

Mountain Sage Community School Board of Directors

September Reflective Board Retreat Minutes

September 9, 2023, 9:30am - 4:30pm

Location (In-Person Only) Primrose Studio, 4300 Michaud Ln, Fort Collins, CO 80521

A. Working Session Opening (9:40am)

A1. Call to Order

A2. Attendance & Introductions

Present:

MacKenzie Mushel

Liv Helmericks

Stephane Cosby

Jen Rault

Chris West

Bryan Kimbell

Sara Kathol

Late:

Absent:

Guests:

Troy Wixson

B. Discussion (9:45am)

B1. Check-In (20 minutes)

B2. Board Member expectations & decorum discussion (Bryan) [GP3.5](#)

AI: Schedule training session re sunshine laws and board communication as well as consensus-based decision making model

B3. Presentation on Nancy's **Waldorf 101** (5 minutes, MacKenzie)

B4. [Check in on updated descriptions](#)

a. Reminder to create job descriptions for each committee and role.

AI:

i. [Board President](#) (Bryan)

ii. [Vice President](#) (Jen)

iii. [Secretary](#) (Stephane) ([Secretary notes](#))

AI: [Sunshine list](#) in parent handbook?

iv. [Treasurer](#) & [Finance Committee](#) (Bryan)

Community members and faculty would be valuable as participants in committees such as Finance and Fundraising. Minimum and maximum number of participants may need to be included (done).

- v. [SAC Committee](#) (Mackenzie)

Promote SAC, parent recruitment needed.

Board visibility would help with outreach at festivals.

AI: Coordinate Harvest festival table

AI: edit SAC document

- vi. [Facilities Committee](#) (Chris)

AI: Include Feasibility study in September business meeting agenda

- vii. [Governance Committee](#) (Jen)

AI: [Faculty Liaison](#) position description discussion, evaluate if document is necessary, reference [board member at large](#) doc.

AI: generate liaison document template

- viii. Visioning Committee (Liv/Bryan)

1. Update on member composition
2. Scheduling next Vision Committee Meeting
3. Upcoming Visioning Committee Tasks:
 - a. Organizational Structure Development
 - i. Assistant Director Role, other administrative roles
 - b. Succession planning, School Director

AI: Generate [Visioning committee document](#)

AI: Edit Visioning Committee document

AI: Coordinate Visioning committee meeting schedule

- ix. [Alignment Committee](#) (Liv/ Board President/Faculty Liaison?)

AI: schedule Alignment committee meetings 1-2 weeks in advance of board meetings

Parent circle/community circle meetings may need to change in time and place and structure in order to better meet the needs of the Community.

AI: Gather input regarding community circle logistics to maximize involvement from community

- B5. [Strategic Plan 2023-2024](#) (Board President)

AI: recruit community involvement in work session 10/16.

AI: Include discussion of zoom access to in-person meetings

- a. Review Progress for 2022/23 Year (Bryan & Chris)
- b. Update for 2023/24 Year (Board)

c. Actionable items

LUNCH BREAK, 12:00 p.m. - 12:30 p.m.

RESUME DISCUSSION - 12:50 p.m.

B6. [Metrics Dashboard](#) discussion

AI: Consult Ashley on application of Dashboard

Consider which metrics will serve SMART goals from strategic plan

B7. Points from parent/community letters requiring consensus on response

AI: Consistent with Communication Plan, generate brief, timely video outlining summary of email for responses/state of the school address.

Can be posted on governance page, parent square, link in the Beat

AI: Audit Governance page

a. [Community Comments](#) from Jackie Thiel

i. [Response notes](#)

b. [Parent Agenda](#) Document from Erika Ashauer

i. [Response notes](#)

AI: Import duplicated responses between letters, clean up formatting, and send to board for final approval

B8. Review Board Succession Planning/Officer Positions (Jen)

a. 23/24 year:

i. President: Bryan (last year of Ashley's term)

VP: Jen

Secretary: Stephane (last year per current term)

Treasurer: Bryan (last year per current term)

AI: in upcoming communications, can invite community to finance committee meetings, and specifically call for need for Treasurer position

b. 24/25 year:

i. Open President, Secretary, & Treasurer roles

ii. Last year per current elected term - Chris & Jen

B9. Board Development (Jen)

a. [New training modules](#) from Colorado League of Charter Schools

- b. Waldorf 101 training
 - Consider for on-boarding members**
 - AI: Sara's oath and member agreement**
- c. Work with SAC to develop questions for survey:
 - i. Only changes are the 'timely' questions at the end.
Consider advancing timeline for SAC survey (jan? Feb?)

B10. [Board Calendar](#) (Stephane)

AI: Make [calendar annual checklist](#)

B11. [Meeting Rotation](#) (Stephane)

B12. Update [Board contact info](#)

AI: update [board photo](#)

B13. [Draft Annual Communications Plan for Review](#)

- a. Introduce for immediate implementation
- b. Alignment with strategic plan

AI: link Communication plan to Strategic plan work session

C. Closing 4:00 - 4:30 p.m.

- C1. Review Action Items
- C2. Review [Upcoming School Calendar Events](#), Board Member Attendance
- C3. Call for Final Comments
- C4. Move to Adjourn

*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.*