

Mountain Sun Community School Board Meeting Minutes

June 6, 2017

Open Session

5:45-7:30pm

Claudia's Office

Members Present: Michael, Dilshad, Jennifer, Claudia, Mary, Melissa, Joy, Lauren

Dilshad chaired the meeting and Jennifer recorded minutes.

Check in

The board members took a moment to reflect upon some things at school that were done successfully this year.

Minutes Approval

The minutes for March and April were approved with edits. The May meeting was cancelled.

Strategic Plan Check-in

- Lauren mentioned that Wendy was heading up community events. She sought volunteers for someone to head this up due to Wendy leaving the board. Dilshad is seeking a head for a parent volunteer organization who may be able to lead this.
- Tuition and remission policies are done.
- New trails on campus—trying to have the new trails mapped by August
- Identifying garden space is done and will be worked on next school year.
- Michael will research Montessori training for teachers for next school year, with an eye towards bringing in someone to do in-house trainings.
- Risk management plan will be done during the summer.
- In the past year, staff has identified what is needed for outdoor gear, and Kayla has helped identify many organizational discounts.
- Board manual will be completed and printed by August.
- The faculty manual—Michael hopes to have a draft by August
- Executive Director job description –there is a draft available and will be finalized by August.
- Michael will work on the ideal administrative structure in winter of next school year.
- Fall 2017—
 - widening demographic research—Kayla and Melissa to help Michael
 - Research into a toddler program—Dilshad, Joy, and Mary will work on this—following the model that was used for Middle school research—looking at reporting back by November
 - The new website is online and continuing to expand. Michael hopes Kayla will continue to work on that through fall. Melissa wants to help with this.
 - Joy and Michael are talking about plans for a 10-year anniversary party.
 - Research into accreditation will occur over the next school year.

Approve final Bylaws

The bylaws were approved as written.

Approve non-discrimination statement to publish

The Non-Discrimination statement was approved as stated below.

- Mountain Sun Community School does not discriminate on the basis of race, color, sex, national or ethnic origin, sexual identity, gender identity or religion in its educational, admissions, governance and hiring policies and practices.

Approval of Whistleblower Policy

The Whistleblower Policy was approved as stated below.

Whistleblower Policy

This policy outlines a procedure for employees, board members, or volunteers of the organization to report suspected or actual occurrence of illegal, unethical or inappropriate behavior or practices without retribution. This policy defines a Whistleblower as any person making such a report. This policy applies to any matter related to the business of the school and not to private acts of individuals not connected to the business of the school.

- If an employee, board member, or volunteer has a reasonable belief that there has been a violation of laws, regulations, or ethics, this person (Whistleblower) should promptly report this information to the Executive Director. If the Whistleblower is uncomfortable reporting this to the Executive Director, he/she must report the information a member of the Board of Trustees.
- All reports must be promptly reviewed, investigated, and/or resolved, striving to keep the identity of the complaining individual confidential.
- Crimes against person or property should be immediately reported to law enforcement personnel.
- The Whistleblower will receive no retaliation or retribution for reports made in accordance with this policy and in good faith, without malice to intent to damage an individual or the organization.

2017-18 preliminary budget discussion

- Current enrollment agreements are at 72, 8% up from last year.
- Salary expenses are up 25% after adding an additional teacher.
- Michael would like to keep Kayla on as a communications coordinator next year so that Michael can “support teachers and generate revenue.”
- Michael really wants \$1500-3000 budgeted to make a video for recruitment and fundraising.

Executive director report

Personnel matters

- Michael hopes to have more teacher/staff collaboration time next year
- Five teachers completed the Orton-Gillingham training to learn to address special needs more effectively.

Parent/staff feedback with a pulse on the community

- The survey had a low response rate. Parent responses were positive.

Recruitment/retention update

- Several families are leaving the school and will not reenroll next year. Michael says families are not generally leaving due to unhappiness with the school--a few were financial difficulties, several going back to home schooling, some special needs students.
- We have retained more students into kindergarten than in past years.

Outreach - community appearances, newspaper articles

- Michael is doing Early Childhood Initiative.

Fundraising update

- TAG is scheduled for March 17 with a 5K family fun run in conjunction with BANFF film festival

Finances

Michael is happy to report one of the best year-end cash flow updates in the history of the school.

- There is no past due tuition for the current school year.
- Paid off \$23,354 in debt this year.
- We have \$9,772 cash in the bank at the end of the school year.

Meetings and new members

- Harvest has resigned and we need a new mission advisor.
- Dilshad is considering new members to replace Harvest and Wendy.

The meeting continued into closed session.

The meeting came back into open session.

Decision on Tuition Contracts

The board decided that families will consider releasing families from tuition contracts under special circumstances such as:

- when medical issues arise with a student that prevent the school from being able to serve the student.
- when the student has educational needs that the school can not accommodate.

The meeting ended.

