

Mountain Sage Community School

Board Meeting Agenda

Date: 3/26/19 , 5:30-8:30pm

Location: Mountain Sage Community School

Mountain Sage Community School Board of Directors

2310 East Prospect Rd. Suite A, Fort Collins, CO 80525 * Phone 970-568-5456 * Fax 970-797-1202

March 26, 2019 * Regular Meeting

Meeting Room Set-Up: Cyril, Eric

A1. Call to Order: 5:35 pm

A2: Attendance & Introductions: Eric Richardson, Hillary Mizia, Kelly Joy Christensen, Liv Helmricks, Greg Hirschi, Cyril Vidergar, Jon Pointer, Melinda Kerst, Mary Wolf. Faculty: Amanda Griffith, Kirsten Bolton, Rachel Veech, Jenna Martin, Miriam Guck

A3. Approve Minutes from Prior Meeting: ***Hillary Mizia moved to approve and Jon Pointer seconded. The minutes are unanimously approved.***

A4. New Business: None

A5. Approve Meeting Agenda: ***Cyril Vidergar moved to approve. Hillary Mizia seconded. The agenda is unanimously approved.***

A6. Our Mission: [Cultivating the Creative Mind](#)

A7. Public Comment - 3 minutes per person, Limit 20 minutes total: **None**

Board Education (10 minutes)

B1. This Month's Presenter: Eric Richardson/Topic: [Charter School Finance: Bonds vs. Mill Levy Overrides](#)
Next Month's Presenter: Hillary Topic: TBD

[Board Calendar & Action Item Follow-up \(10 Minutes\)](#)

B2. Review this Month's Events (See [document](#))

- Policy review check-in: 42 remaining
- Director Evaluation
- Upcoming year's calendar; release and post to the website ([incomplete](#), Director/Admin)

B3. Review the Next Two Months (See [document](#)) - Complete

B.4 Review Past Action Items: (See [document](#)) - Complete

Business Session

C2. Updates and Discussion

*** Board candidates reminded, their free and open participation is welcome**

C2.1 [Consent Agenda](#) (i.e. no discussion, if item is pulled, discuss under [C2.4C](#)): Hillary moved to approve the consent agenda with the exception of policy JQ (finance committee needs more time). Mary Wolf seconded the movement. The consent agenda is unanimously approved.

A. School Policy Consent Review:

- Follow up (2/26 items): [IJ-AR](#), (IJ, IJ-R, IJK, IJL) [JQ](#), [JH/JHB](#), [JGA](#): JQ is pulled for discussion
- New: [CF](#) and [CFD](#) (adopted 2017); [DJA](#), [DJB](#)

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C2.2 School Director's Report- Liv

- A. Marketing- Annie Hinton taking over some internal marketing pieces (communications work, etc)
- B. Integrated Standards, UIP, State Assessments- Focus on CMAS, practice test happening in classrooms currently. UIP is due April 15, Liv will integrate most recent SPF reports
- C. Hiring Update- Two first grade teachers, part time Spanish teacher, gardening, part time health tech, reception and handwork assistant.
- D. Upcoming Visits and Events- May 9- Rainbow Rosenbloom offer support to staff and/or board members.
- E. Current Faculty Work- Updates to faculty handbook. Looking for the best way to approach intervention and support. Whole child approach. Schoolwide PBIS (kind, safe, responsible, and respectful) recognition program with school wide "zombie tag" as a reward. Organizational chart to think about admin structure. Employee reviews and family teacher conferences coming up. SYNERGY as a tool for parent engagement.
- F. Parking lot exchange with Mountain View Church to augment MSCS parking and pickup and drop off. Healthy partnership with co-tenants is mutually beneficial.

C2.3 Financial Update- Mary/Amanda

- A. Budget- updates include kindergarten tuition, mill levy, IDEA part B grant, Building Fund 41, health insurance expense, Salary schedule bonus structure, potential PTO payout, facilities improvement and remodel, professional development and staff travel. Greg suggests moving forward to put a confidence level next to each big ticket item from an analytical standpoint. MAJOR changes to staff salary schedule for the better!! Financial committee perhaps to come up with break-even point/risk factor for FTE- we need to keep a close eye on solvency. ***Jon Pointer moved to approve the budget. Mary Wolf seconded. The budget is unanimously approved.***

C2.4 Board Logistics- Melinda

- A. Election status- April 15-22 is when voting will take place, and will go out in newsletter, including instructions into casting secure online vote.
- B. Emails from Bill Bethke, Bylaw discussion- some confusion with all parties, we need clarification. Liv will send final fresh email and copy board members to ask question once again with documents attached. Hillary will help as needed. Mary will email Liv the updated information.
- C. *(Policy discussions from C2.1, if needed)*- N/A
- D. [Proposed changes to surveys](#) - clarified two questions, one for staff and one for family, and changes to the ratings scale including corresponding verbiage to each number. Will be ready by next week, Greg will review. Liv will send out survey link in the newsletter.
- E. June retreat space update- Still need venue. Hillary will look for space at the Power House

C3. [Strategic Planning](#)

- C3.1 Financial Business Model- Amanda, Jon, and Liv will meet to discuss.

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A. Facilities Master Plan

C3.2 Outreach Program

- A. Fund Development Committee- Eric
- B. Bd participation at Spring event- Network out to see who we know to come and participate and spend money. Figure out roles and responsibilities during the event. Looking for \$2500 business sponsorship as well!

Closing Session, 8:15 pm

D1. Review All Action Items

D1.1 Review Action Items from this Meeting: Board Logistics committee will review Board Calendar and make adjustments by the next meeting. Jon Pointer will separate IJ and IJ-AR. Kelly Joy Christensen will move JQ to next meeting's agenda. Liv will email Jon and Eric with faculty meeting dates for May. Mary will provide Liv with current bylaw information. Liv will send final fresh email and copy board members to ask question once again with documents attached. Hillary will provide support to Liv with this process as needed. Board Logistics will finalize survey by next week, Greg will review, and Liv will send out in newsletter when it is approved. Hillary will look for June retreat space at Power House. Jon, Liv, and Amanda will meet to discuss Financial Business Model. All board members to network about Spring event. Financial committee perhaps to come up with break-even point/risk factor/mitigation plan for FTE- we need to keep a close eye on solvency. Liv will revive school accountability committee and need board members on that committee as well. Board Logistics will send out board accountability stuff as well.

D1.2 [Board Member who will attend Next Month's Parent Circle Meeting, Faculty Meeting, and Facilitate Board Meeting](#): Hillary.

D2. Move to Adjourn: 8:37 pm

D3. Closing Verse:

*Steadfast I 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.*