

# Mountain Sage Community School

## Board Meeting Agenda

Date: August 27, 6:00-8:00 p.m.

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

August 27, 2019 Regular Meeting

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#### A. Opening, 6:00 p.m.

A1. Call to Order

A2. Attendance & Introductions

- Present: Mary Wolf, Melinda Kerst, Beau Bump, Eric Richardson,, Jon Pointer, Liv Helmericks
- Late:
- Absent: Michael Ludolf (teacher rep), Hillary Mizia

A3. Our Mission: [Cultivating the Creative Mind](#)

A4. Public Comment (3 minutes per person, Limit 20 minutes total)

- [Public Participation in Board Meetings Policy](#)
- Jon Pointer - Recommend moving the educational portion further up the agenda.
  - AI: Beau - move below comments

#### B. Preliminary Matters

B1. Approve Minutes from Prior Meeting

- [June 2 Retreat Business Meeting Minutes](#)

**MOTION:** Mary moved to approve minutes, Jon seconded.

**VOTE:** Unanimously approved.

- [August 10 Retreat Minutes](#)

**MOTION:** Mary moved to approve minutes, Jon seconded.

**VOTE:** Unanimously approved.

B2. Call for Late Additions to Agenda

B3. Approve Meeting Agenda

B3.1 - Move C6.4 to next month

**MOTION:** Mary moved to approve agenda, Melinda seconded.

**VOTE:** Unanimously approved.

B4. Review Strategic Plan

- [Current Strategic Plan](#)

- Will keep on the agenda and board members will have the opportunity to call to attention any changes each month.

#### C. Regular Business

C1. Consent Agenda (Confirm Consent Designation)

C1.1 Refresher on Use of Consent Agenda

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- Jon - reminder to use properly, in that the only question asked regarding the consent agenda is whether anything needs to be pulled out of the consent agenda before approval. No discussion of why. It can be placed lower in the agenda.
- **AI:** Eric - Add comment for moving to C3.5

#### C1.2 School Policy Review -- set schedule for year -- guidance from Jon

- **AI:** Eric - Provide a time and effort estimate to update the School policies with their adoption, approval dates, by Sept. Meeting.
- **AI:** Beau - Schedule upcoming work session - drive clean-up/organization
- Consideration for future work session - review all policies that can be approved on the consent agenda without change vs. those that may need revising.

#### C1.3 Director review materials for September meeting -- Beau to comment

- Beau is working with Cyril to wrap-up last years review
- **AI:** Beau - Review entire process

### C2. School Director's Report -- Liv

#### C2.1 Facility/Staff Update

##### C2.1.1 Work week sessions

- [Alliance for Public Waldorf Education](#) - use as a baseline to compare to MSCS, their seven core principles for public Waldorf education.
- Restorative Justice talking circles with John Star
- Covered a lot of topics in the week leading up to school

##### C2.1.2 Enrollment

- On track
- High demand for Kindergarten
- MSCS discussions with River Song which has a Kindergarten class this year which aligns nicely for next year 1st grade.

##### C2.1.3 Facilities changes impact on staff and students

- New seats
- New security door

##### C2.1.4 New staff

- 11 new staff members this year (25%). Great new group of people.
- Admin structure is filling out
- Staff member dedicated to behavior is really helping

##### C2.1.5 New organizational structures, processes, & procedures

- Jon - question, website still shows the 2018-19 parent handbook. Liv says this is being worked on.

##### C2.1.6 Deepening our Waldorf Roots

- To be able to be called a "Public Waldorf School" requires an investment. We are moving in the right direction with education. This is something to be explored further.

##### C2.1.7 **100th Year Anniversary of Waldorf Education, 9/19**

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- Still sending and receiving postcards

#### C2.2 Assessments

##### C2.2.1 Spring 2019 CMAS Results, SPF Soon to Come

- **We are still a "Performance" school**
- Participation was high
- **AI:** Beau - Sign accreditation agreement

##### C2.2.2 Local Assessments (Aimsweb 2.0 new to MSCS this year)

- Will be participating with Aimsweb (a simple and short benchmark) this year. It is now computerized for grades 3 and above. For those students that don't need help it is a small investment, but it can provide good supporting evidence for those that do need help and help identify needs sooner.

#### C2.3 Collaborating with PSD

##### C2.3.1 PSD Principal Meetings begin 8/27

- Mill Levy Override initiative in the works for inclusion in the next ballot for additional funding earmarked for salaries only. PSD has a page
- Making sure everyone is familiar with the Fair Campaign Practices Act.
- New Human Growth and Development program

##### C2.3.2 October 29<sup>th</sup> for PSD Crisis Prevention and Response Conference

- Safety committee will be going.

#### C3. Committee Updates

##### C3.1 Finance Committee Update -- Mary

C3.1.1 - [MSCS Balance Sheet 6 June 2019.pdf](#)

C3.1.2 - [MSCS Income Statement 6 June 2019.pdf](#)

- Audit has begun with John Cutler and Associates
  - Recommendation of a fiduciary account that can help
- **AI:** Mary - Updated financial statements at September meeting with normal metric sheet
- **AI:** Mary - Provide finance committee report (simple format, paragraph or bullet items)

##### C3.2 Facilities Committee Update -- Jon

- Liv - Need to consider a crosswalk to help with traffic during pick-up/drop-off
- New rocks - paid for - MSCS paid for labor
- New folder in Board documents for Facilities: MSCS Gov Facilities
- New planning document based on trade study where we can leverage data we have to make and record informed decisions around needs.
- **AI:** Jon- Provide Facilities Committee report as separate linked report (simple format, paragraph, or bullet items)

##### C3.3 Fund Development Committee Update -- Eric

- **AI:** Hillary - Provide Fund Development Committee report as separate linked report (simple format, paragraph, or bullet items)

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- Will meet on September 3rd.

C3.4 School Accountability Committee Update -- Melinda

C3.5 Board Logistics Committee Update -- Melinda

- Sent out meeting schedule - Board members need to choose their rotation
- New dry-erase sign created - will be located in the Board mail pocket for board member setting up to place on front door.
- First announcement about needs for Board Election to be included in message from the president

C4. Items of the Month (from [Board calendar](#))

C4.1 *"Review Annual [Board Member Agreements](#) and Sign for Upcoming Year"*

C4.2 *"Review Director Goals and Plans and Follow Up"* (Board)

C4.3 *"Begin Recruitment of Potential Board Members via Announcements"* (Logistics)

C4.4 *"Review Board Election Related Documents on Website for Accuracy"* (Logistics)

- By September we need to determine the number of board members to elected in next election.

C4.5 *"Annual Independent Audit Begins (July)"* (Finance)

C4.6 *"Review all school policies by first board meeting and confirm that they are up to date. Identify those items that will require full board approval."* (Secretary)

- By September meeting will identify

C5. Scheduling Matters

C5.1 Working Session Topics, Personnel (September 10)

- August Business Meeting Loose Ends
- Beau/Eric on Drive and Agendas/Minutes Process

C5.2 Board Member Attendance at September/October Events

- Harvest Festival - Sept. 28th - Sat. - Plan to be there: Beau, Eric, Mary
- Planned absences:
  - Melinda - Oct. Board Meetings

C6. Miscellaneous

C6.1 Director review process -- Beau to review for September 24 Board Meeting

- [Board Process: Director Evaluation](#)
- **AI:** Beau - Review by next board meeting

C6.2 Bylaws Amendment Status and Discussion -- Beau

- [Amendments to Bylaws](#)
- **AI:** Beau - Will review to get everything prepared as an agenda item and link to the documents as needed for Sept. meeting.

C6.3 President's Welcome-Back Letter to Community -- Beau

- Discussion; reference past letters; solicit input from Board
  - Board election
  - Town Hall - mark your calendar

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- Jon - Suggestion - touch on the evolution of the school. Where have we been and what has happened this past year.

C6.4 Policy update: [JO](#) [C2.1 from 5/14 agenda] -- Mary

#### **D. Board Education, 7:40 p.m.**

D1. Presenter: None this month

Topic: None this month

D2. Next Month Presenter: Melinda

Topic: Board operations

#### **E. Closing, 7:50 p.m.**

E1. List Assigned Action Items

- **AI:** Beau - Research 5.2 & 5.3 from bylaws and policy GP3.5 regarding board of directors membership and contract services
- **AI:** Eric - Collect signed board member agreement from Hillary, scan, and upload all agreements to board share.

E2. Review [Upcoming Calendar Events](#), Board Member Attendance

E3. Call for Final Comments

E4. Move to Adjourn

**MOTION:** Mary moved to adjourn, Jon seconded.

**VOTE:** Meeting adjourned at 8pm.

E5. 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.*