

Mountain Sage Community School - Board of Directors' Minutes

10/23/18

Location - MSCS, 5:30-8:30 PM

Intro Session 5:30 pm

A1. Call to Order: 5:34

A2. Attendance: Kelly Joy Christensen, Cyril Vidergar, Melinda Kerst, Mary Wolf, Eric Richardson, Greg Hirschi, Jon Pointer, Liv Helmricks, and Hillary Mizia

A3. Approve Minutes: ***Jon Pointer moved to approve and Eric Richardson seconded. The minutes are unanimously approved.***

A4. New Business: **None**

A5. Approve Agenda: ***Jon Pointer moved to approve the agenda and Melinda Kerst seconded. The agenda is unanimously approved.***

A6. Our Mission: [Cultivating the Creative Mind](#)

A7. Public Comment - 3 minutes per person - limit 20 minutes total: **None**

Business Session

B1. Updates and Discussion

B1.1 Proposed topics

A. Board Communication-Melinda

a. Quality communication - Four guiding principles

1. Transparency- agendas, minutes, communications, etc.
2. One Voice- once a decision is made as a board member you must support it
3. Board Room- Meetings posted with time and place and that it occurs as stated in advance and with a quorum.
4. Representation as Board Member vs. Parent- Unless working with child's teacher or one on one communications, all other communications default to Board member position.

b. Encourage board members to lead people to materials as well as submitting things they would like to possibly see on the agenda, always wearing board hat as opposed to trying to volunteer own information.

B1.2 Director's Report

A. Audit and Lease Negotiation update- Has been submitted to PSD and we are current

B. Organizational Planning- Growth! We are as big as we can get for the building. Working on structuring highly functioning administrative team, which is relatively small for the size that we've become. Melinda has offered her expertise as a industrial labor organizer to help Liv balance all the moving parts.

C. Faculty Work Update- Support staff, good feedback, intervention- how to find time during faculty meeting to collaborate on students, also how to use a child study in a public Waldorf setting. Systematic approach to collaboration. Phone system, front door, and internet upgrade are all being worked on now.

D. After School Care Licensing- We are in the process of being licensed for after school care!!! Shannon Nestor is helping to coordinate, and we've had our initial inspection. Separate health inspection to follow as well. Fire inspection for school

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counts toward this, but finishing up policies and procedures to complete the process and to pay the annual fee. Permitted up to 30 kids and the ratio is 1:15. Will also allow us to do summer programming and to receive CCAP funding.

B1.3 Financial Update- Mary

- A. September Financial Docs- Amanda amended the documents, so we will use that format moving forward. We will have more explanation of line items at that point. Amanda will also join us for next meeting. Invoicing regarding aftercare and full day kindergarten is set up, next will be student fees and monthly tuition. Pay it now feature on invoices and it interfaces with quickbooks! Kindergarten full day collection rate is lower, invoices for those will be sent out soon.
- B. Audit Draft for Review- Audit draft JUST came back, but nothing finalized, move heavy financial month to November instead of October
- C. November Board Meeting Needs
 - a. Amended budget for approval in November- We will receive the budget prior to Thanksgiving break, will also send out official audit, provided it is back by then. The draft is pretty comprehensive, so all board members should familiarize themselves with it.
 - b. Purchases needed for review and approval in November-TBD November

B1.4 Board Logistics: Melinda

- A. Eric- [Board Election Procedure](#) and terminology- big change on tie resulting in runoff election. Melinda will provide information with regards to number of spots and positions for the upcoming election. Currently looking like 3 seats that need to be elected for 2019. Need to determine an election official (who will coordinate overall and provide list of eligible voters, and then they needed to be uploaded to election platform as well as time during election when they can be on site to help those to vote in person online. At the election conclusion, they will coordinate and confirm the results and fill out election result summary). Board Logistics will coordinate details with Election official (possibly Arpad?). Possible link to board member requirements on the governance page of the website. Mary and Melinda will meet with regards to election procedure and skill matrix.
- B. Mary- [Online voting options to review and approve](#) - Election Buddy at \$89 per election is what we have decided on.
- C. Melinda/Cyril-[Bd education topic roll-over](#)- start meeting with it from now on (approximately ten minutes, can invite other people to do it, but monthly facilitator will coordinate it)
- D. Hillary- Role on Board- Will remain on the board but not in any officer or chairperson capacity.

B1.5 Fund Development Committee: Eric

- A. Big Rocks: Scrip schoolwide rollout, Grants (at risk because no focus on grant mining/research), Events (Spring Gala including date, site, and software), Capital

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Fundraising (Annual Ask vs. Colorado Gives Day push- looking to push something out in Nov/Dec), Donor Development (need a liaison to push for donors), POP (point of purchase) Opps (Monica was working on this), Logistics-Website, Fundraiser Request Database, and Salesforce (training, data)

B 2. Strategic Plan

B2.1 Parent Circle

- A. Good turnout, focused on Winter Faire. Parent Circle as support for families in need as well. Lantern walk upcoming.

B2.2 Financial Business Model

- A. Different layout of financial forms, including levers, being worked on by Mary, Liv, and Amanda: TBD when we view the completed forms: In progress

B2.3 Outreach Program

- A. Fund Development Committee-Hillary- The tools that we use for donor development we can use for general outreach as well. We will need to find a person to coordinate this activity.
- B. Moving forward with Liv and Jeremy

B2.4 Marketing Strategy/Marketing Committee: Liv

- A. Scip - Eric- possible scrip video, need a video lead for this project
- B. Really moving forward with updating website (privacy policy, making it 508 compliant) and working on brand standards documents and templates and guidelines. We will be transitioning the Facebook marketing drive from Aspen grove to Jeremy's company, added layer of parent investment. Liv has checked with Bill to see if there are any other details pertaining specifically to charter schools and privacy policy.

B2.5 Integrated Standards-Liv

- A. Peer support piece and observation cycle/rubric is ongoing

B3. Consent Agenda

B3.1 [Replacement policy language for FE, FEAA, GDQB, IHBIA](#)- Jon Pointer moved to approve GDQB and IHBIA and Cyril Vidergar seconded . They have been unanimously adopted.

B3.2 Linked the draft to above

Closing Session 8:21 pm

D1. Review All Consent/Action Items: **Melinda will meet with Liv to offer her expertise as a industrial labor organizer to help Liv balance all the moving parts. All board members to review audit draft. Kelly will connect with Amanda to add ten minute financial refresher to November agenda as the board proposed topic. Mary and Melinda will meet soon with regards to election procedure and skill matrix. Liv and Eric will meet to discuss financial goals. Liv would like to take a look at the one page summary from strategic meeting to review for next agenda, Kelly will include hyperlink to that with the agenda. Kelly will**

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move consent agenda to the top of agenda moving forward. We will have the November 13 work session meeting as well as the business meeting on November 27.

D1.1 Board Rotation/ Leader for next meeting- **Kelly Joy Christensen**

D2. Move to Adjourn: Kelly Joy Christensen moved to adjourn at 8:23 pm and Hillary Mizia seconded. The meeting is adjourned.

D3. Closing Verse: *Steadfast I'll stand in existence. With certainty I tread life's path. Love I cherish in the depths of my being. Hope I place in every deed. Confidence I place in every thought. These five guide me through existence. These five guide me to the goal.*