

# DRAFT AGENDA

Children's Kiva Montessori Charter School  
**Regular Board Meeting & Board of Directors Board Retreat**

Saturday, February 10, 2024 · 12:00pm

Time zone: America/Denver

Google Meet joining info

Video call link: <https://meet.google.com/hju-nrhd-pxg>



Or dial: (US) +1 507-556-4074 PIN: 687 249 026#

- I. Connection Circle (Jolene)
  - a. **Volunteer for next Connection Circle(TBD at meeting)**
- II. Call to Order (12:15pm)
- 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 - Jolene**  
**Volunteer for next Montessori Moment (TBD at meeting) -**

- IV. Approval of previous minutes
  - a. 1/25/24 Regular board meeting
- 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 make take more time, please email the board at [bod@kivacharter.org](mailto:bod@kivacharter.org)
- VII. Staff Comments: three minute time cap, please. For discussion(s) that take more time please email the board at [bod@kivacharter.org](mailto:bod@kivacharter.org).
- VIII. Action Items
  - a. Board nomination and election - Susan Miller
    - i. Application in board packet
  - b. Ratification of snow days and delays - 11/13 & 11/14 sick days
- IX. Strategic Plan (12:30pm)
  - i.  Organizational Sustainability: Finance and Facilities
  - ii.  CKMS Strategic Plan Governance Goals edited by Alexis and Cayce 04.20...
  - iii. Create a dashboard so our strategic plan is visible to us more often

- X. Governance (1:45pm)
  - a. Board Self Evaluation
    - i. Sent out earlier this week via email
  - b. BOD training
    - i. Bylaws
      - 1. 📄 Kiva Montessori Bylaws Revised 08.24.21.pdf
    - ii. Handbook
      - 1. 📄 DRAFT Board Handbook
  - c. BOD transition
    - i. Succession planning
      - 1. Alexis Cospier - resigning
      - 2. Jolene McElwain - will resign this summer
    - ii. BOD recruitment
      - 1. Melissa Gould has some paperwork/flyers
      - 2. Where are we at with recruiting new board members?
    - iii. Officers
  - d. Committee structure and participation
    - i.
- XI. Curriculum (3:00pm)
  - a. Common understanding of Kiva's programming
- XII. Enrollment (3:30pm)
  - a. Discussion about whether to have a lottery or waitlist
- XIII. Calendar details (4:15pm)
  - a. 📄 Draft Revised Master Task Calendar January 2024
  - b. 2024-2025 School year calendar -
- XIV. Additional Action Items (4:45pm)
  - a. Elect officers
  - b. Approval of school calendar for 2024-2025 school year
- XV. Master Calendar(this month and remaining from previous months)
  - a. February
    - i. CLC Conference (BOD)
    - ii. HOS Evaluation (BOD)
    - iii. Approve UIP (HOS)
    - iv. Finalize Next Year's Budget (FD)
    - v. Review Family Survey Results (SAC)
    - vi. Finalize Calendar (HOS)
    - vii. Assurances for CBI's Background Check (every 3 years, last was 2022) (HOS)
    - viii. Letter of Offer to HOS (BOD)
  - b. March
    - i. Open Enrollment/New Registrations (HOS)
    - ii. Review & Approve Next Year's Budget (FD/BOD)
    - iii. Review SAC Presentation of Parent Survey (SAC)
    - iv. Governance Training (BOD)
    - v. Final Budget to BOD (FD)
    - vi. AMS Conference (HOS)
    - vii. Determine Staffing Needs Based on Student Projections (HOS)
    - viii. Invitations to Health Fair (HOS)
    - ix. Submit UIP to CDE and RE-1

- XVI. New Business
- XVII. Board Beat
  - a. Most recent was Sarah's introduction
  - b. Topic(s) for next one: Susan's introduction, farewell to Alexis
- XVIII. 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](mailto:bod@kivacharter.org)
- XIX. Items for Future Agenda(s) - BOD President
- XX. Calendaring
  - a. Upcoming events
    - i. Event, Date
  - b. Next BOD meetings
    - i. Work Session?
    - ii. Regular Meeting?
- XXI. Review all [follow up items](#) – BOD Secretary
- XXII. Adjournment (5:00 pm)