

# MCPM Board of Directors Agenda

*Mission: Mountain City Public Montessori provides equitable access to a high-quality, relevant Montessori education to meet the needs of all students and to strengthen our community.*

*Vision: At Mountain City Public Montessori, we believe all students deserve access to a quality education that affirms each individual and enhances the collective by giving them an opportunity to practice living in and contributing to a more just society.*

| DATE  | MEETING NAME   |
|---|----------------|
| 9/06/2023 - September Work Session  |                |
| <b>ATTENDEES–MCPM Board of Directors</b>  |                |
| <b>Present:</b><br>Wren Cook<br>Dawn Meskil - joined late<br>Lara Lustig<br>Aaron Brumo<br>Stella Plato<br>Jerick Wilson<br>Maegan Brown<br>Jaclyn Farley | <b>Absent:</b> |
| <b>ATTENDEES–Others</b>   |                |
| Brittany Wager - Operations Director<br>Rachael Shaw Marshall - Curriculum Director   |                |

| TIME    | <b>CALL TO ORDER</b>   |
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| 7:03 pm | Called to order by: Wren<br><br>Roll Call<br><br>Quorum (need 5/8): We have a quorum with 7 out of 8 board members present, Dawn will join late<br><br>Reading of <a href="#">Mission</a> Statement read by Maegan Brown<br><br>Reading of <a href="#">Ethics</a> Statement read by Lara Lustig<br><br><a href="#">Pledge to the Earth</a> read by Aaron Brumo |

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|         | Sasha Skau has resigned as a board member to take a staff position at MCPM, we would like to acknowledge her service.  |
|         | <b>APPROVAL OF AGENDA AND MINUTES</b>  |
| 7:09 pm | <p>Wren moves to approve tonight’s agenda. With no amendments, the agenda will run as stated with the possibility of moving around items to account for guest schedules.</p> <p>Wren moves to approve our meeting minutes from our last meeting, 8/16/23. Aaron seconds. With no amendments, the meeting minutes are approved.</p>   |
|         | <b>PUBLIC COMMENT</b>  |
| 7:10 pm | <p style="text-align: center;"><b>If you would like to submit public comments please email <a href="mailto:info@mountaincitypublic.org">info@mountaincitypublic.org</a> by noon on the day of the meeting with a request to speak in person or with text of comments to be submitted to the public record. In accordance with open meeting laws, a meeting schedule with a link to live stream is on our website at: <a href="https://mountaincitypublic.org/our-school/board/board-meetings/">https://mountaincitypublic.org/our-school/board/board-meetings/</a></b></p> <p>No one has submitted for public comment for tonight’s meeting.</p>   |
|         | <b>DIRECTORS SHARE AND SUPPORT</b>   |
| 7:12 pm | <p><b>Curriculum Director</b></p> <ul style="list-style-type: none"> <li>● Good News/Highlights <ul style="list-style-type: none"> <li>○ Our staff has been exceeding our expectations and are meeting the students where they are with love. They are joyful as they come to work each day.</li> <li>○ Our carline keeps getting better and better, our staff has come together to improve the routine.</li> <li>○ The teaching staff and EC Specialist have been very professional and full of respect and clear communication with the families during meetings.</li> </ul> </li> <li>● Personnel Update/Needs <ul style="list-style-type: none"> <li>○ We are in need of a custodian</li> <li>○ We are also looking for a 3rd primary assistant, this was in the original budget and we are bringing it back.</li> </ul> </li> <li>● Open Office Hours <ul style="list-style-type: none"> <li>○ Wednesday at 1 p.m. via Google Meet, will be an open time for discussions and needs. This time is reserved for board and committee needs.</li> </ul> </li> <li>● Family Education Nights: when and how does the board provide support? <ul style="list-style-type: none"> <li>○ Have decided to offer food and childcare</li> <li>○ Staff members are offered the opportunity to offer childcare (for extra pay/hours). Board is able to volunteer for this as well.</li> </ul> </li> <li>● Board Support: What does the school need right now?</li> </ul> |

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|                | <ul style="list-style-type: none"> <li>○ Community Partnerships to fulfill school wants and needs</li> <li>○ Partnerships for fundraisers</li> <li>○ Supervise staff kids during drop off= 7:30- 7:45</li> <li>○ Playground coverage 9:30-12:30 M-F</li> <li>○ Playground Coverage 12:15-1:00</li> <li>○ Lunch Coverage 10:45- 12:30</li> <li>○ Checking/ Ordering/ Organizing Supplies 2 hours weekly</li> <li>○ Custodial weekdays 4-6</li> </ul>   |
|                | <p><b>TRAINING AND DEVELOPMENT OF BOARD RESPONSIBILITIES</b></p>  |
| <p>7:23 pm</p> | <p>Acadia Northstar- Edith Shumate and Michelle Allred</p> <p>We contract with Acadia Northstar, Edith and Michelle are going to share how we can use these financial reports and services.</p> <p>Summary of Acadia Northstar’s services</p> <p>Acadia Northstar Prepares Budgets for Review Monthly</p> <p>Acadia Northstar is happy to attend another meeting in the future when the numbers have been fleshed out more.</p> <p>Questions from the Board for Acadia Northstar:</p> <ul style="list-style-type: none"> <li>- At the end of the first year what is the recommended percentage that we have saved at the end of the year as a contingency? A: As a new school, it may not be possible to keep a large percentage back. If we can do 5%, a certain number of students, or one person’s salary/benefits line – that would be great. A large sum (say 5 million) should be invested rather than sitting in a checking account.</li> <li>- When you have gone into a charter, do you have a period that you have decided to stay on / get started? A: Right now you are a working board that is building and planning, the shift will happen in a few years (timing different for all new schools) of us going from working board to governing board. Acadia Northstar is always here for us, as often as we need.</li> <li>- We are a nonprofit and a charter school. Can you give us some insights on balancing the two? A: You are a public school, you are also a public school, you are also a nonprofit. A traditional public school cannot set its own budget. A public charter has the benefit of being able to shift. As a nonprofit, we are our own entity, we are responsible and we have autonomy. It is a lot of responsibility. Trying to build a team of strong academic and business partnerships of people on the staff and board.</li> <li>- Who files the 990 for us? A: The auditor will file this for us. Acadia Northstar provides all of the info needed.</li> </ul> |
|                | <p><b>DIRECTORS SHARE AND SUPPORT</b></p>   |

8:03 pm

### **Operations and Finance Director**

- Good News/Highlights
  - Received our first report for Acadia Northstar
  - Seeing engaged students and happy Montessori in person!
- Enrollment Report
  - Holding steady at 103, an average of 6 kids absent each day
  - Updates for waitlist:
    - If we allow new students to join off of the waitlist, at this time, that will not change our funding because it will not change our numbers in first 20 days
    - Teachers need to normalize classrooms, it takes 6-8 hours of work to add in a new student
    - We do not currently have a waitlist for 6th grade at this time, but would make an exception for a 6th-grade student because that would help build middle school
- Board Support: What does the school need right now?
  - Classroom Montessori materials
    - We will need another drop of materials in the coming months, and may need to move around budget numbers or fundraise to purchase more / \$25-30k needed
    - Bus updates:
      - Bus Driver needs the bus so that our driver can take his road test
      - We need a smaller bus and those tend to be more expensive and in higher demand.
      - We need a co-signer for a bus loan or about \$25k quickly raised to purchase.
  - Corporate sponsorships

8:15 pm

### **Shared Agreements of the Directorate**

- How do we uplift and follow the lead of the staff?
  - The work of the school is creating the school
  - What does it mean to be a staff-run school? How do we support each other?
- Agreements and process of the directorate (Rachael)
  - How did these agreements get created and what was the process?
    - Directors thought about what they would like the culture to be like and then narrowed that down to 4 ideas and wrote statements. Sarah Brown suggested writing “ we believe and this is what it looks like” statements. After the directors came up with what was non-negotiable, the group came up with additional statements. Everything was compiled and divided by category. The statements were then refined to make sure that everything was represented. Each statement was several hours of work and coming to an understanding of how they wanted to show up for each other.
  - Community Agreements
    - We recognize diverse perspectives and stay mindful of an individual’s multiple roles. This looks like awareness of needs

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|                | <p>and situations taking deliberate steps to be inclusive, and leading with curiosity and kindness rather than criticism.</p> <ul style="list-style-type: none"> <li>■ We recognize our own needs. This looks like self- check-ins, knowing when to prioritize self- care, and communicating our needs with our colleagues.</li> <li>■ We strive to be present for the people we are with. This looks like actively listening, using technology as a tool and being aware when it is a distraction, and practicing self-awareness to notice when we are not present. We acknowledge that being present may look different for different people and in different situations.</li> <li>■ We all share in the care and upkeep of our environment. This looks like taking initiative to address needs, or letting others be aware of the need so they can assist us.</li> <li>■ We practice authentic communication. This looks like being clear, kind, and timely in providing feedback, and using intentional language.</li> <li>■ We honor each other's time. This looks like being on time, starting and stopping meetings on time, being thoughtful of when and how we use each other's time, and respecting our colleague's multiple roles.</li> <li>■ We are modeling lifelong learning and coaching. This looks like making mistakes, challenging ourselves, exploring new ideas, stretching outside of our comfort zones, and admitting when we don't know something.</li> <li>■ We model grace and courtesy with all interactions to create a welcoming atmosphere. This looks like remaining authentic, maintaining uninterrupted interactions with the students as a priority and being intentional with our verbal and non-verbal language.</li> </ul> <ul style="list-style-type: none"> <li>○ A simplified version of these is listed at the start of each agenda for the directorate meetings.</li> </ul> |
|                | <p><b>EXECUTIVE COMMITTEE REPORTS</b></p>   |
| <p>8:27 pm</p> | <p>Chair</p> <ul style="list-style-type: none"> <li>● Gratitude for departing board member Sasha Skau</li> <li>● Weekly meetings with the Directors on Thursdays at 9:00 am. Let me know by Wednesday if I need to add something to our agenda.</li> </ul> <p>Secretary</p> <ul style="list-style-type: none"> <li>● Committee Meeting Times</li> <li>● Board Contact Sheet / Terms / History</li> <li>● Committee Report Template</li> </ul>   |

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|         | <b>OLD BUSINESS</b>   |
| 8:32 pm | <p>Anti-Racism Course with Ian Gibbs-Hall</p> <ul style="list-style-type: none"> <li>● Invitation to staff: need to know by September 14 who is joining</li> <li>● Details about timing: <ul style="list-style-type: none"> <li>○ We will have access to materials on Sept. 15</li> <li>○ Ian will be available for questions and as a resource, as we move through modules</li> <li>○ This opportunity will be shared with staff (Rachel will share the overview and find out from staff who wants to join)</li> </ul> </li> <li>● When to meet</li> </ul> <p>Strategic Planning continued work</p> <ul style="list-style-type: none"> <li>● Community Engagement, Development, and Facilities Committees identify what you need to know and who to contact to get that information by October work session</li> <li>● By the October Work Session (first meeting in October), these committees should have an update to share with the board. Identify what you need to know and who to contact to get that info in order to move forward with the strategic plan.</li> <li>● Wren will plan to touch base with each committee to offer support.</li> </ul> |
|         | <b>NEW BUSINESS</b>   |
| 8:38 pm | <p><b>New Legislative Bills</b></p> <p><i>Mountain City Public Montessori Board of Directors stands by our mission and vision to affirm each person—students, staff, and families. As we navigate new legislation and policies that impact public schools, our first duty is to create and maintain a safe, just, and inclusive environment for our school community to grow and flourish. We look forward to engaging with our staff, families, and the wider community as we learn more.</i></p> <p>Information on the <b>August 2023 Legislative Bills</b></p> <ul style="list-style-type: none"> <li>● What are the bills?</li> <li>● Which committees/groups will explore each bill?</li> <li>● We will gather feedback from our community</li> </ul>  |
|         | <b>COMMITTEE REPORTS</b>  |
| 8:58 pm | <p>Communications and Marketing</p> <p>Community Engagement</p> <ul style="list-style-type: none"> <li>● Supporting Aftercare partners email - please respond to the email Jerick sent about board contributions</li> <li>● Celebration: International Day of Peace? September 21</li> </ul>  |

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|         | <ul style="list-style-type: none"> <li>○ Can we invite community leaders/families to what the school is planning?</li> </ul> <p>Development and Grants</p> <ul style="list-style-type: none"> <li>● We have a new parent volunteer who will be joining the committee</li> <li>● Auction: <ul style="list-style-type: none"> <li>○ Move Auction Date to Oct 23 - 29</li> <li>○ Auction Asks</li> <li>○ Email Draft for asks – please edit to personalize and add your MCPM affiliation, business connection, and/or specific request</li> </ul> </li> <li>● Sponsorship deck was shared with the full board for feedback/edits</li> </ul> <p>Facility</p> <ul style="list-style-type: none"> <li>● As we are planning for long-range growth for the school, we need a way to evaluate (site evaluation matrix) for those opportunities as they arise. The facility committee will bring it to the October work session.</li> </ul> <p>Finance</p> <ul style="list-style-type: none"> <li>● We will be looking at financial documents more, please ask questions!</li> <li>● The finance committee will give a more in-depth report at the regular meeting.</li> </ul> <p>Policy and Board Development</p> <ul style="list-style-type: none"> <li>● Reviewing and processing new legislation <ul style="list-style-type: none"> <li>○ Our attorney has all of the notices available for \$350, if we are interested. We are going to wait and keep learning before making that decision.</li> </ul> </li> <li>● Now have three board positions to fill: still prioritizing BIPOC community connections, finance, and legal</li> </ul> |
|         | <b>ANNOUNCEMENTS</b>  |
| 9:07 pm | Family Education Night: September 13, Rescheduling Chipotle Fundraiser  |
|         | <b>ADJOURNMENT</b>  |
| 9:09 pm | Wren adjourns the meeting.  |

*Approved by the MCPM Board of Directors on 10/4/2023.*