

MSCS Board of Trustees Retreat

June 2, 2018 9 am - 5 pm

6607 E County Road 60- Home of Teresa Caterisano

Attendees: Liv Helmricks, Hillary Mizia, Kelly Joy Christensen, Jon Pointer, Mary Wolf, Cyril Videgar, Jon Pointer, Eric Richardson, Nancy Sexton; Late: Greg Hirschi

Welcome and review of day: 9:25 am

Approve Minutes: *Eric Richardson moved to approve the minutes, Kelly Joy Christensen second the motion. The minutes are unanimously approved.*

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

Activity: 9:30 am-9:55 am: Ice breaker questions

Quick update from Liv: Great end of year wrap up. Agreements signed.

Amanda Griffith new business manager. Stephanie Powers new receptionist. Potentially hiring Danielle North for long term spanish sub. Patrick Padden will be teaching circus arts. New middle school teachers. New kindergarten assistant is hired as well. We have a K-3 support teacher as well. Still looking for custodian. Construction starting on Monday. Switching to cloud based student system as well, Synergy. Next year hoping parents can all get a synergy account to streamline info and communications as well as more comprehensive reports.

PSD Renewal and Contract Follow Up

- Enrollment Policies: discussion and approval-updated verbiage. **Mary Wolf moved to approve the language change and Jon Pointer Seconds. The motion to update the verbiage is unanimously approved.**
- Additions to the bylaws to align with PSD: discussion and approval- **Jon Pointer will combine the Contract info, Bill's proposals, and Melinda's outline into one cohesive piece regarding election parameters.**
 - Read this: [Bill's Bylaw Proposals](#)
 - And this: [Melinda's bylaws update](#)
- Waivers- Do we have replacement policies for those on the list? Link to policies do we have to follow for PSD? **Liv Helmricks and Kelly Joy Christensen will get together to figure out which policies we need to revisit prior to our first working session in September to address waivers.**

Lunch- Working Lunch

Art with Nancy- Rainbow window hangings (Waldorf Inspired art piece)

Frequency/Timing/Procedure/Ownership of Surveys- Send yearly (ideally end of January). Then leave open for 1 week. Collect and analyze within 2-3 weeks. Then board reviews results in February board meeting. After this, acknowledge concerns brought up with surveys within 2-3

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weeks. Ideally present those results at Town Hall Meeting (maybe push back the date?). Also present at Faculty Meeting. Melinda Kerst will be responsible for aggregating survey information. Add to board calendar?

End of Year Reflections

Board self-evaluation

- What makes a high performing board- spokes on wheel
- Actionable items for 2018- Board Calendar/education/ knowledge (compliance, training modules, board logistics accountability. Master list, use CLC as guide, aligned with mission and vision. Add a brief board educational opportunity for every meeting, chairperson for the month to be responsible). Finish outstanding items: election process, terms, bylaws, director evaluation/agreement, board calendar, policies/wavers, rework agenda for board education in beginning and board evaluation check in (previous action items) at the end of every meeting, review action items, both follow ups from not completed and new. Who, what, when. Revisit in August retreat.

Roles and committees moving into 2018/2019

- Officers: Cyril Videgar as president, Greg Hirschi as vice president, Mary Wolf as treasurer, Kelly Joy Christensen as secretary through 2019.
- Subcommittees: Fund Development- Hillary Mizia, Marketing- Kelly Joy Christensen, Board Logistics- Melinda Kerst and Mary Wolf
- Support: safety research, emergency protocol- more informed board with regards to school safety protocols and resources we need, infrastructures in place or needed, incorporate into ongoing education and training.
- Action items for the summer: Liv and Kelly to meet about policy/waivers list. Melinda and Mary to work on training checklist. Everyone to go into google drive to make sure contact info is updated. Jon will come up with a cohesive election procedures policy. Hillary will do board calendar. Cyril will email Liv enrollment procedure verbiage. Liv will then update on school website. Nancy will propose meeting dates based on calendar. Greg will reach out to Meg with regards to August facilitation.

August Retreat: [August Retreat Agenda](#)

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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.