

Mountain Sage Community School- Board Minutes
September 26th, 2017
Location- MSCS, 5:30-8:30pm

Intro Session 5:30pm

A1. Call to Order: 5:34 pm

A2. Attendance: **Mary Wolf, Melinda Kerst, Cyril Videgar, Greg Hirschi, Liv Helmricks, Jon Pointer, Lynde Chappelle (faculty representative)**

A3. Approve Minutes: Mary approved the August minutes, Jon seconded

A4. Approve Agenda: It was proposed that Fund Development be moved to the top of the agenda. Jon approved, Cyril seconded.

A5. Our Mission: Cultivating the Creative Mind

A6. Public Comment: **Scrips**. Charity (MSCS parent) brought forth a proposal to tie Scrips participation to families 7th grade trip expenses. The premise being that families would be more motivated to use the Scrips program if they felt that they were benefitting by a future reduction of fees. Scrips proceeds would continue to support the general fund. The Fund development committee and the MSCS business manager will continue to review the concept to understand how tracking of individual family contributions would take place.

Business Session

B1. Updates and Discussion

B1.1 Director's Report (Liv)

A. **Admin Report Format**. Liv proposed that the format of the report be changed from a narrative form to one that provides an outline of key topics for discussion. The new format will be tried for the next board meeting.

B. **Facilities**. A preliminary architectural design for renovation was presented that included additional classroom space. Liv will continue to work with the architect to develop additional plan revisions including one that would consider additional space out the back of the building. She will also share the initial plans with faculty for feedback.

C. **Enrollment**. 270 students are currently enrolled.

D. **Faculty**. Faculty is settling in.

E. **Students**. Student council will be beginning and clubs are underway. Lock down, fire, and shelter drills have either taken place or will be taking place in the next few weeks.

F. **Parent Circle**. High level of engagement among the group. Actively preparing for Harvest Fair and Winter Fair. Calendar of activities has been created.

G. **Accountability**. Preliminary SPF report was shared.

H. **Charter Renewal**. October is a big month for charter renewal. By November 1st, the letter of intent to renew will go out. All board members were asked to review the June retreat reading assignment which includes reading the charter. The

charter and policies will be discussed at an October 10th working board meeting. Liv will lead this meeting.

- I. **Dashboard.** Continued refinement is ongoing as to what information is most valuable to see on the dashboard. It was discussed that for board purposes a snapshot of school health would be satisfactory, whereas faculty and administration might like to see more detailed information. Additional attention to the dashboard will take place at the board's November meeting.

B1.2 Financial Update (Jon)

The budget continues to be adjusted to account for a lower than planned number of students in the 1st and 6th grades. This decrease in funds has not impacted the overall budget, as it has been offset by unexpected revenue (i.e. Mill levy funds).

B1.3 Strategic Plan

A. **Communication/Marketing Committee** (Liv)

Aspen Grove is in charge of marketing and has been actively promoting via Facebook posts. In addition, they are working on a marketing calendar and Facebook ads are in the works.

B. **Fund Development Committee** (Mary)

- a. **Foundation.** It was decided that efforts should continue to maintain the foundation in good status, reinstate 501C3 status, and identify officers. Once the foundation has its primary elements in place, efforts can be shifted toward building excitement around fundraising. The process of bringing Eric on as a board member will be an agenda item for the next board meeting.
- b. **CO Gives day.** Hillary will take the lead on this. The day will be in December. A communication schedule is being outlined for a series of testimonials that would lead up to the day of giving.
- c. **Silent auction.** Mary will take the lead on this. This will be held in conjunction with Winter Faire on December 9th.

C. **Optimal Structure** (Greg)

Greg discussed three possible scenarios for the school: 1. Maintain a 12 classroom size and maximize it; 2. Use space across the street to add additional tracks; 3. Make space for and develop a full 2 track school. The committee will continue to look at the pros and cons associated with each model.

B2. Consent Agenda

Consent on remaining policies will take place at the October 10th working meeting. If a quorum is not met, consent will take place at the October 24th meeting.

Closing Session 8:15pm

D1. Action Items

Board members are asked to read the charter in advance of the working session.

D2. Melinda moved to adjourn meeting at 8:23, Mary seconded.

D3. Closing Verse