

## Board Business Meeting Minutes

September 27, 2022, 6:00-8:30 p.m.

### Location

Mountain Sage Community School  
2310 East Prospect Road, Suite A, Fort Collins, CO 80525

### A. Opening, 6:00 p.m.

#### A1. Call to Order

**President Ashely Haas called the meeting to order at 6:10 p.m.**

#### A2. Attendance & Introductions

- Present:
  - Chris West
  - Jen Rault
  - Eric Richardson
  - Rachael Sudhalter
  - Liv Helmericks
- Late:
  - Ashley Haas
  - Bryan Kimbell
  - Stephane Cosby
- Absent:
  - Nancy Sexton (Faculty Support/liaison)
- Guests:
  - MacKenzie Mushel (PSD Educator, MSCS parent, prospective board member)
  - Arthur Judson (Parent)

#### A3. Our Mission: [Cultivating the Creative Mind](#)

**Director Richardson read our school Mission.**

#### A4. Public Comment (3 minutes per person, Limit 20 minutes total)

**Arthur introduced himself as a parent of several students at Mountain Sage**

### B. Preliminary Matters, 6:15 p.m.

#### B1. Approve Minutes from Prior Board Meeting ([8/23](#))

**MOTION:** Director Haas moved to approve the minutes. Director Cosby seconded.

**VOTE:** Unanimously approved.

B2. Call for Late Additions to Agenda

*Director Haas removed item D5.3, and add item D5.5*

B3. Approve Meeting Agenda

**MOTION:** Director Cosby moved to approve the agenda. Director Rault seconded.

**VOTE:** Unanimously approved.

### **C. Board Education - [2022-23 Board Meeting Rotation and Dates](#) 6:25 pm**

C1. On the meeting rotation schedule each board member has signed up for one month. The following month, December and April, are still available.

C1.1 - Director Ashley Haas proposes that we divide up the responsibilities for those months if no one volunteers for that month. Each board member can sign up for one item for one month each:

- December Staff and Parent Circle Meetings - Director Cosby
- December Board Meeting Snacks/Meeting Management - Rachael
- December Governing for Greatness Book Topic 5 - Risk Management - All-board responsibility
- April Staff and Parent Circle Meetings -
- April Board Meeting Snacks/Meeting Management -
- April Governing for Greatness Book Topic 9 - Academic Performance -

*Director West noted that the meeting dates for December and May in the live school calendar are inconsistent with the dates in the board calendar (as noted above)*

AI: update the Live calendar on the website

C2. [Governing For Greatness](#) book - Chapter 1, Jennifer Rault

C2.1 - Please use the following questions for your presentation of the materials

- How does this chapter highlight some of the good work the school is already doing?
- How can we use this material to meet the mission and vision of our school?
- What are the action items that would help us get there?

*Director West- Is this book going to be incorporated into the new board member onboarding process? If not the entire book in its entirety, this chapter specifically seems exceptionally relevant.*

*Director Kimbell- perhaps each board member can contribute a paragraph summary of the chapter selected for presentation*

AI: create a "Governing for Greatness" [folder](#) within the board training folder, include above PPT.

### **D. Regular Business, 6:48 p.m.**

D1. [School Director's Report](#)

*Liv - The format of Parent Circle may be shifting, perhaps with rebranding as "Community Circle" and with alternative activities and structure. There has been interest in more parent education, for example.*

*Director Haas - a survey might be helpful to identify the needs and desires of the community with regard to this.*

*Director West - Changing the name of the meeting seems appropriate, especially as it is evolving.*

## D2. Strategic Planning

D2.1 - [Board Mission Statement for board approval.](#)

D2.2 - [Discuss Strategic Plan and next steps](#)

President Haas - added the "board purpose" to the strategic plan document. This is a living document, and open for ongoing changes.

**AI:** add comments, propose alternative versions of the "board purpose" statement for next meeting

**AI:** review individual assigned goals in strategic plan, brainstorm on the concrete next steps necessary to meet those goals

**AI:** initiate planning to secure and streamline board documents; establish which resources are needed to accomplish this

## D3. Committee Updates

D3.1 - Finance Committee Update ([report](#))

D3.2 - Facilities Committee ([report](#))

D3.3 - School Accountability Committee Update (Meeting dates for 2022/23 School Year are 9/19, 11/14, 2/13, 4/24) ([report](#))

**AI:** generate a [folder](#) for storage and organization of SAC documentation

D3.4 - Governance Committee Update ([report](#))

D3.5 - Policy Discussion

D3.5.1 - PSD Policy Updates (through 8/15/2022): [Summary](#)

*Director Richardson - May need to adopt a new policy based on recent policy adopted by PSD*

**AI:** review newly adopted policy, Incorporate into MSCS board policies at next meeting.

D3.5.2 - Reauthorization and policy review in 2022/23 will be done together. Moving forward Director Ashley Haas proposes the following change on the Board Calendar under the month of October to read as:

- Identify policies that need to be reviewed/updated and present a plan to the board for approval.
- And for the following item to be removed from the calendar - Policy review check-in: where are we, are we on pace?

## D4. Items of the Month ([from Board calendar](#))

D4.1 - Sep - Welcome letter to school community - President

- D4.2 - Sep - Check on the status of the audit to PSD - Finance Committee
- D4.3 - Sep - Review School Performance Framework & results from spring CMAS - Dir.
- D4.4 - Sep - Determine open number of board seats for election and begin recruitment - Governance
  - D4.4.1 - Specific recruiting needs identified include VP, Treasurer, fundraising
- D4.5 - Oct - Submit School UIP to CDE
- D4.6 - Oct - Current year budget revisions and count day results discussion
- D4.7 - Oct - Title IX Training - schedule training for all board members

D5. Scheduling/Miscellaneous Items

D5.1 - Results of the [Doodle poll](#) for changing the date of our meetings - Stephane Director Cosby - based on poll findings, Monday would be a preferable day for ongoing board meetings. I propose the next meeting be moved from 10/25 to 10/24, on which date we can establish dates for all future meetings

**AI:** adjust governance page

D5.2 - Colorado League of Charter Schools: Monday, October 11, 2021 9am - 3pm

D5.3 - [Colorado League of Charter School Town Halls](#), Fridays at 9am - 9/16, 11/11, 1/20, 3/17, 5/26

D5.4 - [Colorado Charter Schools Annual Conference](#) - February 28 - March 1 at the Westin in Westminster

D5.5 - [Alliance for Public Waldorf Education Conference](#) - January 13th - 15th

**E. Closing, 8:30 p.m.**

- E1. Review Action Items
- E2. Review [Upcoming School Calendar Events](#), Board Member Attendance
- E3. Call for Final Comments
- E4. Move to Adjourn
  
- E5. Closing Verse:

*Steadfast I stand in existence.  
With certainty I tread life's path.  
Love I cherish in the depths of my being.  
Hope I place in every deed.  
Confidence I place in every thought.  
These five guide me through existence.  
These five guide me to the goal.*