

Mountain Sage Community School - Board Minutes

1/30/18

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

Intro Session 5:30 pm

A1. Call to Order: 5:35 pm

A2. Attendance: Liv Helmericks, Hillary Mizia, Jon Pointer, Kelly Joy Christensen, Mary Wolf, Greg Hirschi, Melinda Kerst, Eric Richardson, Cyril Virdergar. Faculty representative: Linde Chappelle

A3. Approve Minutes: *Jon Pointer moved to approve the minutes and Greg Hirschi seconded. The board is in unanimous agreement.*

A4. New Business: None

A5. Approve Agenda: *Jon Pointer moved to approve the agenda and Hillary Mizia seconded. The board is in unanimous agreement.*

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. Facilities Development Update- Updated floor plan looks good. Reception to be in center.
- B. Hiring- Looking Kindergarten assistant and full time receptionist and a middle school teacher.
- C. Discipline and PBIS Development- Working with intervention committee for more standard response to behaviors/see how it overlaps with discipline.
- D. [School Calendar](#) Proposal Discussion- Mostly lines up with PSD schedule. *Greg Hirschi moved to approve the tentative schedule and Mary Wolf seconded. The board is in unanimous approval.*
- E. Parent Circle- Little bit of a slower time right now. Maybe a resurrection of the hospitality committee, and a way to support families, community care.
- F. CLCS Conference- coming up on March 1 and March 2, did produce list of breakout topics. Great opportunity for board members to taking in the bigger charter school scene.
- G. PSD Visits to MSCS, and Charter Renewal Follow-Up- Kristen Draper came through and had a nice visit. Sandra Smyser and Todd Lambert came to visit last week and that went well too. Next step in charter renewal is to formalize a contract. Within the renewal contract will be our updated policy waivers, and at that point we can bring them back to our agenda for review.
- H. Faculty Work- All committees, classroom activities. Changing structure of meetings.
- I. Enrollment Policy Questions and Lottery Update- Lottery was on Friday the 26th. 254 recommitments, second grade is still pretty open, 14 openings between the double track class, and openings in 7th grade. Everything else is full. Rally around second grade attendance.

B1.2 Financial Update- Jon

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- A. Monthly Ratios and Standard Reports- big thing is setting contracts and budgets for next year. More conscious of agreements and timing differently or do we go the extra conservative route. More formal education with faculty with regards to explaining the moving pieces. Rough numbers for remodel falls in line with budget. Bottom line number with attendance. Para contribution numbers as well.
- B. Teacher Training-Jon will attend faculty meeting on February 15 to help convey the message.
- C. Contracts Timing- When do we want to address

B1.3 Strategic Plan

- A. Marketing Committee: Liv/Kelly
 - a. Worked with Aspen Grove Marketing, didn't really translate into greater numbers into our lottery. Maybe more board involvement in events, and community reach out. Small marketing budget. But PRESENCE is key and donating time can be really the tipping point. PR event focused group. Hone in on the message of WHAT MSCS IS. Newspapers, blog posts, events, etc. Getting the kids involved. Less about the specific way and more about results.
- B. Fund Development Committee: Hillary
 - a. Something in the Spring? Next year no Colorado Gives Day mass push, instead the spring push for donations to school directly instead. Donor development. Sent out email to donors about donation events and asked if they liked hearing from us. Policies and procedures around fundraising through school- everything gets approved through fund development committee instead of Liv. Share more information in general with the donors that don't all involve solicitation attempts. Looking for 3 new members. Grant support for Tracy. Scrip- working with Charity Chapman and Annie Hinton. Dragon dollars, gas and grocery push. Dragon dollars is a rebate you can use for field trips or school fees. Beta testing with 7th grade. King soopers (plus gas), sprouts, natural grocers, and whole foods. Families will have to create an account with Scrip. Spring Garage Sale?
- C. Board Logistics: Kelly/Melinda
 - a. Board Roles for 2018-2019- Hillary will not be board president again. Jon will be stepping down as treasurer but remain on the board. Mary will be new treasurer, Kelly is and will continue to be secretary. Technically the board president responds to media. WE NEED A BOARD PRESIDENT. Executive committee, Liv's review, board development, help with agenda setting are all part of the job description. Look to add another board member. Nine would be ideal. Cyril is considering board president, Greg might be able to do it for one year.
 - b. Updates on Colorado League of Charter Schools website familiarity among Board Members and onboarding checklist-CLCS meeting on

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March 1 and 2, some board members should attend. Tentatively Hillary, Eric, Kelly so far. Greg wants a link to the model. **Kelly will continue modules and send email with link to CLCS modules CDE stuff and all members will get going on that.** Greg will be unable to attend the CLCS meeting on the 1st and 2nd. Cyril will register and will do online modules. Cyril might attend March 1. Eric will register and start modules work. Kelly will also try to attend March 2 at least. Melinda shall register and catch up. Mary halfway through modules and will not be attending the meetings on the first and second.

https://docs.google.com/spreadsheets/d/16MNvIVwjXINvkkqYwYO2zh4Eemy-DTxTJAI_AgUhHOM/edit#gid=131737950

D. Optimal Structure: Greg

- a. Had to reschedule meeting. Attempting a more simplified approach. Looking for alignment across the board for less surprises all the way around. Greg will present clear simple vision of realistic options and when before the end of the school year.

B1.4 Fall Survey Results-Melinda- Looking into meeting and discussing methodology, previous methods or to determine a new one. Surveys are underused. **Mary and Melinda will meet and will pass along info to Liv.**

B1.5 Town Hall Discussion February 13th 6-7:30 pm- State of the School. Financial picture and the focus on our four main things. Strategic plan update. Current successes, Performance rating, etc. Talk about construction, optimal school size, facilities renewal, and stuff for the summer. Open discussion afterwards. Have answers to questions about the programs themselves- what we are continuing or not and why. *Hillary will work on Town Hall agenda.*

B2. Consent Agenda

B2.1 Nothing at this time

Closing Session 8:15 pm

D1. Review All Consent/Action Items: **Kelly will send email with link to CLCS modules CDE stuff and all members will get going on that. Melinda and Mary will meet up to pass the torch with regards to methodology of surveys and update Liv. Kelly, Cyril, Eric, Melinda, and Mary will continue to work on modules and will continue charter school governance training. Hillary will generate the Town Hall agenda and email it. Kelly will be in charge of refreshments. Set up at 530. Kelly and Liv will meet up to talk about marketing. Kelly will pass the torch of board logistics to Melinda.**

D2. Move to Adjourn: **Kelly moved to adjourn at 8:29 pm, Mary will seconded. The board is in unanimous agreement.**

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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.*