



Board Business Meeting Minutes

Date: August 25, 2020, 6:00-8:30 p.m.

Location: Google Meet - meet.google.com/tcx-gtge-bmv

A. Opening, 6:00 p.m.

A1. Call to Order

Beau Bump called the meeting to order at 6:00 p.m.

A2. Attendance & Introductions

- Present: Beau Bump, Melinda Kerst, Mary Wolf, Eric Richardson, Jon Pointer, Rachael Sudhalter, Liv Helmericks
- Late: Bryan Kimbell
- Absent:
- Guests:

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

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

Eric: Wanted to complement the staff for all their hard work and the great job they have done to organize this year's remote learning. The difference between the end of last year and the start of this year was more significant than expected, and I have seen compliments from other parents as well.

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

B1. Approve Minutes from Prior Board Meetings ([7/21](#), [8/21](#))

MOTION: Beau B. moved to approve the minutes, Jon P. seconded.

VOTE: Unanimously approved.

B2. Call for Late Additions to Agenda

Liv/Beau: Adding review of CDE Assurances document for 2019-20 audit

B3. Approve Meeting Agenda

MOTION: Beau B. moved to approve the agenda, Jon P. seconded.

VOTE: Unanimously approved.

C. Board Education

C1. Next Month Presenter: Melinda Kerst
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 pulled move to bottom of D):

D1.1.1 - Board Policies: [ADD4.10](#)

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

VOTE: Unanimously approved.

D2. [Review Strategic Plan](#) (thorough discussion)

AI: Beau B - Capture suggested changes from meeting.

AI: Jon P - Create a new 2020-21 version of the strategic plan and upload updates.

Mary: Putting facilities efforts on hold?

Jon P.: Can update the plan to reflect changes discussed in this meeting.

Mary: Impact to Fundraising?

Eric: It should be updated to more generic terminology in this case because the nature of what may or may not happen for fundraising is still in flux due to COVID-19.

Beau: Should the responsible party be changed to a board member?

Liv: It makes sense to identify the "Responsible" party as the board liaison.

Result: This being a board document, should change the responsible party to the board liaison, which in this case is board member Eric Richardson. This also applies to other sections.

Bryan: Should the "Improved Process" resulting actions be updated to be more specific, or be left on at all?

Melinda: We continue to refine processes, but do not feel strongly if that needs to be its own part of the matrix.

Beau: Potentially instead of its own section we could choose specific procedures and add them as resulting actions under different goals where that procedure applies?

Eric: Particularly in a year where 3 long-time board members are transitioning off of the board I feel this year this is still a critical area. I think early in this year we should probably dedicate a brainstorming session.

Committee structure:

AI: Beau B - Document the committee structure and responsibilities.

AI: Eric R - Identify a location for Beau to document committee structure and responsibilities.

AI: Jon P - Update "Facilities master plan" section.

D3. School Director's Report

D3.1 - Start of 20/21 SY Preliminary Report

Liv: Wanted to check in with our board about the experience so far.

Beau B: The first day was great. Preparation of the teachers really showed. It was way cool to see his son participating in handwork.

Rachael S: It was nice at his house. It felt like while different it still felt the same in many ways, with the ability to have a rhythm to the day. It was exciting to see her son start middle school with a compass and skin-toned colored pencils. Think's the staff did a great job.

Jon P: Everything working quite smoothly. The technical hurdles have been overcome. His son is easily functioning independently. The staff has done a great job. Working well for their family. One area of constructive criticism, it's just a little difficult that the start time fluctuates from day to day. Not a major issue but just makes it a little hard to get into a rhythm.

Melinda: Living the dream of being able to do homeschool with grandchildren without having to do all the teaching. It was really cool to be able to see her granddaughter interact with her teachers. Very appreciative for the amount of work, the materials, the effort to make this work is a lovely thing.

Eric R: Additional thoughts, agree that different start times on different days was a little odd. Echo Melinda's thoughts that it

Bryan B: Similar experience seeing espanol class with Mr. Kawol was very cool. Fun seeing them be very interactive on the Zoom calls. May have to start incorporating jumping jacks into his work meetings. With a learning pod the "off day" was a little more challenging because on just the second day they really needed more work to do, but that will surely improve as time improves. Unattended children got distracted with online searches. Bryan actually did some extra work to put them on their own subnet that he could disable when they weren't needing access. Had to get a little creative to come up with content to fill some of the time on this first day.

Jon P: The live content was great. Having a mixture of live and non-live content seems like the way to go.

Bryan B: Use of break-out sessions in Zoom was great. Really smart use of tools.

Liv H: It feels really good to be getting to the real job of education now. So far so good.

Liv H: With respect to Bryan's comment about content filtering they are starting to use the product [Securly](#) to improve content filtering.

Eric R: So, if people are using their own computers they could be bypassing protections for content filtering that the school has in place with the Chromebooks provided?

Liv H: Yes. And there are going to be things where students really will need to use the Chromebooks.

Beau B: Is there a mechanism to switch out a chromebook if there seems to be any technical issue?

Liv H: Yes, all requests for technical support are being routed through connect@mountainsage.org or the main school number.

Liv H: Updates

- Just sent out an email regarding the new twice-per-month materials distribution process.
- Engaged with legal counsel and have a draft waiver related to content recording to address privacy issues.
- It was quite a task to get to the right place with Google Classroom but it really has been worthwhile.
- A new teacher Naama Levy was hired for 3rd grade, first day August 17 to replace Miss Scott. She is still out of state but will move to Colorado by mid-October.
- Have had some hourly employees leave.
- The Homeschool Enrichment program has been heavily impacted with low enrollment. The Forest program in particular. The Live enrichment program has good potential.
- Kindergarten starts tomorrow!
- Intervention and Integrated Services are planning to use the Zoom breakout rooms. Working on communication with parents about how they are going to be doing the mandatory assessments and school assessments. Anna Murphy taking on new role as the Integrated Services Lead Teacher.
- Parent Circle will be the next area to focus on once things are underway.
- Faculty Committees and clubs will continue. Enrichment clubs are on hold for the moment.
- We have a new website which is ADA compliant!
- Working closely with Hillary Mizia to make sure information is going out the right way at the right time.
- Nancy Sexton's new title is Faculty Support Administrator which is more in line with her role.

Bryan K: Curious how school pictures will be done?

Liv H: That is still being figured out.

Rachael S: How is enrollment looking?

Liv H: At this point it is looking pretty good. We are holding pretty steady. Besides the Homeschool Enrichment program (with each attendee being counted at 50% towards PPR counts) we haven't seen any significant drop-off.

Bryan B: Is there something we can do to mitigate the impact of the low Homeschool Enrichment attendance?

Liv H: Now that they have a much more concrete idea what the Homeschool Enrichment program is we feel like we can better use marketing to promote it.

Beau B: Just wanted to express gratitude for the work that has been done by the administration and staff.

D3.2 - CHARTER FORM AFA2020 Fiscal Year 2019-20 - Assurances for Financial Accreditation -- Just need each Board member to review and email Beau that they have reviewed/understand/have no questions

Also, the audit group will be invited to present at the next board meeting (9/22).

D4. Committee Updates

D4.1 - Finance Committee Update

D4.2 - Facilities Committee [Update](#)

D4.3 - School Accountability Committee Update

D4.4 - Board Logistics Committee Update

D4.5 - Policy Discussion

D4.5.1 - September - Reviewing School Policies: [CE](#), [CFD](#), [DJA](#), [DJB](#)

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

D5.1 - Aug - Review, adjust and implement plan for the Strategic Plan - Board
Done above

D5.2 - Aug - Board member appointments to be completed - Board
Done

D5.3 - Aug - Signed Board Member Agreements ([template](#)) to Secretary - Board
Eric -- needed?
Yes, needed. Please send to Eric.

D5.4 - Aug - Begin Recruitment of Potential Board Members via Announcements -
Logistics
Melinda to discuss with Hillary?

Rachael: Have we considered reaching out beyond our student families to parents of alumni, grandparents, etc.

Liv H: Typically parents of alumni are now parents at other schools and focused on that. Typically our board members have come from parents of current students.

Jon P: As Liv said they have typically come from parents of current students, but also they have typically come through personal contact. It's the people that we know that are most likely.

Melinda: Our strategy in the past has been for board members to extend welcomes to fellow family members in our community to come to a meeting or just talk to them about the board. Sometimes sharing at Parent Circle. Other ways besides just putting something in an e-mail communication. Possibly we can use Facebook though.

D5.5 - Aug - Review Board Election Related Documents on Website - Logistics

Melinda

D5.6 - Aug - Annual Independent Audit - Finance Committee

Liv H: The audit is coming to a conclusion. The auditors have asked to present the results to the Board (likely next meeting).

D5.7 - Aug - Review all school policies by first board meeting and confirm that they are up to date. - Secretary

D5.8 - Sep - Welcome letter to school community - President

D5.9 - Sep - First draft of audit to PSD on meeting agenda - Business Manager/Director

D5.10 - Sep - Determine open number of board seats for election - Logistics

D6. Scheduling Matters

D7. Miscellaneous

D7.1 - SY 19/20/Summer Wrap-Up

D7.1.1 - Resolve comments/edits on Board Calendar for 20/21 SY

D7.1.2 - Other Loose Ends

D7.2 - June/Self Retreat Discussion

- Jon P - Work on time management during Board meetings. Where possible do work outside of meetings and bring the results to the meeting as opposed to doing work in meetings.
- Jon P: Reminder to stay attentive to the numbers for the financials.
- Jon P: Keep attention on finances.
- Bryan B: Think we have done really well as a board. In terms of room for improvement as Jon mentioned we can continue to work on keeping meetings focused.
- Bryan B: Thinks there should be a way for the board to increase communication with the school community about what the board is doing. Perhaps a blog post or other communication that is different from the meeting minutes; something

more succinct or from a personal perspective. This could also be a benefit for board recruitment.

- Beau B: Reminder that Liv, Beau and Eric do not need to be the only to add items to the agenda. If you think of agenda items feel free to send to Beau, Liv, or Eric.

D7.3 - Board Section of School Newsletter Procedure

Melinda addressing with Hillary

D7.4 - Board Member Recruiting

Process will be developed as set forth in revised strategic plan

D7.5 - Open Forum re Board Operations for 20/21 SY

E. Closing, 8:30 p.m.

E1. List Assigned Action Items

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

E3. Call for Final Comments

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.