

Mountain Song Community School

Board of Directors - Annual Retreat

Location: Penrose House, 1661 Mesa Avenue, Colorado Springs

Sept 14, 2019

Minutes

Attendees: Teresa W., Scott D., Hilary H., Tina H., Sarah K., Dan K., John Brenza, Aubrey F.

Absentees: None

0830-0845: Set up and check in - Scott/Bill

Please use this time to do all last minute items prior to the beginning of the retreat.

Silence all cell phones, use the restroom, get a drink, etc.

Convene: 8:50

0845-0900: Introductions - Lead: Tina

09:00-10:45: League of Charter Schools Training - Lead: John Brendza

Legal Responsibilities

Board Roles & Responsibilities

Financial Oversight

8:57 Introductory Governance Training

Legal

Basic

Financial

Charter schools don't get closed for bad student performance; they are usually closed due to bad finances and bad governance on part of BOD. Example: Board never got traction - revolving door; Board not paying attention. Successful: BOD: very clear on work and strategic priorities; right head of school. Goals on an annual basis. Strat plan to guide them; priorities on annual basis. Alignment of vision and action. Everyone knows what the vision is, what they're working toward. 350-ish enrollment is "sweet spot".

Charter school Boards held to the same legal account as public school boards. Have to behave the same way. All have to follow the same legal requirements.

Review of "Legal Responsibilities of Charter School Boards".

Parent/Board member companies doing business with the school is not illegal, but must be ethically decided.

Open Meetings: Two individuals is a private conversation. Three or more discussing school business is an open meeting that the public may join in.

Notice meeting vs non-notice meeting. Voting sessions are the only one that MUST be posted. Posting working session notice not necessary but a good idea. Missing one or two not critical but don't make it a habit/pattern.

Put "executive session (if needed)" on every agenda. AF: D11 does it all the time. Executive Session: 8 Reasons to hold executive session (see page 5). No Votes in Exec Session. No straw polls - okay to ask everyone to state their position. Phone calls between individuals are not public record. Notes are public record. Don't ever put personnel discussions in an email. You can charge for requests for public records. Fees posted on web site and in policy (what policy?) CSI Board is an appointed Board. Everyone should have copy of the contract and read it once a year. Make sure Aol and by-laws must align.

10:00 break

Basic responsibilities

CSI will ask for annual HeadofSchool (HOS) review. Senate Bill 191 defines HOS evaluation requirements.

Vision: where we want to be in 3-5 years

Mission: why do we come to work everyday.

System for bringing new Board members on. Include Aol, ByLaws, Grievance policy, conflict of interest in recruiting. Grievances: set a time limit.

How do we deal with historical documents? Current Board may not have authority to look at details of old grievances - just outcomes.

Beginning of school year Review: contract, Bylaws

TW: Charlotte Danielson - teacher evaluation approaches (also Madeline Hunter). (CSI has a leadership eval template. Get from TW.)

Board Committees

Financial record posting: Budgets, Salary schedules, Audits, It's on the website (DK manages). Each committee should create and report an Annual Action Plan.

PC: Need to formalize purpose. PC should be a board-sanctioned Board committee with a sanctioned purpose. Board needs to create the PC reporting structure. PC officially sanctioned Board committee.

JB: Development Committee should probably be its own 501(c3) organization for capital fundraising. It's a foundation. Can sell naming rights.

10:45-11:00 - BREAK

11:00-12:30 - League of Charter Schools Training - Lead: John Brenda

Building a Strategic Board
Board Committees

12:30-12:45 PM - Lunch (Working Lunch)

12:38 Facilities: Investigate BEST grant for facilities. 400 kids can fit into 20,000 sq ft
Need developer/realtor on the Board - target 25K-40K sq ft

12:45-1:15 PM-League of Charter Schools Training-Lead: John Brenda

Strategic Planning-Identifying the Boards Strategic Priorities for 2019-20
Capital Campaign/Fundraising

Appeal to local contractor for help. Board composition - non-parents – to support New School effort:

- Realtor
- Developer
- Banker
- Lawyer

How are we going to let the community know this is happening? Facility planning a regular agenda item discussion.

Board should be monitoring the Strategic Plan.

1:15-1:45 PM - Strategic Plan Discussion - Lead: John/Scott
Future Facility Needs

1:51 Who's going to do what when?

First decision: What's happening with Futures-Development committee: SD: brief into Strat Plan

Start charter renewal in Spring of next year

ByLaws rewrite: Make sure ByLaws are aligned with Aol - pay \$120 to change Aol (Aol trumps ByLaws). Can download Charter renewal application right now.

JB: bullet points for communication

1:45-1:50 - BREAK

1:50-2:10 -Board Secretary - Lead: Bill

Board training

Board recruitment

Not Addressed

2:10-2:30 PM -Board Development- Lead: Aubrey

Fund Development Plan & Calendar/Schedule (of events and meetings) for SY2019-20
Expectations of Board Members

Not Address

2:30-2:55 PM - Board Overview Items/Farewells - Lead: Tina/ELT

Board goals

Terri at CSI recommended homeschooling partnership with Luis Valley. 20 students - a "satellite" school/campus. A lot of positives to this..

2:55-3:00 PM - Clean up/Depart

Adjourn: 2:55

New Action Items

- (1) Develop Elevator Speech for Facilities status/plan for ELT and BOD. Actionee: TDB. Due: TDB
- (2) Managing Historical Documents – contact Eric Hall. Actionee: Bill. Due TBD.
- (3) BOD sign BOD Membership agreement. Actionee: Bill, Tina. Due: 9/17.
- (4) Find/Archive past Board membership agreements. Actionee: Bill. Due TBD.
- (5) Role descriptions and handbooks for BOD officer positions. Actionee Bill. Due: TBD.
- (6) Leadership Evaluation Template – obtain from TW. Actionee: Tina. Due: TBD
- (7) Contact contractor about support BOD: Actionee: Hilary. Due: TBD
- (8) Request Jenifer Barnes to lead the ByLaws rewrite. Actionee: Aubrey. Due: TBD
- (9) Formalize facilities bullet points for School Communication about Facilities plan. Actionee: Aubrey. Due: TBD

