

Mountain Sage Community School - Board Agenda

5/8/18

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

**Intro Session 5:30 pm**

A1. Call to Order: 5:36 pm

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

A3. Approve Minutes: ***Hillary Mizia moved to approve and Mary Wolf seconded. The minutes are unanimously approved.***

A4. New Business: Faculty Rep Approach for next year

A5. Approve Agenda: ***Mary Wolf moved to approve the agenda and Hilaary Mizia 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 Director's Report

A. Hiring update

a. Hired a business manager. Hired two middle school teachers. Interviewing for receptionist and custodian positions. Also looking for a lower grade level Spanish teacher.

B. Upcoming School Events

b. 7th grade play, 5th and 7th grade trips, field day on the last day of school, still looking for parent volunteers

C. CMAS Reflections

c. All done on paper except for 7th grade, condensed to 3 days due to the low tech approach. 95% participation rate requirement met.

D. School Safety

d. Liv met with school resource officer; discussed Safe to Tell anonymous hotline and registered for that and shared with the middles schoolers. Talked about seeking potential grant for PA system so we can funnel a portion of the budget for enhanced security infrastructure measures. Hillary brought up affordable surveillance monitoring, like Nest. Jon mentioned carbon dioxide/smoke detector/communication devices. Cyril said we should consider how to broach the camera/surveillance topic and what do we do with the data. Mary said the video portion is ok but audio not allowed. Considering limiting video to the perimeter.

E. Parent Circle Evolution

e. Transition period. Change in chair position. Recruitment of new parent circle members. Ideally two parents per class, one parent circle rep and one teacher helper. Revisiting structure of meetings. Parent Circle taking lead role with school welcoming picnic, using it as a forum to get new parents connected and informed of events and volunteer opportunities.

F. Building Lease

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f. **Mary Wolf moved to approve the lease, Jon seconded. The lease is unanimously approved.** Liv and Hillary signed for 5 year agreement. Little lower interest rate.

G. Enrollment Policies

g. Revisit policy regarding Board Members, 100 hour volunteers, and siblings of alumni. Also revisit the priority given to those who have done school tour. Will continue discussion at June retreat.

H. Liv's personal reflections and goals

h. Board is in agreement with Liv's goals

I. Board- Liv's review

I. Appreciative Review process, Hillary will write up formal procedure.

B1.2 Financial Update- Mary/Jon

A. [Monthly Ratios](#)- Offering wage increase retention items and increasing PTO. Better wage for non faculty staff. Business lease freed up some funds.

B. [Income Statement](#)

C. [Balance Sheet](#)

B1.3 Strategic Plan

A. Marketing Committee: Kelly

a. Committee Update- Hammering out brand standards, SEO, website content. Also working on social media transition (including IG) from Aspen Grove to in house (launch in August). Link big school events to Coloradoan calendar.

B. Fund Development Committee: Hillary

a. Grant subcommittee. Strategy regarding acceptable fundraisers and documentation/questionnaire. Hillary and Eric will get that form out to us for our approval to go out in August. A couple of small grants have come through already.

C. Board Logistics: Melinda

a. Language for bylaws regarding elections- Added to Google drive. Integrate new charter school contract language into our bylaws. Feedback via google doc due by next agenda creation deadline and discussion/vote at next board meeting.

b. Survey Update- Fall summarized. Need procedure, owner, and deadlines. What are we doing with the results? Melinda will continue to aggregate results. Hillary will ask Greg to create structure.

c. River Song communication: possibly joint event for 100 year Waldorf anniversary.

d. May Chair needed- Eric will chair on May 22nd, Hillary filled the role tonight.

B2. June Board Retreat

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a. Date, time, location, agenda: June 2, 10am-3pm. Year end reflection and board self-evaluation. June retreat will determine board schedule for the next year. Anything else that pops up from meeting minutes or left over from meeting on the 22nd. Mary will do a doodle poll for August retreat (review, renew, strategic planning). May 22nd meeting finalize date for August retreat.

**Closing Session 8:15 pm**

D1. Review All Consent/Action Items: **Hillary will write up formal appreciative review process. Hillary and Eric will get forms for fundraisers out to be approved by May 22nd meeting. Hillary will ask Greg to create a survey procedure. Eric will chair May 22nd meeting. Mary will do a doodle poll for August retreat. All board members to familiarize themselves with language for bylaws regarding election process for board members. Liv will send out packet regarding enrollment procedures. Liv will also bring faculty meetings, dates, etc. to have board members pick their dates. Maybe look to include two staff members to every board meeting. Kelly will review past year's minutes to see if anything pops up regarding what to address for June retreat. Kelly, Hillary, and Liv will work on June agenda. Mary will look to booking accommodations for retreats.**

D2. Move to Adjourn: ***Kelly moved to adjourn the meeting and Eric seconded. 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.*