



## Board of Directors - Regular Monthly Meeting

April 17, 2014 6:00 – 8:00 pm

2904 W. Kiowa St., Colorado Springs, CO 80904  
Room #20 on lower level

### MINUTES APPROVED on May 15, 2014

1. Call to Order – 6:00pm
2. Roll Call – Rita Issagholian, Raj Solanki, Laurie Ristig, Eva Manz-Jackson, Kim Armes, Marty Schneider, Melanie Chadwick, Sandra Johnson-Benning, Mike Galvin, Jeremy Tackett, Sarah White, Angela Wolcott, Laura Hassel, Molly Orendorff, Kara Hamby, Melinda Murphy, Prairie Adams, Linda Johnson.
3. Approval of March 20, 2014 Minutes – *Motion to approve the March 20, 2014 minutes as written. Motion: Raj Solanki, 2<sup>nd</sup>: Marty Schneider. Motion passes.*
4. Public Comment - none
5. Operational Business
  - a. Director's Report
    - i. Enrollment update and process – Sarah presented a handout covering spaces currently filled and projected enrollment for 2014/15. With new hires, we need to ensure that their children will get priority enrollment. Policy needs to be specified regarding whether PT employees have priority enrollment for their children. Sarah would like to get confirmation from currently enrolled students in order to get a good headcount, and let wait-listed families know if a space has opened up.
    - ii. *Motion to clarify the enrollment priority for teachers. Priority enrollment for children of staff will be limited to FT to .5 FT non-substitute staff. Motion: Rita Issagholian, 2<sup>nd</sup>: Marty Schneider. Motion Passes.*
    - iii. Programs to discuss (subject to vote)
      - 1) Parent Child program – Linda discussed the new proposed budget (see handout), adding a summer session and a Saturday class.
      - 2) Full day kindergarten – tuition discount for returning kindergarten students.
      - 3) Develop before-care program that mirrors the after-care program. Laura is moving breakfast into the gym next month in order to work out the kinks for next year. Before-care would take place in the gym, with breakfast served, and activities for the kids.
      - 4) Food program – program & personnel changes. Laura would like to take over Games and remain as a consultant/supervisor with the food program. Grant revisions have been submitted, so as soon as CDE approves that, we will purchase new kitchen equipment. Feedback regarding the food co-op has been wonderful. We have gotten approval to add EBT

and SNAP to the co-op (still working with WIC). Hopeful rollout date is May 1<sup>st</sup> with a test run. We can use our lunch ordering system for parents to make purchases.

iv. Personnel

- 1) Hiring update – We are receiving applications for director every day. Hiring committee has met and is in the midst of both director and class teacher applicant evaluations/demo teaching.
- 2) Status of offer letters to current staff for 2014-2015 – Jack has been presented an offer letter for his development work. The school custodian’s contract has been amended to include summer maintenance. The Eurythmy teacher has resigned, and we do not intend to replace that position in the near future. An additional PT person will be brought in to help with challenging student behaviors. Angela is creating the offer letters for all other returning teachers.
- 3) Health Benefits - Costs will go up about 25% next year. The current policy gives those who opt-out the option of receiving a FSA in the amount the school would have paid for insurance. We also cover the cost of the entire policy. We need to decide how we can alter current benefit policy in order to make up for the increase in cost and ensure our staff is still covered. Offer letters should be edited accordingly.
- 4) PTO policy – revisions are being made to timelines.
- 5) Summer schedule for faculty and admin staff – The new master schedule for 2014/15 is being compiled.
- 6) Hybrid program – One of the Mountain Song parents has connected us with an opportunity to apply for funds with a local philanthropic organization to cover the entire cost of the hybrid program for all participating teachers! Jack is meeting with and presenting to them tomorrow.

- v. Budget (Operating and Grant) update – The budget through March was disbursed and discussed, as was the budget for next year (see handouts). Everything is on track.

b. Committee reports

- i. Facilities Committee – Executives from Gold Hill Mesa were in town in early April, were given information about our school, and are excited to consider having us at their location. They will be returning in May, and we have invited them to come tour our school at that time.
- ii. Finance committee / Treasurer
  - 1) Recommend CPA firms for audit and tax preparation – proposals are being submitted to us next week.
  - 2) 2014-2015 budget timeline – Budget should be ready for review by next month.

- 3) Finance committee still needs to review and approve internal controls.
- 4) Streamline bookkeeping and billing of programs – Angela is interviewing bookkeepers.

## 6. Board report and action

### a. Vote

- i. *Motion continue the Parent/Child Program with a Saturday class and a summer session. Motion: Laurie Ristig, 2<sup>nd</sup>: Raj Solanki. Motion passes.*
- ii. *Motion to establish a robust before care program with a breakfast, which will replace the current breakfast program. Motion: Raj Solanki, 2<sup>nd</sup>: Rita Issagholian. Motion passes.*

- ### b. Priorities for Director qualifications – Waldorf alignment, director experience, charter school leadership/knowledge of school structure and procedure, NVC (compassionate discipline approach), teaching experience, advocate for the teachers, PR capable as the face of the school, problem solver, emotional stability, a learner/creative, a listener, collaborator not a dictator, willingness to do Waldorf training (if they aren't trained already), consistent good judgment.

- ### c. Board evaluation – Eva, Laurie, and Raj will put together a board evaluation form for May.

### d. Board Candidates for term beginning 7/1/2014

- i. Returning board members – Raj, Eva and Rita will be returning next year. Marty is undecided and will let us know at the next board meeting. All other board members have continuing terms.
- ii. Current applications – 2 current applications, with four others interested. We will interview candidates and vote them in no later than June.
- iii. We need to recruit additional candidates from the community at large.
- iv. *Motion to keep the evaluation process to include interviews, conducted by the President, Vice President, or designees, closed. Motion: Raj Solanki, 2<sup>nd</sup>: Rita Issagholian. Motion passes.*

### e. Status of online board training -

- i. 26 modules completed; modules 27, 28, and 30 remain
- ii. We will meet on May 10<sup>th</sup> at 1pm to present modules, and for Mike to facilitate discussion on allocation of duties/authority between board and administration.

## 7. Adjournment

### a. Remaining Board meetings:

2014 - 5/15, 6/19

- ### b. Motion to adjourn. Motion: Raj, 2<sup>nd</sup>: Rita. Meeting adjourned at 9:20pm