

Board Business Meeting Minutes

January 25, 2022, 6:00-8:30 p.m.

A. Opening, 6:00 p.m.

A1. Call to Order

President Beau Bump called the meeting to order at 6:02 p.m.

A2. Attendance & Introductions

- Present: Beau Bump, Stephane Cosby, Ashley Haas, Liv Helmericks, Bryan Kimbell, Eric Richardson, Nancy Sexton (Faculty Support/liaison), Rachael Sudhalter
- Late:
- Absent:
- Guests: Gregory Bazoin, Chris West

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

Director Eric R. read our school Mission.

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

No public comments.

B. Preliminary Matters, 6:05 p.m.

B1. Approve Minutes from Prior Board Meeting ([12/14](#))

MOTION: Director Eric R. moved to approve the minutes, Stephane C. seconded.

VOTE: Unanimously approved.

B2. Call for Late Additions to Agenda

There were no changes to the agenda.

B3. Approve Meeting Agenda

MOTION: Director Beau B. moved to approve the agenda, Eric R. seconded.

VOTE: Unanimously approved.

C. Board Education, 6:06 p.m.

C1. This month's presenter: Ashley Haas

C1.1. Topic: Governing for Greatness ([slides](#))

- Risk Management - monitoring of policies (compliance with the policies in practice) recommended.
- Financial Health
 - Unrestricted cash on hand recommendation: 30-60 days (we have 72)

- Liquidity (current ratio) recommendation: 1.1 ratio
 - Ratio between current assets and liabilities
- Total Margin recommendation: 3% per year or 3% per year before depreciation expenses.
- Enrollment numbers and their trend
- Reports: Budget vs. actual, Balance sheet, Revenue and expense statements (income or P&L)
- Facilities
 - Should be 9-10% of budget, but 15-17% ok
 - Safety and security are imperative
- Meetings & Minutes
 - Recommendations: Add page numbers to minutes, add a signature to the bottom of minutes, school director reports be written.
- Board Development
 - Onboarding: recommend reading the book in 90 days
 - Meaningful and ongoing development each meeting (at the end)
 - Self-Assessment of the board: book includes 10 assessment questions
- Recommendation
 - Each board member receiving a copy of the book to read
 - Add new metrics
 - Review the self-assessment and potentially incorporate it into our annual retreat assessment.
- Published by the [National Charter Schools Institute](#) and recommended in the past.
- On the CDE website is a school view which provides a snapshot of school data over time.
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Next month's presenter: Beau Bump

Topic: Maybe top 10 recommendations from years as President, but still considering.

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 Policy Review: [IJOA-R](#), [IKC](#)

D1.1.2 - Board Policy Review: [GP3.1](#), [GP3.2](#)

MOTION: Director Eric R. moved to approve the policies on the Consent Agenda, Beau B. seconded.

VOTE: Unanimously approved.

D2. Review [Strategic Plan](#)

- More frequent review. Already reviewed in May retreat (during assessment), and October retreat (strategic planning) traditionally. If we added a work session in January that could act as a mid-year check-in.
 - General agreement to this from all board members.
 - **AI:** Eric R - Add January work session to the Board calendar that includes a Strategic Plan review/discussion.

D3. School Director's Report

D3.1 [Proposed 2022/2023 Annual Calendar](#)

- Liv H. - Will review PSD's calendar changes

D3.2 Staff Update

- Now is the time when staff begin to look at their plans for the year ahead.
- Added a part-time custodian
- Added a staff member for registration and admin assistance.
 - K-3 high demand.
 - 4+ looking typical.
 - Homeschool is looking more filled out.
- Nancy S - We have been lucky that our substitute teacher pool has remained consistent and have been good about showing up. PSD has seen a significant drop in their pool of substitute teachers.

D3.3 Student Update

- Enrollment seems to be looking good.
- Attendance - Doing our best, but taking it day by day because it is a challenge.
 - All PSD schools operate under the district attendance policy, but interpretations seem to vary.
 - Absences for quarantining have been considered excused.
 - What to do when there are a lot of absences is an important question, though most kids are doing ok.

D3.4 Health and Safety

- Mental health is such an important topic right now, both for staff and students.
- Kudos to Nancy on her work to react to changes, absences, and other staff needs.
- Nancy S. - There have been a significant number of absences due to COVID, even as many as 9 out on a single day.
- Intentionally adding fun activities to staff meetings where people can work together because it is really needed under current conditions.

- New COVID guidelines. Our health team meets weekly and they have been working to keep our COVID response page up-to-date.
- Beau B. - Want to thank Nancy and the staff for creating an environment which is obviously contributing to our ability to retain substitute teachers and have them show up when we need them. Please know that you are appreciated for all of your love, dedication, and hard work.

Short 4-minute break, 7:26 p.m.

D4. Committee Updates, 7:30 p.m.

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

- Should have the 2022-23 budget in March to review, to be approved in April or May, before giving to the district.

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

D4.3 - School Accountability Committee Update ([report](#))

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

D4.4.1 – Officer transition timing discussion

- Ashley Haas into President position for SY22-23
- Stephane Cosby has expressed intent to move into the Secretary position for SY22-23.
- **AI:** Beau B. - Include a vote in the February business meeting for the election of officer positions for 2022-23.
- Retreat June 4; Primrose.
 - **AI:** Rachael S. - Book Primrose Studio (1st choice) for the June Board Retreat.
- Election April; need a date
 - **AI:** Rachael S. - Suggest dates for 2022 board elections.
- **AI:** Rachael S. - Add a recruiting section to the upcoming Beat newsletter
- **AI:** Rachael S. - Come up with a proposal for potentially changing the February deadline on the governance page for requirements for the election.
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D4.5 - Fund Development Committee

D4.6 - Policy Discussion

D4.6.1 - Approve location for posting meeting info:

<https://www.mountainsage.org/about-us/governance/>

MOTION: Director Ashley H. moved to approve the location where meeting information will be posted. Director Bryan K. seconded.

VOTE: Unanimously approved.

D4.6.2 - PSD Policy Updates (through 12/14/2021): [Summary](#)

- Discussion regarding who is best suited to own the Policy Discussion section and there was unanimous agreement that Vice President would be a good owner.
- **AI:** Eric R. - Update the job description document for the Vice President to include PSD policy updates as part of the role.

D4.6.3 - Update on Policies: [IGF](#), [IGF-R](#), [IHA](#), [IJ](#)

D4.6.4 - February Board Policy Review: [GP3.3](#), [GP3.4](#), [GP3.5](#)

D5. Scheduling Matters

D5.1 Items of the Month (see [Board calendar](#))

D5.1.1 - Approve calendar for upcoming Calendar year

- A proposed schedule was reviewed during the meeting, but Liv is still waiting on additional information from PSD before wanting to proceed with approval.
- **AI:** Beau B. - Include 2022-23 school calendar approval on February meeting agenda.

D5.2 - Review [Upcoming School Calendar Events](#), Board Member Attendance

D6. Miscellaneous

D6.1 - Board Community Update (online) event discussion

A draft agenda is present on the drive.

E. Closing, 8:30 p.m.

E1. Review Action Items

- **AI:** Eric - Update closing verse for February business meeting to the new staff meeting closing verse.

E2. Call for Final Comments

E3. Move to Adjourn

President Beau B. adjourned the meeting at 8:44 p.m.

E4. 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.*