

# DRAFT AGENDA

Children's Kiva Montessori Charter School  
**Board of Directors Regular Meeting**

Regular Board meeting (6:00 pm)  
Thursday, February 27 · 6:00 – 8:00pm  
Time zone: America/Denver  
Google Meet joining info  
Video call link: <https://meet.google.com/rod-qibz-and>  
Or dial: (US) +1 620-412-8892 PIN: 406 415 084#

1. Call to Order (6:00 pm)
2. Roll Call

**Vision:** *Children's Kiva Montessori School is a place of vibrant and joyful learning where students are immersed in academic, emotional, and social growth on their way to becoming kind, confident, and engaged members of their communities.*

**Mission:** *Children's Kiva Montessori School builds a strong foundation for children. We challenge students through integrated curriculum; we work in supportive and engaging environments; we collaborate with one another; we embrace diversity; and, we explore our passions.*

**Montessori Moment/Robert's Rules – Susan  
Volunteer for next Montessori Moment (TBD at meeting) -**

3. Approval of Previous Minutes (7:00)
  - a. February 10, 2024 Retreat/Regular BOD Meeting
4. Motion to Adopt Agenda (7:10)
5. Community Member Forum: Community members may use this time to speak to the board; three minute time cap please. For discussion(s) that may take more time please email the board at [bod@kivacharter.org](mailto:bod@kivacharter.org).
6. Staff Comments: three minute time cap please. For discussion(s) that may take more time please email the board at [bod@kivacharter.org](mailto:bod@kivacharter.org).
7. Reports/Discussion: (7:20)
  - a. BOD President -
    - i. Report
      - 1.
  - b. Individual BOD Reports
    - i. This is a time for BOD to report any outside networking, celebrations, questions or requests
  - c. Head of School - Lurleen
    - i. Report
  - d. Finance Committee - Jolene/Karen
    - i. Report
  - e. Additional Committee Reports
    - i. Report

8. New Business
9. BOD Report for School Newsletter
10. Community Member Forum: Community members may use this time to speak to the board; three minute time cap please. For discussion(s) that may take more time please email the board at [bod@kivacharter.org](mailto:bod@kivacharter.org).
11. Executive Session: Executive Session (following motion approving same) pursuant to CRS 24-6-402(4)(e) (l) Determining positions relative to matters that may be subject to negotiations, and if deemed necessary; CRS 24-6-402(4)(b) Conferences with an attorney for purposes of receiving legal advice on specific legal questions regarding employment termination.
12. Actions (8:15)
  - a. Any motions necessary as a result of executive session
13. Items for Future Agenda(s) – BOD President
  - a. Strategic Plan
  - b. Surveys
14. Master Calendar(next 2 months)
  - i. January
    1. Report on Mid Year Evals of Staff HOS
    2. Adjust Yearly Goals if Needed HOS
    3. Adjust Yearly Goals if Needed FD
    4. Review/Revise Enrollment Process HOS
    5. Report on Mid Year Testing HOS
    6. Board Retreat BOD
    7. Approve Revised Annual Budget FD
    8. Begin working next years budget FD
    9. Kindergarten transition planning HOS/SAC
    10. Determine Staff budgetary needs for Next Year Staff
    11. Quarterly Payroll Reports FD
    12. Adjust Yearly Goals if Needed Staff
    13. Quarterly Check in with Self HOS
    14. Student Population Estimates for Next Year HOS
    15. Begin Training Calendar for Summer and Fall Staff
    16. Intent to Re-Enroll/Registration(November review intent, enroll, registration process)/pre-register in Spring? HOS
    17. Finalize UIP based on Mid Year Testing SAC
    18. Review Progress Monitoring Data SAC
    19. Send out Parent Survey SAC
    20. Adjust personal Goals based on Mid Year Review Staff
    21. re-forecast and/or re-appropriate the budget. FD
    22. Salary Schedule FD
    23. Calendar Presentation for Next School Year HOS
    24. Letter of Intent HOS BOD
    25. Final HOS Evaluation HEC
  - ii. February
    1. CLC Conference BOD
    2. Approve UIP HOS
    3. Finalizing Next Years Budget FD
    4. Review Family Survey Results SAC
    5. Finalize Calendar HOS
    6. Assurances for CBI's Background check (every 3 years/last was 2022 HOS

- 7. Letter of Offer HOS BOD
- iii. March
  - 1. March Open Enrollment/New Registrations HOS HOS
  - 2. March Review and Approve Next Years Budget FD BOD
  - 3. March Review SAC Presentation of Parent Survey SAC BOD
  - 4. March Governance training BOD BOD
  - 5. March Final Budget to BOD FD BOD
  - 6. March AMS Conference HOS HOS
  - 7. March Determine Staffing Needs based on student Projections HOS  
HOS
  - 8. March Invitations to Health FairHos HOS
  - 9. March Submit UIP to CDE and RE-1 SAC HOS

15. Calendaring

a. Upcoming events

- i.
- ii.

b. Next BOD meetings

- i. March work session and/or regular meeting

16. Adjournment