



Board of Directors - Regular Monthly Meeting

November 21, 2013 6:00 – 8:00 pm

2904 W. Kiowa St., Colorado Springs, CO 80904

Room #20 on the lower level

MEETING MINUTES APPROVED ON 01-16-2014

1. Call to Order – 6:00pm
 - a. Board exercise
 - b. Roll Call – Neah Douglas, Laurie Ristig, Raj Solanki, Sarah White, Sandra Johnson-Benning, Rita Issaghlian, Patrick Cush, Kim Armes, Marty Schneider, Bradley McCullough, Christa Valdez, Melanie Chadwick, Shelly Allen, Chris Allen
 - c. Read Mission and Vision Statements
 - d. Public Comment - none
 - e. Approval of October 17, 2013 Minutes – Motion to approve the minutes with the revision of Kim Armes' name correctly spelled. Motion: Marty Schneider 2nd: Raj Solanki. Motion passes.

2. Operational Business
 - a. Treasurer's Report
 - i. Update on budget and actuals – The budget is coded into ALIO. Neah distributed a handout covering expenditures YTD. The board will vote to approve the adjusted budget at the next board meeting.
 - ii. Internal Controls – Late payment policy is complete, and purchasing controls policy is being created. The board will vote to approve when the policies are completed and the board has had a chance to review them.
 - b. Director's Report
 - i. Fundraising - Annual appeal underway – After one week, we are close to 40% school-wide participation. 100% Board participation is requested.
 - ii. HR –Sarah White has been promoted to School Performance Manager/Registrar. Jack Roberts was hired as the Games and Movements Teacher. The substitute list is growing by two. Strings teacher has been interviewed. Neah wishes to hire a music program director as well as a violin teacher, both part-time. Budget adjustments may need to be made to make the program work. Interviewing for handwork teacher and assistant. Pedagogical Chair/Director (PT) – Prairie Adams is a highly experienced and approachable candidate being considered for this position. Consideration for compensating

Christa Valdez for working as interim pedagogical chair is being made (see handout).

- iii. PTO for faculty/staff – Revised copy (see handout) includes changing PTO from 5 to 7 days each fiscal year. Summer break special teachers number of weeks off have increased to seven from six weeks off. Grades teachers who are not Waldorf Certified will be required to have additional professional development. This will not count as one of the weeks off for the summer. Board will vote on this issue next month. Final revisions will be distributed to all board members in advance.
- iv. Parent Handbook - Two to three board and staff members will revise the Parent Handbook, and changes will be reviewed at an upcoming board meeting.

c. School Committees

i. Facilities

- 1. Buena Vista will be presenting to the D11 Board to expand to include a middle school December 11th. There are no facility updates regarding their interest in using Whittier.
- 2. Plan working session – strategic planning for facilities is dependent on the school’s overall strategic plan. The board needs to schedule a board retreat to work on its strategic plan.
- 3. One angel investor has been identified over the summer, also Lyda Hill has done a lot of philanthropic work and is connected with several MSCS community members.
- 4. We will schedule a work session for January to do strategic planning for Facilities. Community members will be welcome to attend.
- 5. Classroom Furniture – Cubbies and library furniture are in. Facilities Committee will follow up on Michael Budler assisting to finish furniture and build supports for tables.

ii. Other Committee news – Grian McFadden will chair the Preschool Committee. The first meeting is scheduled for December 2nd. Parent Enrichment Committee

- d. College of Teacher’s Chair’s Report – Some concern has been voiced about the PTO summer schedule. Grandparents Day was wonderful. Teachers are excited about the new hires who will help with teacher workload. Teachers feel it’s valuable to have a teacher representative at Parent Council meetings. There are concerns about parents planning festivals and adult education without staff involvement or feedback.

3. Board News and Training

a. Online board training by Sandra

- i. Board Relationships – Doing board training together is important. New board members need orientation training so we all understand our roles and agreements. Put decision making in the context of what’s best for the students

- ii. Pitfalls to Avoid - When we fail to step from the transition from founding to governing board, we can suffer from micro-managing of the day-to-day school activities, or from backing off too much. Knowing our roles as board members helps us to avoid these pitfalls. Board members should refrain from speaking on behalf of the board when speaking to parents. Indecision, personal agendas, overdependence on the administrator, financial mismanagement, lack of policy infrastructure, lack of institutional memory, and ignoring board dysfunction are all pitfalls that the board needs to avoid.
- iii. Sign up for remainder of board training modules
- b. Board Continuing Development Webinar (12/6/2013 @ 9 – 12 noon) Melanie Chadwick will register by 8 am on Wed., 12/4/2013 at <http://www.surveymonkey.com/s/XLP8T3B>

4. Adjournment

- a. Remaining Board meetings:
Marty requested that we change the date of this board meeting, as he and Raj have other obligations. Rita has suggested we skip the December meeting as we only need to meet ten times per year. Motion to cancel December's board meeting. Motion: Raj Solanki. 2nd: Martin Schneider. Motion passes.
Remaining Meetings:
2014 - 1/16, 2/20, 3/20, 4/17, 5/15, 6/19
- b. Motion to adjourn. Motion: Kim Armes. 2nd: Sandra Johnson-Benning. Motion passes. Meeting adjourned at 8:28pm