

Mountain Sage Community School - Board Agenda

8/28/18

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

Intro Session 5:30 pm

A1. Call to Order: 5:36 pm

A2. Attendance: Mary Wolf, Kelly Joy Christensen, Melinda Kerst, Jon Pointer, Greg Hirschi, Liv Helmricks, Nancy Sexton, Eric Richardson, Hillary Mizia, Tracy Low (faculty), Ellie Kaiser (faculty)

A3. Approve Minutes: N/A

A4. New Business: N/A

A5. Approve Agenda: Amended. ***Jon Pointer moves to approve the agenda, Hillary 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- **No Public Comment**

Business Session

B1. Updates and Discussion

B1.1 Director's Report

A. Staff

a. Ten new staff members this year. Total of 41 staff members, 43 including contract staff.

B. Facilities

a. Lots of changes, looking good

C. Upcoming potential purchases to be considered

a. Big spending this summer, extra equipment and construction. May want to consider using reserves for facility improvement: front door as locking entrance (13.5k price tag: formal request will come at September meeting and go through finance committee). Tech stuff: using office 365 cloud based backup and file sharing (should possibly migrate board google drive over as well) pushed internet, intercom, and phone system to capacity and need to revamp (15k price tag), separate from increasing internet speed. Additional windows (5-6) would be great (700 apiece). Per health department: eye wash and safety shower in science lab (3600ish). Would also like to see safety cameras. More to come.

D. Audit update

a. Amanda Griffith is set up, Jon Pointer set her up for smooth transition. Occurred in late July. Language involving loan repayment that Warren took out. Liv is working with Warren to renegotiate the language so it doesn't reflect HIS loan in our contract. Could see a bit of increase due to tax issues involved with loan.

E. 2017-2018 CMAS results update

a. Growth is GREAT. Still making performance rating. Need to improve in participation, under 95% (part of UIP will be how to improve participation in CMAS via both parent and teacher training, explain impact to parents, possibly distilled into a simple graphic).

F. Safety

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- a. Front door as addressed above. New check in system in place. Traffic threshold needs to be addressed, possibly dismiss from inside involving parent dismissal plan communicated to teacher, and we would need to increase staffing for this. Plan to roll out after Labor Day. Driveline app (charterapps.com).
- G. How the school year is taking shape so far
 - a. Off to a great start!

B1.2 Financial Update- Mary

- A. Getting more info at next finance meeting on September 11.

B1.3 Strategic Plan

- A. Marketing Committee: Liv
 - a. Need to find the money, student count looks good. Planning on outsourcing and transitioning into a designated paid position. Waiting on formal proposal from Jeremy. Kate from Otterbox can help with the strategic planning of this. Transition from Aspen Grove.
 - b. REVIEWS!!!! Harness the positive and respond to the negative.
- B. Fund Development Committee: Hillary/Eric
 - a. The Fund Development Committee needs to present the MSCS Fundraiser Request Process and related documents for approval by the board.
 - i. [Fundraiser Request Process](#)
 - ii. [Fundraiser Request Form](#)
 - iii. [Fundraiser Request Score Calculation](#)
 - b. Streamlining the Fundraiser request process (i.e. health, legal issues, etc), but generating a score of likely vs serious consideration. Link to start the fundraiser process on the website, and we will have a designated request coordinator.
 - c. Team is working on a variety of things including box tops, scrip, etc. Seth will be attending faculty meeting this week. Will be addressed with parent circle.
 - d. Kelly Joy Christensen moves to approve the fundraising process as defined by the Fund Development Committee. Jon Pointer seconded the movement, and the fund development process is unanimously approved.
- C. Board Logistics: Melinda
 - a. Need to set dates for Town Hall (February 12 from 6 pm-730 pm), Elections (TBD at work session). Board Retreats (dates June 1 from 10 am-5 pm and August 10 from 10am-5pm, to be approved by Cyril)
 - b. Confirm monthly rotations- Includes board meetings, parent circle, and faculty meeting. Facilitator responsible for a ten minute topic discussion. Will add to a column of board rotation, Melinda will reach out in the event that we don't have a designated topic by the time of the agenda distribution.

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- c. Plan for tackling bylaws, policies, and elections, including collaboration with PSD for needed approvals (TBD work session)
- D. Strategic Planning Pick-up from June Retreat (TBD work session)

B2. Consent Agenda

B2. (1 TBD work session)

Closing Session 8:15 pm

D1. Review All Consent/Action Items: All members to update their topic of the month in the board logistics folder. All members must Review Fundraising Process and give feedback to Eric or Hillary if needs be within 3 days. Work session will be on September 11 (5:30-7:30) and Business Session on September 25, which if you can't make it needs to be communicated ASAP because we may run into quorum issues. Melinda will reach out to month's facilitator in the event that no topic is provided by the time of agenda distribution. Cyril will review and approve dates. Cyril will work with Liv to provide work session agenda Thursday prior with all documents linked. Kelly will continue to reach out prior to agenda generation to probe board members for proposed agenda items. Kelly and Liv will meet prior to the 11th to determine policy and consent agenda needs. Melinda will be responsible for snacks for business meetings only, BYOS for work session, but Kelly will do it for September. Hillary will meet with Cyril for outreach program. Melinda and Mary to work on board checklist.

D2. Move to Adjourn: Mary Wolf moves to adjourn and Melinda Kerst 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.*