

Board Business Meeting Minutes

February 27, 2023, 6:00-9:00 p.m

Location

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

WORKING SESSION, 6:00 p.m. - 7:00 p.m.

A. Opening, 6:00 p.m.

A1. Welcome

A2. Attendance

- Present:
 - Chris West
 - Jen Rault
 - Eric Richardson
 - Rachael Sudhalter
 - Bryan Kimbell
 - Liv Helmericks
 - Ashley Haas
 - Stephane Cosby
- Late:
- Absent:
 - Nancy Sexton (Faculty Support/liaison)
- Guests:
 - MacKenzie Mushel

B. Policy Review:

B1. Policy Discussion

B1.1 - February School Policy Review: [IKE](#), [IMA](#), [IMBB](#), [JFBA](#), [JGA](#), [JH/JHB](#)

IKE - Minor synonymous word changes

IMA - minor phrasing changes;

IMBB - link embedded;

JFBA - availability to include children of “current” staff. Hillary to review some wording, **policy to be discussed at 3/27 meeting.**

JGA - no substantive changes

JH/JHB - Minor formatting changes

AI: Contact Hillary re: JFBA, CC Liv

B1.2 - February Board Policy Review: [GP3.12](#), [BPR4.0](#), [BPR4.1](#), [BPR4.2](#)

GP3.12 - to be updated upon Charter approval, **Forward to April meeting**

BPR4.0 - Frequency of review updated
BPR4.1 - "Principle" replaced with "School Director"
BPR4.2 - No changes

BREAK, 7:00 p.m. - 7:10 p.m.

BUSINESS MEETING: 7:10 p.m - 9:00 p.m.

A. Opening, 7:10 p.m.

- A1. Call to Order
- A2. Attendance & Introductions
 - Present:
 - Chris West
 - Jen Rault
 - Eric Richardson
 - Rachael Sudhalter
 - Bryan Kimbell
 - Liv Helmericks
 - Ashley Haas
 - Stephane Cosby
 - Late:
 - Absent:
 - Nancy Sexton (Faculty Support/liaison)
 - Guests:
 - MacKenzie Mushel

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

Director Sudhalter read our school Mission.

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

School calendar indicates different time for Board meetings

AI: Update Governance page to include timing of work sessions and Board meeting.

B. Preliminary Matters, 7:25 p.m.

B1. Approve Minutes from Prior Board Meeting ([02/13](#))

MOTION: Director Haas moved to approve the minutes. Director West seconded.

VOTE: Unanimously approved.

B2. Call for Late Additions to Agenda

No additions

B3. Approve Meeting Agenda

MOTION: Director Richardson moved to approve the agenda. Director Kimbell seconded.

VOTE: Unanimously approved.

C. Board Education - [2022-23 Board Meeting Rotation and Dates](#), 7:30 p.m.

C1. Topic 5 - [Risk Management](#) (Ashley)

Implementation of “The board should systematically evaluate how well key policies are being followed.” The board should have access to the Employee handbook, for example, at a specific time on an annual basis.

C2. March -

- Topic 7 - Facilities (Rachael)
- Topic 8 - Meetings and Minutes (Stephane)

D. Regular Business, 7:45 p.m. - 8:45 p.m.

D1. [School Director’s Report](#) - (Liv) - 5 minutes

D1.1 - 2023/24 - School Calendar

D2. School Director Evaluation Update: (Ashley) - 5-10 minutes

Working to standardize the Director review process, incorporate more specifics and quantitative measures in the survey this year and develop a guide for consistency in future years. Will also be usable for other roles in Admin/Leadership team within the school.

D3. Committee Updates: (5 minutes for each committee)

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

Need a full board working session for multiple budget review, 4/10/2023 6-8pm

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

D3.3 - School Accountability Committee Update (Meeting dates for 2022/23 School Year are 9/19, 11/14, 3/6, 4/24) ([report](#)) (Chris)

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

Due to suboptimal response rate, Surveys should be sent out again, as a separate email to community and staff. Emphasis placed on recipients of responses, confidentiality of responses (Board will see and not admin), actions that may result from feedback will be discussed in our Board retreat in June.

AI: generate Board Communication Plan

D3.5 - Policy Discussion (Stephane)

D3.5.1 - PSD Policy Updates: [Summary](#)

D3.5.2 - Discuss items from working session

D4. Upcoming Items ([from Board calendar](#)) - (Ashley) 10 minutes

- D4.1 - Feb - First Draft of Budget (Finance Committee)
- D4.2 - Feb - Summarize Parent and Faculty Survey Results (Governance)
- D4.3 - March - Director Evaluation - AI Performance Survey review with School Director (Board President)
- D4.4 - March - Send survey for School Director feedback (Board President)
- D4.5 - March - Executive Session to review School Director survey results and compensation. (Board)
- D4.6 - March - AI Performance Review Meeting with Board President and School Director (Board President)
- D4.7 - March - Draft budget review (Treasurer)
- D4.8 - March - Last meeting for candidates to attend before April's board member election. (Governance)
- D4.9 - March - Coordinate with Communications Coordinator regarding candidate information for the web & April newsletter (Governance)

D5. Scheduling/Miscellaneous Items

- D5.1 - [Colorado League of Charter School Town Halls](#) - Fridays @ 9:00 am on 3/17, 5/26

E. Closing, 8:57 p.m. (15 minutes)

- E1. Review Action Items
- E2. Review [Upcoming School Calendar Events](#), Board Member Attendance
- E3. Call for Final Comments
- E4. Move to Adjourn
- President Haas adjourned the meeting at 8:57 p.m**
- 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.*