Directors, MPA

  
\_\_\_\_\_

B. Springstead, Secretary, Board of Directors, MPA

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