



Board Business Meeting Minutes

Date: September 22, 2020, 6:00-8:30 p.m.

Location: meet.google.com/pgf-gdjh-esr

A. Opening, 6:00 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, Jon Pointer, Bryan Kimbell, Rachael Sudhalter, Liv Helmericks
- Late:
- Absent:
- Guests: None

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 Prior Regular Board Meetings ([8/25](#))

MOTION: Eric R. moved to approve the minutes, Jon P. seconded.

VOTE: Unanimously approved.

B2. Call for Late Additions to Agenda

Eric R. requests that D4.1.2 be added requiring action by the Board.

Eric R. requests that D4.5.2 be added to update the Board on new governance developments

B3. Approve Meeting Agenda

MOTION: Beau B. moved to approve the agenda, Bryan K. seconded.

VOTE: Unanimously approved.

C. Board Education

C1. Presenter: Melinda Kerst

Topic: Governing during unprecedented times - Seminar Highlights

Key Takeaways:

- Support your School Director
- See if there are ways you can help take some work
- Communicate consistently with the community
- Have a plan if your School Director is sick
- Recognize the extra efforts by the school administration and staff
- Consider: Are you meeting the needs of students and families during these times?
- Highly effective boards: The Board and School Administrator should agree on the intent of policies, but allow the administration to build the details. Crossed fingers for need/leaving for a restroom break.
- Hand Signals: C shape to request clarification, pointer finger for “I have a point”, or 2 or 3 fingers which is the order you are in the queue.
 - Liv: the school uses one pointer finger for a new unrelated point, two pointer fingers for a directly related point. Jazz hands / sparkly fingers = good for you!

C2. Next Month Presenter: Rachael Sudhalter

Topic: The Four Temperaments

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 - School Policies: [CFD*](#), [DJA](#), [DJB](#)

* Allowing for changing of gender-specific language to gender neutral phrases as they.

MOTION: Beau B. moved to approve the school policies on the consent agenda,
Melinda K. seconded.

VOTE: Unanimously approved.

D1.5 Jon P. Proposed Leave of Absence under [Bylaws Sec. 2.6](#) - Discussion

Jon P. would still like to participate, review all board materials, provide feedback and the benefit of his historical knowledge, but has a conflict with part of the board meeting times.

Bryan: It doesn't need to be a leave of absence, still involved between meetings.

AI: Beau - Locate the policy which governs absences, follow up after sending out the specific policy to the board. The board is willing to accommodate Jon's absence as a leave of absence if needed.

D2. Review [Strategic Plan](#)

Eric: Minor modification to the 2020-21 Strategic Plan, name change to the Finance Committee.

D3. School Director's Report

D3.1 - Phase 3 Transition & Discussion

PSD sent out their announcement about transition to phase 3.

Metrics in use:

- Larimer county dashboard - currently indicates medium risk
- 14 day case rate out of 100K people, medium 50, today at 78, high > 100 people

Survey results

- About 80% ok moving with the school through the phases
- Families on both sides from comments, some willing but hesitant, some wanting to return to school.
- Some staff are nervous.
- Teachers of younger children seem more impacted by remote learning.

Realistic assessment of what we can do, taking long-view and need to meet high standards and unique needs of school. Taking time to develop a sustainable phase 3 approach, integrated with MSV.

Acknowledgement of likelihood of need to toggle back to phase 1 from phase 3, PSD plan projects/expects increase in cases

Lots of considerations here, including teachers, ability of school to teach MSCS curriculum

Stability of phase versus likelihood of toggling impact on quality of education - consistency important

MSCS can use Phase 2 to help support children with special needs and student's needing interventions.

Beau: What was the general feedback regarding the effectiveness of remote learning?

Liv: The feedback has been mixed. A lot of folks are doing quite well, but there are also a fair number of families struggling.

Bryan: In his experience they are just now starting to hit their stride on the rhythm with remote learning. Believe it might be more difficult if we go back and forth between phases.

Eric: What about families that wanted to participate in the phases, but may not feel comfortable returning when the school is ready?

Liv: This is one of the reasons why we asked about the phases in the survey. Some people thought they wanted 100% but would be willing to go back to the phased program, but we have more that chose the phased program that would want to opt into MSV that chose the phased program.

Technology

Mountain Sage is looking at a technology called [Swivl](#). Camera and microphone technology that can help with a hybrid learning model where some students are present while some are remote. It integrates with existing hardware.

Communications

Would like to communicate this high-level information to the staff within the next couple of days. Thinking of communicating to the general public October 2.

Rachael S: The sooner the better so that families can make informed decisions. PSD has already made announcements.

Facilities Preparedness

The school has already made improvements to help with school policy. It does feel like there are still ways we should consider for improving indoor air quality.

D3.2 - General Program Update

D3.2.1. - Enrollment

We have seen a dip in enrollment, particularly the homeschool enrichment program. Not anticipating losing many more families.

Student count is October 1st.

D3.2.2. - Staffing

Holding steady. If we go to phase 3 there will need to be some hiring.

D3.2.3. - Parent Circle

Handful of people were there. Kate Vanderleek gave a presentation on mental health.

Parent's need enrichment connections right now. There are some staff willing to give some short presentations for parents.

D3.2.4. - Culture

We have been exploring our staff meeting culture to ensure we integrate more collaboration time.

Teachers are feeling the effects of being constantly on screens. We are exploring a new rhythm. Sending out a report prior to the meeting so staff doesn't have to sit through updates. The teachers can spend more time on enrichment. Feels like we are doing a good job of getting the right information at the right time.

Admin team meetings have grown.

Trying to think about student social needs. Also trying to find ways for teachers to connect.

D3.2.5. - Misc.

Development Team of Stakeholders

It feels important to have a group that includes administrative staff, teachers, and parents participating in this process to make sure we don't have blind spots.

Short break 7:48pm - 7:54pm.

Faculty Staff Liaison

Valeree Doucette expressed interest. Under current circumstances having our Health Tech participate could be a benefit to the board.

D4. Committee Updates

D4.1 - Finance Committee [Update](#)

Student count numbers are still in flux. Obviously there has been a significant hit to student count, but we also have some new students.

Use of new financial tools covered in the committee update.

MOTION: Mary moved to approve the school's use of financial tools RevTrak and Divvy Pay. Bryan K. seconded.

VOTE: Unanimously approved.

D4.1.1 - Financials Review Schedule

D4.1.2 - Possible Special Session Board Meeting for October 6th to review the Audit and potentially speak with the auditors. The audit is due to the district on 10/12. The Board needs to review and approve the audit before the 10/12 deadline.

Beau would be unable to attend a meeting on October 6th, but Bryan, Mary, Melinda, Rachael, and Eric could attend.

The audit portion would likely need to be 1 hour. If we have any other work that would typically be handled in the October work session should be incorporated into that meeting on 10/6.

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

Activities put on hold for the time being.

D4.3 - School Accountability Committee Update

D4.4 - Board Logistics Committee [Update](#)

D4.4.1 - [Board members contact information](#) up-to-date?

D4.4.2 - Board communications in the Beat newsletter

D4.4.3 - Board member recruitment (incl. Parent nights?)

Liv: Teachers already have a lot to cover in these parent evenings and it would not be the best time to try and carve out time for board announcements. There will be other parent nights before.

Revisit this topic in another meeting.

D4.5 - Policy Discussion

D4.5.1 - October - Reviewing School Policies: [CE](#), [DKC](#), [DN](#), [ECAE](#), [ECF](#)

Bryan added suggested guardrails to policy CF. Board members were all comfortable with the minor proposed changes.

D4.5.2 - Website updates for governance: [school policies](#) published, board policies in progress, and updated Governance page.

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

D5.1 - Sep - Welcome letter to school community - President

D5.2 - Sep - First draft of audit to PSD on meeting agenda - Business Manager/Director

D5.3 - Sep - Determine open number of board seats for election - Logistics

D5.4 - Oct - Current year budget revisions and count day results discussion -
Board/Finance Committee, Director

D5.5 - Oct - Policy review check-in: where are we, are we on pace? - Logistics

D6. Scheduling Matters

D7. Miscellaneous

D7.1 - Director Review Timeline - Moved to next meeting

E. Closing, 8:51 p.m. (SORRY JON!)

E1. List Assigned Action Items

AI: Eric - For future meetings realize that external accounts may not be able to join the meeting unless I join using the board account and approving requests for entry.

AI: Eric - Suggestion by Liv to add additional details regarding

AI: Eric & Bryan - Agenda for meeting on October 6th

AI: Bryan - Recommendation by Finance Committee for quarterly review of Financials.

AI: Liv - Once the new Faculty Rep is decided let Eric R. know which meeting they will board meeting they will begin attending.

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

E3. Call for Final Comments

E4. **Beau B. adjourned the meeting at 8:51 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.