

Mountain Sage Community School - Board Agenda

December 18, 2017

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

**Intro Session 5:30 pm**

A1. Call to Order: 5:31 pm

A2. Attendance: Liv Helmricks, Hillary Mizia, Jon Pointer, Greg Hirschi, Mary Wolf, Kelly Joy Christensen, Cyril Virdegar, Melinda Kerst, Eric Richardson, Visitor: Christy Reeves

A3. Approve Minutes: **Hillary Mizia moved to approve the agenda and Jon Pointer seconded. The movement is unanimously approved.**

A4. New Business: Liv is adding some clarification of the agenda process

A5. Approve Agenda: **Jon Pointer moved to approve, Liv Helmricks seconded. The movement 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. 2018-19 Program Development- Blocks? More frequent rotation of classes? German reappearance? Seeking feedback from all staff. Staffing, hiring, enrollment. Full throttle when we come back in January. Enrollment for middle school- parent open house, homeschool students? Mid year reports, parents to be informed going into re-enrollment season.
- B. Staff Survey Results (currently the Survey Monkey site seems to be having technical difficulties. I will send the links to staff and family survey results when they become available). Pretty good results. Not too many surprises. Everyone was above somewhat likely to recommend.
- C. Family Survey Results. Also pretty good results, everyone was above somewhat likely to recommend. Frequency of surveys? Bi-annually or annually? Pareto chart for results. School Accountability Committee survey in April. Agenda for next meeting should include these two plus current SAC survey. **Melinda Kerst to take over survey results compilation and will report to board meetings when surveys are distributed with the information sorted into buckets and outliers noted.** Thank you, Melinda!
- D. Facilities Development: Liv met with Jon and John and Warren, looking to see what comes back after suggestions. Could see some shifts in classroom locations for efficiency. Change access to festivals closet so that you can access outside of kindergarten and have a shared hallway with kindergarten, cubbies shift to the hall. Positive meeting, looking at how to structure things and so far things line up with what we are thinking.
- E. Charter Renewal Update: Hillary and Liv attended the December 12 meeting. Thank you, Hillary! Questions about bylaw revisions. Should have written consent from them first, per contract, although it is not required in the bylaws. We knew we needed changes in order to be compliant and to reflect current practice. Explanations of why we changed from director to trustee, articles of incorporation, changed from election to appointment of trustees, why changes

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were made without written consent. Response due on December 21, 2017. MSCS received the Governor's Distinguished Improvement Award, and we will be recognized at the January 9, 2018 PSD Board Meeting. This is given to schools that show excellent student growth and exceed expectations on longitudinal academic results.

B1.2 Financial Update- Jon

- A. Finance Committee: tracking the costs of the finish out, and realization that we are going to reach our walls soon, every year PERA is going up and trying to increase salaries. Address issues where those costs could outpace PPR. Timing for models for projections involving the realities of the budget. Come up with a model to illustrate the breakdown to the faculty. Faculty education, and can we reduce the likelihood that student count is out of line with salary expectations?
- B. Christy Reeves with John Cutler and Associates presentation: As of June 30, 2017, net negative movement because pension statement. Positive position in the back. Defined benefits audit for PERA. Proportionate share of all contributions to PERA. Actuals did not exceed budget.

B1.3 Strategic Plan

- A. Marketing Committee: Liv
  - a. Primarily using Facebook and boosting posts. Instagram on the horizon.
- B. Fund Development Committee: Hillary
  - a. Colorado Gives Day: Approximately 10k (goal of 57k) taken in, couple thousand more than last year, but we were shooting for more. Good feedback about communications, etc. Maybe more of a passive CGD next year so that it doesn't conflict with Winter Faire and Silent Auction. Maybe push for donations in the Spring instead?
  - b. Silent Auction- Mary
    - i. Board gift, card, etc? Maybe Board to write handwritten thank you letters to the staff? Each board member to take on 8 names? Worksheet of changes for the following year as well as sketches for layout in the kindergarten room for next year. Clarification of volunteer duties. Better process for close out. Updated bidding sheets and buy it now price as well as minimum bids, etc. VERY last minute donations. GREAT variety this year!! Update verbiage on what we do have for donations so people are prepared to really do their Christmas shopping. Thank you so much for your hard work, Mary! Mary and Hillary will meet with Monica to try to align Winter Faire with Silent Auction. Look to better allocation of duties across board members for next year, especially with regards to set up and close out processes. Maybe look to posting experience stuff online so people can really prepare, and open bidding online two weeks before and closing with final bidding at the event? Look

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to increase visibility in general beforehand. Increase interaction with Parent Circle as well.

- C. Board Logistics: Kelly Joy Christensen is taking over for Mary Wolf
  - a. Updated Board Agreements- New members fill out and Kelly Joy Christensen will scan and upload agreements to Google drive.
  - b. New members to set up accounts with Colorado League of Charter Schools and to familiarize themselves with onboarding checklist and expectations.  
[https://docs.google.com/spreadsheets/d/16MNvIVwjXINvkkqYwYO2zh4Eemy-DTxTJAI\\_AgUhHOM/edit#gid=131737950](https://docs.google.com/spreadsheets/d/16MNvIVwjXINvkkqYwYO2zh4Eemy-DTxTJAI_AgUhHOM/edit#gid=131737950)
- D. Optimal Structure: Greg
  - a. Focus on short term and long term goals. Greg will coordinate another meeting.

B2. Consent Agenda

B2.1 **Nothing this meeting**

**Closing Session 8:15 pm**

D1. Review All Consent/Action Items: **Melinda Kerst to take over compilation of survey results. Liv Helmericks will compose response letter to PSD with Hillary Mizia's help. Kelly Joy Christensen to update board agreement file. All new board members to set up accounts with CLCS and familiarize themselves with Onboarding Checklist. All Board Members will ensure they are registered volunteers. Eric Richardson will assign board members to take on 8 names of faculty/staff and work on thank you letters to be completed by the time we come back from break. Greg Hirschi will coordinate optimal structure meeting. Mary Wolf will purchase badges for Board Members. Kelly Joy Christensen will send out agenda requests by Monday of the week previous to the meeting, and input is due from all board members by the Wednesday. Kelly Joy Christensen will have agendas out by Thursday.**

D2. Next meeting: January 23, 2018 PSD Meeting at Johansen Student Services Center off of Laporte and January 30, 2018 for MSCS Board Meeting

D3. Move to Adjourn: **Kelly Joy Christensen moved to adjourn at 8:07 pm. Melinda Kerst seconded. The meeting is adjourned.**

D4. 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.*