



Board of Directors - Regular Monthly Meeting

July 24, 2013 6:00 – 8:00 pm

Mountain Song Community School

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

MINUTES APPROVED ON 08-15-2013

1. Call to Order – 6:02pm

- a. Roll Call - Neah Douglas via phone on speaker, Rita Issagholian, Sarah White, Laurie Ristig, Melinda Murphy, Christa Valdez, Kim Armes, Sandra Johnson-Benning, Eva Manz-Jackson, Martin Schneider, Raj Solanki, Melanie Chadwick
- b. Read Mission and Vision Statements
- c. Public Comment - none
- d. Approval of June 18, 2013 Minutes. Motion to approve minutes as-is. Motion: Laurie Ristig. Second: Melanie Chadwick. Motion passes.

2. Operational Business

a. Director's Report

i. Facilities

1. Getting ready to open – Anticipated needs for volunteers are listed on the board in the main office. Raj has set up volunteer parties for Saturdays and Wednesdays. Coordinators are assigned. Volunteers should sign release forms before beginning work.
2. Fire department visit - Evacuation routes need to be developed. D11 will help with this process. There should be two escape routes per classroom. Fire drills will be monthly. Some will be random. We can only have 20% of combustible materials on the walls. Curtains and fabric can be sprayed with flame retardant and tagged. No combustible materials in maintenance areas. D11 will correct lowering the fire extinguishers and a few other small items. Another inspection will take place closer to September after the classrooms are set up.
3. Wall demolition - The wall demo is almost done. Thanks to Gina's husband for his volunteer time!
4. Parking, drop off & pick up plan - Melanie, Neah and Christa have presented 2 options. Considering crossing guard. FC (Facilities Committee) will best option to the board at the next board meeting.
5. Garden/playscape - Both in progress in line with ADA requirements.

ii. Hiring

1. Update on new hires & vacant positions (Google Doc) - Vacant positions include kitchen staff, janitorial, strings, aftercare, handwork, and the business manager. Open positions are posted with the exception of

handwork. Possibility of hiring a games teacher instead of a handwork teacher depending on needs and budget.

2. School nurse - A nurse is needed because we have some students who have specific medical needs. We will need to approve policy regarding specific medical issues, emergencies, etc. Sarah is working on a policy draft and is cataloging lists of student immunizations, allergies, care plans for students with specific needs, etc. Possibility of hiring a PT nurse as a consultant.
 3. Janitorial services - FC will review bids from independent janitorial services and present at the next board meeting.
 4. Status of employee handbook - A draft will be ready before the In Service training. Staff and board feedback will be given before it is solidified.
- iii. Enrollment
1. Update - Spaces are available in full-day kinder, first, and sixth grades. All other grades are full with waitlists.
 2. Status of student handbook - Currently being edited. Draft will be ready for review soon. Target completion date is August 11th.
- iv. Music Program - Guitar, ukulele, and violin are the instruments students are most interested in learning to play according to survey results. Music teachers are being considered to teach different levels of skill. Mr. McDermott is offering to teach ukulele. Music program will not start right away due to time constraints in organizing the music program.
- v. In service opportunity - Early August training. George Hoffecker will be here August 7-9th. Board members are encouraged to attend. Charter Application Review - 6pm on August 5th.
- vi. Open house on August 11 - Open house detail meeting August 2nd @ 3pm. Sign-in sheet to track parents who have been given a parent handbook.

3. Board News and Training

- a. Regular meetings from July 1 – June 30 term:
 - i. Motion to have regular board meetings every third Thursday of the month at 6pm. Laurie Ristig motions, 2nd: Melanie Chadwick. Motion passes.
- b. Review and sign Board Member Agreement (available on Google Doc)
- c. Parent Council – We will start the Parent Council and then it will run as an independent entity. Eva has offered to co-chair the parent council for the first year and work on setting up the organization.
- d. Online board training to start in August - The board training modules have been re-vamped. Rita will communicate when we need to begin regular training again.
- e. Committee Development - Committees are set; and it is recommended that we have a board liaison for each committee. Board members should review the committee list and think about where they would like to serve.

4. Adjournment

- a. Next Board meeting: August 15th from 6-8pm at Mountain Song Community School.
- b. Meeting adjourned at 8:02pm