

Intro Session

A1. Call to Order 7:07, Attendance: Liv Helmericks, Sarah-Gennie Colazio, Nancy Sexton, Jessi Brandt-Feldenkirchen excused absent, Hillary Mizia excused absent, Jon Pointer, Duan Ruff, Amy DeVries, Faculty Rep: Sarah Braun excused absent, Guest Auditor: John Cutler

A2. Approve Minutes: Minutes Approved

A3. New Business: No new business

A4. Approve Agenda: Agenda Approved

A5. Reading Our Mission: Cultivating the Creative Mind

Mountain Sage Community School offers Waldorf-inspired, arts-integrated education, fully incorporating sustainable living practices into student learning. Each child will be empowered to cultivate meaningful connections to their intellectual, physical, emotional, social and creative capacities in healthy, safe and beautiful learning environments. Through a supportive community of peers, parents and teachers, each child will become a confident, self-directed and engaged learner, invested in their own education.

A6. Public Comment - 3 minutes per person

Business Session

B1. Treasurer Report - SG/Duan

1. Audit Discussion - John Cutler of John Cutler & Associates, will give the board a brief audit overview: John discussed that his firm would verify that financial statements are fairly stated; but would not specifically look for mistakes or fraud unless the Board noted a specific area of concern to be focused on. The Firm will be at the school August 21 and 22 for the audit and will have the first draft of findings within 2-3 weeks. A final audit needs to be submitted to the District by the first week of October. The Board has asked that we be informed of all findings and recommendations; no matter how small, for better actions in the future.

John leaves: 7:22 pm

Sarah-Gennie reiterated that we are right on track with our quarterly financials. Our final PPR payment for this fiscal year will be in June.

Sarah-Gennie leaves 7:35 pm

B2. Director Update – Liv

1. Review written admin report - questions and/or important points: Liv spoke with Gina Schlieman regarding the Technical Assistance requirements for the CCSP Grant and is working with Terry Croy Lewis to be sure her mentoring and training hours are covered and accounted for. We likely still need to complete a Specialized Board Training. Gina suggested we could do some online tutorials or work with Terry Croy Lewis on something. Liv suggested training on Data Assessment.

***** Liv will follow up with Gina about tutorials offered and final needs to be completed for the CCSP Grant requirements and will cc Amy**

Sarah-Gennie has attended the business manager meetings, but has not been credited for them.

*****Sarah-Gennie will work with Gina to be sure her attendance is accounted for and credited to Mountain Sage Community School.**

Jon brought up that we; as the Board, need to be sure we are stewards of the Issue Resolution Process in our interactions with parents and their classroom or curriculum concerns. The Board should be very clear and supportive of the process, which is as follows:

*Parents take issue to Teacher
If issue is not addressed satisfactorily,
Parent takes issue to Director who will work with Teacher and Mentor
If issue is not addressed satisfactorily,
Issue is taken to whole Faculty
If issue is not addressed satisfactorily,
Parent takes issue to the Board*

*****Will need to be outlined in the newsletter.**

Jon asked about when the current faculty would have agreements signed and be committed for the upcoming year. Liv discussed that there are a few items, expectations and duties that need to be further defined for some of the faculty. Nancy suggested that a job description accompany all At Will Agreements. It was suggested that agreements be finalized sooner rather than later.

*****Nancy will work on job descriptions to accompany At Will Employment Agreements**

Liv briefly discussed that the Care Groups and the new Discipline Process will allow the faculty to be better equipped to handle issues in the upcoming year. Any needed conversations or interventions will be faced immediately with the new process in place. Duan suggested a discipline committee to help take some of the burden off of Liv.

*****Liv will bring up a discipline committee to personnel.**

Liv discussed the need for an upgraded Internet Technology system for the school that would allow for onsite testing. The school also needs to contract with a dedicated IT Technician to hold and tend the relationship with PSD. The District has detailed information like which machines would be best for the testing process and how much capacity we would need. Scott Dawson (parent) will likely need to be involved initially.

*****Liv will update parents about the playground plans**

*****Liv will begin plans for the End of Year Assembly that will become an annual event.**

*****The Executive Committee will review the Parent Council expectations, goals and terms in the Charter.**

B3. Governance - Jon

1. Director evaluation update: The Director Evaluation Committee finished the survey questions and sent out the survey to the Board, Faculty and Administration. Surveys are to be returned by May 19th.

***** Liv will have her self-evaluation by the 23rd of May for the Board to review.**

*****Jon will set up a conference call with the Board during the week of May 26th to evaluate the Director.**

Liv is invited to attend the conference call if she wishes.

The Board will likely need to offer a statement of the survey results

2. Review calendar: Liv updated
3. Discuss agenda for June 8th Board Retreat - **Note, no regular board meeting on June 9th.**

Nancy has negotiated a wonderful space at the Sunrise Ranch in Loveland for us to hold our Retreat.

*****Nancy will take care of the contract for the Retreat and inquire about accessories for digital projector.**

*****Nancy will send directions and specifics about accommodations to Jon.**

Bring walking shoes. Carpooling is suggested.

Structure and Topics: Jon and Hillary discussed and agreed we should not have an outside facilitator. This should be a bonding opportunity for developing trust and relationships. The logical person for each item will facilitate. Brainstorm List: opening song and bookend (Liv) and movement, (Duan), artistic activity (Nancy and Sarah) and/or walk, strategic plan review and align for next year (Jon), team building (Nancy and Amy), sustainability, short term and long term (Hillary), architectural drawings of

renovations (Liv and Jon), foundation general update and goals for next year (Jessie), personal check-in time circle with talking stick (Jon), vision discussion for next year and 5 years out (Jon), budget review for next school year (Duan), review Governance documents, school performance goals.

*****Jon will send out an email with details about the Retreat and directions. The email will also include a request for two people each committed to bringing either morning or afternoon snacks.**

*****Amy has committed to morning snacks.**

B4. CLCS/CDE Items

1. Board training modules

a. Any notable training items? Hillary, Duan and Amy: Duan completed the Capital Improvement module and it was suggested a Building Corporation comprised of Board members and volunteers. This would be the team the board would go to for any construction needs.

*****Duan will bring this Building Corporation idea to the Retreat foundation discussion**

Amy completed the module on Best Practices where it was suggested that the Board have 1 or 2 visit days per year in the classrooms. It would be a chance for the Board to see the Vision and Mission in action and would not be an evaluation of the teacher. A social gathering was also discussed.

*****Liv will discuss with Faculty to set up a breakfast and pitch some dates to the board for a gathering in August 2014.**

Amy also completed the module on SAC which suggested that the reporting structures should be established and put into writing by the Board. Also the SAC is subject to Open Meeting Laws and so meetings need to be posted on the school Calendar. Minutes should be taken and available to the Board.

*****Liv will post SAC meetings on the Online Calendar.**

Amy also gave some feedback on the Continuing Board Development Module she attended on May 9th. There was information on the new waiver information and a review of the recent Legislative changes. Terry Croy Lewis discussed SAC, which was very timely. Terry discussed a Data Dashboard that is reviewed and updated at each meeting and Amy has asked her for further information on this. There was also a sample of SAC policies and procedures, and an Agenda.

*****Amy will email Liv the SAC documents from the Webinar**

The SAC members and definitions were discussed.

*****Nancy will attend SAC meetings and help define the Curriculum for the school**

b. Schedule to complete? Hillary, Duan and Amy: Should be completed in the very near future.
2. CCSP Grant Training needs - Liv/Amy: This was discussed above in Liv's update.

B5. Misc

1. Safety plan update – Liv updated. Locks and blinds need to be installed. Need to have a tornado drill. Have done fire drills. Have used the manual. The plan needs to be in effect and the faculty should be fully trained by school start in Aug.

*****Safety Committee should meet at the end of May via phone.**

Closing Session

C1. Review New Action Items

C2. Move to Adjourn : 9:43pm

C3. 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