



## **Board of Directors Board Meeting**

October 17, 2023, 6:00pm at Mountain Song Community School

Minutes

<https://us04web.zoom.us/j/71874817156?pwd=V2c1N1BzeGNNcHJlEV3RsV25PRENSZz09>

*Mission: Mountain Song Community School, as a member of the Alliance for Public Waldorf Education, is a public charter school that utilizes developmentally appropriate holistic education to nurture the body, mind, and heart of each student.*

Attendees: Teresa W., Brooke S., Drew B., Katie H., Chugrad M., Becky M., Jacob C., Ashley P., Adam W.

Absentees: none

Public: Shannon G., Tom S., Christopher H., Jennifer B., Makenzie C., Hannah, Arielle C., Courtney G.

### **6:00 I. Convene Meeting (check quorum)**

#### **a. Welcome/Reading of Mission Statement**

### **6:15 II. Approve Agenda**

6:02 Ashley moves to approve agenda. Drew seconds. Approved unanimously.

### **6:16 III. Consent Agenda (associated items in Meeting Folder)**

- a. Approve Minutes from 9/19/2023 Board Meeting
- b. Acknowledge receipt of September 2023 Financial Report
- c. Approve Minutes from 10/11/2023 Working Board Meeting

6:03 Drew moves to approve consent agenda. Chugrad seconds. Approved unanimously.

**6:25 IV. Public Comment** - The Public Comment period is an opportunity for the public to provide comments, opinions, or observations directly to Board members. It is not intended as a forum for debate or discussion and each speaker is limited to 2 minutes. Protocol prevents board members from addressing speakers or their comments during the public comment section of the meeting. The Board will hear comments and may direct action or follow up immediately or in a separate session as appropriate. Please refrain from personal attacks or the naming of any individuals. Please refrain from airing grievances as grievances require a separate protocol.

6:03 Christopher H- I started with Mountain Song at the beginning of the year, and I'm in love with the school now. The work I have seen from Dr. Woods has been phenomenal and inspiring, and I feel blessed to be a small part of it. She's been a force of nature, doing her utmost to save the school from some very real dangers, left and right. Not to mention the work in grants and funding!

I hope that I am supporting her enough-- that we, as a school faculty and staff-- are supporting her enough. We would never be as strong as we are now without her. Adam- request for TLC updates to Board.

### **6:40 V. Continuing Business**

a. 2022-2023 Audit Report Presentation – Tom Sistare (Hoelting & Company)

6:06 Tom- Audit presentation- tested internal controls- on site and in office. Financial audit- clean/unmodified opinion- what we are looking for. Reviewed fund and government statements. Appreciate work G&G and school staff completed.

b. September 2023 Financials – Shannon Grant (G&G)

6:15 Shannon- reviewed first quarter financials (July-September). Currently being funded for 375 pupils, came in 20 under- will need to strategize and do budgeting work to cover this shortfall. Will be doing reviews. Adjustments to budget from overfunding with happen between January and June. Teresa- met with Andy Denton (CFO from CSI) to work on shortfall. Also creating a taskforce to work on budget deficit. Shannon- looking at CSI and CDE grants, reviewing budget. First revised budget will be presented in December to be approved in January. Chugrad- possible rebate? Shannon will look into this.

c. Executive Director Monthly Report

6:27 Teresa- Charter renewal site visit, CEFCA visit, festival of courage, stone soup harvest festival- kick off to annual fund, Staff members out- had 26 staff out when closed for COVID outbreak, Friday and Monday professional development, new math teacher- doing great, business manager resigned- Teresa, Kim and Sarah taking over tasks- posted position, starting interviews tomorrow, paraprofessional position openings, new website launched, after school care issues- safety and liability- ad hoc committee putting together recommendations- will be requesting help of Board, facilities manager-taking care of many tasks at school, BEST grant- extended time line- main building not renovated until summer of 2025- all project completed in August of 2025. Working around water main line found- looking at redesigning location of new addition. Michelle in contact with Brandon LaChance from BEST grant about contingencies. Special education- 68 students with IEP's and 9 new evaluations- double what we had 3 years ago- working with CSI on navigating this, Kim working on learning antibullying curriculum and will be training staff, parent enrichment night, CSI Board presentation- charter renewal, TLC work.

d. Committee Reports

6:41- please submit to Board folder- indicate if there is anything new you would like to put in email blast from Board. Adam- TLC update- middle school program changes (electives, lockers, dances, etc.) going well, staffing issues- moving workshops to spring, TLC reports to Board, request for TLC to be on SAC (Parent Engagement) Committee, Festivals- fundraisers (Winterfaire and Mayfaire)- divide total across classes- more equitable and easier for future business manager, PD days- line up with Gradalis trainings, teachers and online training, discussed childcare issues-how to meet safety needs and staff/family needs. Ashley- Family Engagement Committee notes in folder.

e. Charter Contract Renewal Progress Update: Site Visit and Presentation to CSI Board

6:53- Teresa- CSI came to speak with leaders, visit classrooms 1<sup>st</sup> -7<sup>th</sup> grades, saw curriculum at work meeting standards and Waldorf philosophy, met with students, parents, teachers, Board. Board presentation- Teresa shared slides and what we highlighted for the school. Waiver applications- some changes needed. Make final decision in January- look at timeline in Charter folder. Should have a completed contract in March/April.

f. Vote to Approve Jacob Castle to the MSCS Building Corporation

7:03 Teresa- Patrick Cush is resigning in mid-December as President. Drew- met to figure out transition- Patrick will train on what to do. Chugrad moves to approve Jacob Castle to the MSCS Building Corporation. Drew seconds. Approved unanimously. (Jacob abstained)

g. Discuss/Approve Updated Grievance Policy

7:05 Brooke- had working meeting- updated language with Tom McMillen's suggestions- clarified process. Ashley moves to discuss/approve updated Grievance Policy. Jacob seconds. Drew- how will

we determine designee? Teresa- typically up to President to choose designee at the time. Brooke- grievance google form- could put a form on website to go to the whole Board or voting Board members only. Discussed different options for submitting grievances. Approved unanimously. Brooke will contact Greg about creating new grievance form for website and submittal.

h. Staff/Board Meet & Greet/Town Hall Updates

7:41 Teresa- Meet and Greet- November 9<sup>th</sup> at 3:45. Board come around 3:30. Board provide snacks- 35-40 staff, with Board- plan for 50. Adam- more formal introductions and meet and greet. Town Hall- email topics/questions before to set up discussions. November 28<sup>th</sup> – ad hoc to help set up: Teresa, Becky, Brooke.

i. Enrollment Update

i. Formation of Ad Hoc Budget Committee

7:54 Teresa- 20 students down (discussed above). Jacob- dedicate committee time- Jacob, Drew, and Teresa.

j. Vote to Approve Unified Improvement Plan

7:55 Brooke- Becky moves to approve UIP. Chugrad seconds. Approved unanimously.

k. Board Training Module

7:57 Brooke- continue to complete monthly training. Katie will email out link.

l. Staff Training Update

7:58 Teresa- 7 teachers going to Gradalis training (Friday, Saturday, Sunday) (see training above).

m. Review Strategic Plan

7:59 Brooke- pulled out goals from Strategic Plan for each committee. Each committee look at goals- know what to keep on top of and report on.

n. Safety Procedures and Results – Update

8:02 Teresa- submitted to CSI- work in progress- BEST construction will change it further. Working on reunification procedures.

o. Audit Approval

8:03 Teresa- acknowledge receipt of audit.

p. Financials "990" Action

8:04 Teresa- have not completed yet.

q. Vote to Approve Updated Restraint and Seclusion Policy

8:06 Brooke- briefly reviewed policy. Ashley moves to approve Updated Restraint and Seclusion Policy. Becky seconds. Approved unanimously.

r. Action Item Review

8:10 Brooke- reviewed and updated action items.

7:30 **VI. New Business**

a. Policy Creation for After School Facility Use and Childcare

i. Formation of Ad Hoc Committee

8:14 Brooke- discussed after school childcare issues. leeda- created committee on staff side to research approaches. Brooke reached out to CSI for direction. Ad Hoc committee to help create policy- Katie, Becky, Chugrad- work with TLC.

8:00 **IX. Adjourn Meeting**

8:32 Jacob moves to adjourn the meeting. Ashley seconds. Approved unanimously.

**Upcoming Dates Review**

a. Upcoming MSCS Staff Meeting: Wednesdays 3:30-5:00 pm

- b. Next Board Meeting: November 21st, 2023
- c. Parent Circle Meeting:
- d. Governance and Policy Committee: 4<sup>th</sup> Monday at 4:00 pm
- e. Family Engagement Committee (SAC):
- f. Fundraising Committee:
- g. Executive Director Support and Evaluation Committee:
- h. Executive Committee:
- i. Finance Committee:
- j. DEI/Multicultural Committee: