

DRAFT AGENDA

Children's Kiva Montessori Charter School
Board of Directors Work Session and Meeting

Work session and Regular Board meeting(8:00 pm)

Tuesday, August 22, 2023 · 6:45 – 9:30pm

Time zone: America/Denver

Google Meet joining info

Video call link: <https://meet.google.com/rod-qjzb-and>

Or dial: (US) +1 620-412-8892 PIN: 406 415 084#

- I. Work Session: 6:45 PM
 - a. Connection Circle (Jolene)
 - b. **Volunteer for next Connection Circle(TBD at meeting)**
 - c. Strategic Plan
 - i. [Organizational Sustainability: Finance and Facilities](#)
 - d. Work Session and Meeting days/times confirm
 - i. District calendar
 - e. BOD training
 - f. BOD transition
 - i. New Members
 - 1. Susan Miller, transition to full member?
 - 2. Sarah Collins, nomination
 - 3. Susan Fryhover
 - ii. Officers

II. Call to Order (8:00 pm)

III. Roll Call

Vision: *Children's Kiva Montessori School is a place of vibrant and joyful learning where students are immersed in academic, emotional, and social growth on their way to becoming kind, confident, and engaged members of their communities.*

Mission: *Children's Kiva Montessori School builds a strong foundation for children. We challenge students through integrated curriculum; we work in supportive and engaging environments; we collaborate with one another; we embrace diversity; and, we explore our passions.*

Montessori Moment – Lurleen

Volunteer for next Montessori Moment (TBD at meeting) -

- IV. Approval of Previous Minutes (8:10pm)
 - a. Annual and Regular Meeting July 25, 2023
 - b. Special Meeting August 1, 2023
- V. Motion to Adopt Agenda

- VI. Community Member Forum: Community members may use this time to speak to the board; three minute time cap please. For discussion(s) that may take more time please email the board at bod@kivacharter.org.
- VII. Staff Comments: three minute time cap please. For discussion(s) that may take more time please email the board at bod@kivacharter.org.
- VIII. Reports/Discussion: (8:20)
 - a. Finance Committee - Jolene and Natasha
 - i. Report
 - ii. CKBC
 - b. BOD *Interim* President - Alexis
 - i. Board Oaths, Agreement, Conflict of Interest documents
 - ii. Bank resolution
 - c. Individual BOD Reports
 - i. This is a time for BOD to report any outside networking, celebrations, questions or requests
 - d. Head of School - Lurleen
 - i. Report
 - ii.
 - e. Additional Committee Reports
 - i. HEC Report
 - 1. Exit surveys
 - 2. HOS Goals
- IX. Actions (9:00pm)
 - a. Board Member Nomination: Sarah Collins
 - b. Board member appointment: Susan Miller
 - c. Approve Strategic Plan
- X. Master Calendar(this month and remaining from previous months) (9:15)
 - a. August
 - i. Continue Enrollment and new registration(HOS)
 - ii. Staffing Review(HOS)
 - iii. Testing Calendar(HOS)
 - iv. Approve Communication Pathways(HOS)
 - v. Approve HOS Evaluation tool(HEC)
 - vi. Charter Renewal(HOS)
 - vii. Financial Statements updated to Audit(FD)
 - viii. Audit and Financials Uploaded(FD)
 - ix. Review Goals from Staff(SAC)
 - x. Audit is Complete(FD)
 - xi. Initial Billing to Families(FD)
 - xii. Employee Goals and 360 schedule(HOS)
 - xiii. Welcome Letter to Families(HOS)
 - xiv. Begin UIP Process(HOS/SAC)
 - xv. Elect PTO/SAC officers
 - xvi. All Staff Welcome Back Event(HOS)
 - xvii. Assign Mentor Families(PTO)
- XI. New Business

- XII. BOD Report to Kiva Konnect Newsletter
 - a. In lieu of Kiva Konnect consider a welcome letter from the BOD?

- XIII. Community Member Forum: Community members may use this time to speak to the board; three minute time cap please. For discussion(s) that may take more time please email the board at bod@kivacharter.org.

- XIV. Items for Future Agenda(s) – BOD President
 - a. Master Calendar(next 2 month)
 - xviii. September
 1. Apply for Best Grant (due in November)(HOS)
 2. CLC Conference Early Bird Registration(BDC)
 3. Letter Home regarding Normalization(HOS)
 4. Audit is Complete(HOS)
 5. Visions Ready for Pipeline(BM)
 6. Checklists for Family Check ins(HOS)
 7. Quarterly Check in with Self and BOD(HOS)
 8. Montessori Peace Around the World Event(HOS)
 9. Begin Next Year’s Budget(HOS/FC)
 10. MD&A Written and Approved(FC)
 11. Approve Goals from staff or re-create(SAC)
 12. Evaluate student BOY benchmark testing(staff)
 13. Goals for the Year(PTO)
 14. Letters Home to Families(staff)

- XV. Calendaring
 - a. Upcoming events
 - i.

 - b. Next BOD meetings
 - i. Work Session? 09/12/2023
 - ii. Regular Meeting? 9/26/2023

- XVI. Review all [follow up items](#) – BOD Secretary

- XVII. Adjournment (9:30)