

Mountain Sage Community School

Board Meeting Minutes

Date: November 12, 2019, 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

November 12, 2019 * Regular Meeting

A. Opening, 6:05 p.m.

A1. Call to Order

Beau Bump called the meeting to order at 6:05 p.m.

A2. Attendance & Introductions

- Present: Beau Bump, Melinda Kerst, Mary Wolf, Eric Richardson, Hillary Mizia, Liv Helmericks, Michael Ludolf (teacher rep), Amanda Griffith
- Late: Jon Pointer
- Absent:
- Guests: Bryan Kimbell (Board Candidate), Jennifer Peel (Board Candidate)

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

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

B. Preliminary Matters, 6:15 p.m.

B1. Approve [Minutes from 10/22 Meeting](#)

MOTION: Mary moved to approve the minutes, Melinda seconded

VOTE: Unanimously approved.

B2. Call for Late Additions to Agenda

- Eric R: Add D4.5.1 update under logistics
- Eric R: Add D4.6.3 regarding recording of board adjournment
- Mary: Add B4 - Financial Audit Overview
- Mary: Add D4.1.1 - Final October Numbers

B3. Approve Meeting Agenda

MOTION: Beau moved to approve the agenda, seconded by Hillary

VOTE: Unanimously approved.

B4. Financial Audit Overview

- Audit has been completed
- Conference call with auditor
 - John Cutler brought in on conference call at 6:16pm
 - John Cutler said that in general the audit went very well
 - Fund balance went up and is good (about ¼ of expenses)
 - Under budget which was good
 - Next year

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- Every lease will be a capital lease, which will lead to some additional requirements
- Amanda G:
 - PERA was distributed to schools and had to be accounted for on their budgets; in as revenue, out as an expense. The change happened very late in the process.
 - We have 64 days cash on hand (reserves)
- Liv H. wished to recognize the excellent effort by Amanda. A lot of work and it went smoothly.
- Mary W: Anticipate the cost for auditor will be substantially higher next year
- Amanda G: New change to minimum salaries going up in January. Our recent bump to salaries put us above the new minimum, so our timing was perfect as we are not scrambling to fit a pay increase into the budget.
- Liv H: Believe new Mill Levy ballot measure that was approved will likely contribute ~\$150K to the budget starting next year.
- Amanda: Advantages of working with a district auditor is their familiarity with the accounting GL codes used by the district and above.
- Liv: We will get the budget revisions prior to the next board meeting.
- Final count for students: budgeted for 302.8, actual count: 301.5

C. Board Education, 6:20 p.m.

C1. Presenter: Mary Wolf

Topic: Budget Approval Process

C2. Next Month Presenter: Jon Pointer

Topic: TBD

D. Regular Business, 6:30 p.m.

D1. Consent Agenda (Confirm Consent Designation)

D1.1 Policy Review (i.e. no discussion, if item is pulled, move to bottom of D):

D1.1.1 School Policies Revised: [GBJ](#), [IGD](#), [IHA](#)

D1.1.2 School Policies: [IMA](#), [IMBB](#)

MOTION: Eric R. moved to approve the policies on the consent agenda,
Jon seconded

VOTE: Unanimously approved.

D1.2 Proposed revisions to [Director Review Process](#)

D2. [Review Strategic Plan](#)

D3. School Director's Report

D3.1 Three Streams Approach

- process/procedure under development
- based on Kim Jon Payne Three Stream Model

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- Plan to roll out in a couple of beta classrooms
- **AI:** Beau - add to December agenda

D3.2 School Safety, Budget Considerations, Ongoing work

- Liv attended a deeply impactful PSD Crisis Response meeting on school safety
- Considering security film for front atrium and some classrooms
- Considering additional training in suicide prevention

D3.3 Curriculum- Scope and Sequence, Progress Reporting

- Roadmap to literacy with our K-5
- Working on math curriculum
- Key to success - working on differentiation within the classroom, allowing students to move at an appropriate pace for them.
- Examining the way progress reporting is done

D3.4 Hiring Update

- Fred has joined staff as new custodian
- Could really use a math interventionist
- Could really use an additional para-professional

D3.5 School Leader Collaboration

- Local public Waldorf schools
- Fort Collins Charter schools
- [Ben Lindquist](#) from Colorado League of Charter Schools. Meeting with Patti (financial focus) on 11/14 to discuss charter school financing models for facilities.

D4.6 2020-2021 Program Planning

- Annual cadence - will have 2 years of calendars to approve this year
- Kindergarten homeschool idea - could feed into homeschool program and 1st grade
- Installation of monkey bars is coming soon

Break

D4. Committee Updates

D4.1 Finance Committee Update

D4.1.1 - Final October Numbers

D4.2 Facilities Committee Update: [Report](#)

D4.3 Fundraising Committee Update: [Report](#)

- Friends of Mountain Sage
 - Met with three different contacts that have been involved in capital fundraising (John Jones, Rob Tiernen, Chelsea)
 - Deadline for filing for 501(c)(3) status 9.21.2020?
 - Smaller group to meet regarding next steps
- **AI:** Eric - Discuss phone calls / thank-yous from board to donors
- **AI:** Eric - Remove active link to fundraising tracker from report

D4.4 School Accountability Committee Update

D4.5 Board Logistics Committee Update: [Report](#)

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D4.5.1 **Update:** Board candidates: Bryan Kimbell, Jennifer Peel,
Angela Olsgard Tiernan

D4.6 Secretary Updates

D4.6.1 - Began restructuring of Board drive

D4.6.2 - Reviewed PSD minutes - some policy changes under D7

D4.6.3 - Recording of board adjournment - PSD example

D5. Items of the Month (from [Board calendar](#))

D5.1 - [Nov] - Director mid-yr check-in w/ Board - President/Director

AI: Beau - Schedule with Liv offline

D5.2 - [Nov] - Approve calendar for upcoming Calendar year - Secretary/Director

Move to December

D5.3 - [Dec] - Thank you cards to faculty and staff - Board

- **AI:** Melinda - Create the list within the next two weeks.
- **AI:** All Board Members - once Melinda has sent out the assignments board members will prepare Thank You cards and bring to the next board meeting on 12/10.

D5.4 - [Dec] - Discuss format and assign tasks for February Town Hall - Board

D5.5 - [Dec] - Review and update (as needed) Parent and Faculty Survey - President

D6. Scheduling Matters

D7. Miscellaneous

D7.1 Bylaws amendments and vote - Beau

D7.1.1 [Proposed bylaws revisions](#)

D7.1.2 [Bylaws currently in effect](#), for reference/comparison

MOTION: Jon P. moved to approve the bylaws with the identified edits and the deletion of 4.2, pending review for any numbering impact,
Seconded by Melinda K.

VOTE: Unanimously approved.

AI: Beau - Make a final version of the revised bylaws, with updated/approved date of 11/12/2019 noted; undertake back-end process to provide PSD

D7.2 Friends of Mountain Sage discussion - Hillary

D7.3 New Board member discussion, Bryan K. Q&A and vote

- Bryan spoke about his experiences that brought him here, his interest in the school, and what he sees as his potential legacy at the school.

MOTION: Beau B. moved to approve the temporary appointment of Bryan Kimbell to board position vacated by Cyril Vidergar through the remainder of term ending June 2020, seconded by Eric R.

VOTE: Unanimously approved by Melinda K., Mary W., Hillary M. Jon Pointer was not present for the vote.

D7.4 Policies

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D7.4.1 School Policy Review - Requiring Discussion:

- New policies: [GCKAA](#), [JS](#)
- Other policies: [GDQD](#), [IGDA](#), [GCQC/GCQD](#), [IGF-R](#), [IJOA](#), [IJOA-R](#), [IKC](#), [IKE](#), [JFBA](#)
- Move to consent agenda for next meeting:

D7.4.2 PSD Policy Updates

- New policy [IC/ICA – SCHOOL YEAR/ SCHOOL CALENDAR/ INSTRUCTIONAL TIME](#) - PSD discussed 9/10, adopted 9/24/2019
- Updates to policies [IKF-2011](#) and [IKF-2017](#), both related to highschool graduation requirements - PSD discussed 9/10, approved 9/24/2019

E. Closing, 7:50 p.m.

E1. List Assigned Action Items - **see above all "AI" items**

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

- November 19th - Alumni Night - 6 - 7:30pm
- December 7 Winter Faire 2-5 pm
- Marna Widom spearheading Our Climate Future idea exchange for climate action

E3. Call for Final Comments

- Considering a change to the meeting time to be 6-8:30pm instead of 6-8pm

E4. Move to Adjourn

Board meeting adjourned at 8:31 p.m.

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.