



## **January 13, 2013 Board Meeting**

6:00 – 7:30 p.m.

Grace and St. Stephen's Episcopal Church, room 215  
601 N. Tejon

### **6:00 – 6:05 Public Comments**

### **6:05 – 6:15 Timeline Review**

Assigning 'Leads' to areas of focus for our Aug. 21<sup>st</sup> opening!  
Do we need to establish new committees?

### **6:15 – 6:17 Enrollment/Lottery/Founding Families**

- Founding Families – 100 hours by 03/01/13 (Who will be getting last FF spots)
- Lottery – hand-draw, or does someone want to look into FREE software, or another method that would ensure complete randomization?

### **6:17 – 6:27 Site**

Site and preparations for permitting, etc. (Stephanie Fernyak and Jeff Evans)  
D11 says they will announce what buildings will be available to us on Feb.6<sup>th</sup>.  
We must be within D11 boundaries, to use buildings in other surrounding districts we would first have to apply through them b/c they all have exclusive chartering authority.

From timeline (4<sup>th</sup> quarter 2012):

- Site i.d. by 02/22
- Lease by 04/26

### **6:27 – 6:30 Hiring Committee and Process**

First Meeting: Tue. 01/15/13 6:00 – 7:30 p.m. at Grace  
Confirm committee members, review process, decide on Interim Director

### **6:30 – 6:35 Assessments** – discussion on reducing now that we could

### **6:35 - 6:37 Preschool – Establish a committee to manage**

Christina Meyer, director of a Reggio inspired school, has contacted me and offered to help with our Preschool Committee to ensure that we have everything in order: *in order to be licensed by mid August we will need to have a health dept visit, and fire inspection mid-to-late July and then a licensing early August. The paperwork has to be filed at least 90 days prior to the requested visit date.*

### **6:37 – 6:45 School schedule**

Can we start a little later than 7:35 (if having breakfast) and 8:10 (no breakfast)?  
The dismissal time would have to be later but let's consider a start time of 7:50 (if having breakfast) and 8:25 - 8:30 arrival (not having breakfast), then the dismissal would be 3:15

### **6:45 – 6:50 School Security – Establish a committee to review**

How we will secure against an 'outside attack'

What will the building offer by way of security?  
If it's a D11 building what security infrastructure will there be?  
Developing security policy, procedures and guidelines

**6:50 – 6:55 Foreign Language**

Spanish + German? Spanish + Mandarin? Ideas and discussion...

**6:55 – 6:58 Colorado League Conference and 6th CO League Grant (Governance Training and Conference)**

February 21/22 (Thursday/Friday)

The League will pay for our attendance: 2 people total

**6:58 – 7:02 Mountain Phoenix Waldorf Conference**

February 17-19<sup>th</sup> with Eugene Schwartz and Rainbow Rosenbloom

**7:02 – 7:10 Fundraising – is there something we can do to raise a little cash \$1,000??**

\$120 – monthly fees for 5 months of Survey Monkey - our Enrollment form (\$24/mo)

\$125 – hotel for CO League of Charter Schools Conference (*Neah trying to stay with friend*)

\$400 – Conference admission for 2 more board members at League Feb. conference

\$50 – gas for League Conference

\$215 – Alliance for Public Waldorf Education Conference Fee (Neah – January)

~~\$300 – Airfare to CA – (Neah using Jed's miles)~~

\$80 – 2 night stay for Neah at Public Waldorf Education Conference

\$30 – Ground transportation for Neah at Public Waldorf Education Conference

**7:10 – 7:12 DOE Start-Up Grant – Neah to have in for review 02/01/13**

**7:12 – 7:15 Outreach (Elise and Linda)**

From MSCS Application: *Prior to enrolling in the lottery, interested parents/ legal guardians of potential students strongly encouraged to attend an informational workshop. These workshops will be lead by Principal and/or faculty, and will provide an overview of Waldorf as it applies to child development, the academic content of the Waldorf curriculum, and details about MSCS and the enrollment process. Dates, times and places for the workshops will be listed on the MSCS website, local print media outlets, various community calendars and regional parenting blogs.*

January 28<sup>th</sup> 6:30 – 7:30 at Sand Creek Library

February 2<sup>nd</sup> OR 9<sup>th</sup> at Grace Episcopal 11 a.m. – 12 noon (date still to confirm)

February 12<sup>th</sup> 6:30 – 7:30 at Rockrimmon Library

Needed for these meetings: Greeters, Flyer posting...?

Elise and Linda should read through the Xcel timeline over all of the outreach surrounding the lottery process and act on those tasks.

**7:15 – 7:25 Governance/Board Development and Transition (Rita)**

**(Founding Board to review documents ahead of time sent in 01/08/13 email from Rita)**

- selection of governing board members (who intends to serve on the governing board and what class I, II or III might each one fill – we each start with a three year term and, then starting

with the fourth year, a fraction - usually 1/3 and depending on the total size of the board - leaves office and is replaced. So, class I will serve a total of 4 years, class II 5 years and class III 6 years).

- Review (in advance), discuss and possibly approve the governing docs – articles of incorporation, bylaws, conflict of interest policy, board of directors handbook/member agreement (attached)

- Board Training Modules proposed from Jan – Oct. 2013 (ideally, those intending to serve on the governing board will have completed the first 3 modules before the Jan. 13 meeting as I suggested in an earlier email so that we can stay current with the schedule that was proposed). I'm attaching the proposed schedule again.

- Board Waldorf training – when and who

- Discuss briefly the open meetings law

- Whether we feel the need to purchase D&O liability insurance at this time

- Timing of application for IRS tax exemption

- Regular schedule for monthly or bi-monthly board meetings

### **7:25 – 7:30 Closing Comments**

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If there is more time:

#### **Other Board Tasks**

Researching other grant possibilities – especially capacity building: focusing on kitchen/garden/wellness, and art supplies

#### Garden and Food Service

From timeline (4<sup>th</sup> quarter 2012):

- Determine standards & policies for food programs, including use of own produce from school garden (meeting with Food & Safety authorities)
- Prepare detailed budget for different scenarios
- Finalize "food plan" (year one we must have food for breakfast and FRE Lunch)

Neah has asked Beth Gentry, director of 'Bon Appetit Catering' at Colorado College to assist on this committee – she has agreed to help and is waiting to hear from our Food Programs Committee.