

Board Business Meeting Minutes

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

B. Policy Review:

B1. Policy Discussion

B1.1 - March School Policy Review: [JFBA](#), [JJG](#), [JQ](#), [JS](#), [KEC](#), [KEC-E](#), [KEF](#), [KEF-E](#)

JFBA- Under "Acceptance," content was altered regarding multiple birth siblings.

AI: Clean up the wording on "Acceptance" changes in order to clarify.

AI: Have legal review the changes to policy, in light of district policy changes

JJG- Insubstantial changes

JQ- No significant changes

JS- Change title of document to be consistent with title of policy

KEC- Content change: "district resident" to "community member", procedural clarification of committee formation

KEC-E- No significant changes

KEF- Minor pronoun adjustments

AI: reach out to PSD and request a copy of the form as discussed in KEF

KEF-E- No substantial changes

B1.2 - March Board Policy Review: [BPR4.3](#), [BPR4.4](#), [BPR4.5](#)

BPR4.3- no significant changes, review timeline updated.

BPR4.4- AI: discuss content with Liv

AI: move to April meeting

BPR4.5- No substantive changes.

C. Additional Items:

C1. [Board Document Management Proposal Discussion](#) - Eric

Trial Purchase on small scale of time and users to evaluate utility?

AI: Include in April agenda

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

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

A. Opening, 7:28 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
 - Nancy Sexton (Faculty Support/liaison)
 - MacKenzie Mushel
- Late:
- Absent:
- Guests:
 - Kurt Connolly (Anser)
 - Brandy Hodgeson

- Kirsten Bolton

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

President Haas read our school Mission.

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

[ADD 4.8 - Public Participation in Board Meetings / Board Guest Policy](#)

No public comments

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

B1. Approve Minutes from Prior Board Meeting ([2/27](#))

MOTION: Director Cosby moved to approve the minutes. Director Richardson seconded.

VOTE: Unanimously approved.

B2. Call for Late Additions to Agenda

Updated “policies to be reviewed” under policy discussion D4.5.3

B3. Approve Meeting Agenda

MOTION: Director Haas moved to approve the agenda. Director Cosby seconded.

VOTE: Unanimously approved.

C. Board Education - 2022-23 Board Meeting Rotation and Dates, 7:30 p.m.

C1. [Topic 7 - Facilities](#) (Rachael)

C2. Topic 8 - [Meetings and Minutes](#) (Stephane)

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

D1. Consent Agenda (Confirm Consent Designation)

D1.1 Policy Review (i.e. no discussion, if item pulled move to bottom of D):

D1.1.1 - School Policy Review: [IKE](#), [IMA](#), [IMBB](#), [JGA](#), [JH/JHB](#)

D1.1.2 - Board Policy Review: [BPR4.0](#), [BPR4.1](#), [BPR4.2](#)

MOTION: Director Rault moved to approve the policies as listed above. Director Sudhalter seconded.

VOTE: Unanimously approved.

D2. [School Director’s Report](#) - (Liv) - 5 minutes

D2.1 - 2023/24 - School Calendar

D2.2 - Paper-based Testing [22-7-1013](#)(6), [22-7-1006.3](#)(1)(d-e)

D2.3 - Parent Excusals [22-7-1013](#)(8)(a-c)

In compliance with the statutes linked here, MSCS needs to write a policy outlining 1. testing format (paper vs computer based); 2. Alternative activities for students who opt out; 3. Parents excusing students from standardized testing. PSD may have policies already written on this subject.

Due to time constraints, the new MSCS policies can be drafted and posted to the website before formalizing school policy documents.

AI: Create policy documents in preparation for above content

D3. School Director Evaluation Update: (Ashley) - 5-10 minutes

D3.1 - Review Updated Documents:

D3.1.1 - SOP - School Director Appreciative Inquiry Performance Review Guide 2023

D3.1.2 - AI Review Guide, Board President

D3.1.3 - AI Review Guide, School Director

D3.1.4 - Admin Leadership Survey

D3.2 - [Updated board calendar to reflect new dates](#)

D4. Committee Updates: (5-6 minutes for each committee)

D4.1 - Finance Committee Update ([report](#)) (Bryan)

We will review the amended budget for 22/23 as well as the projected budget for 23/34 in a working session on 4/10/2023

D4.2 - Facilities Committee ([report](#)) (Chris)

D4.3 - School Accountability Committee Update (Meeting dates for 2022/23 School Year are 9/19, 11/14, 3/6, 4/24) ([report](#)) (Chris)

Director Richardson will no longer be attending SAC

D4.4 - Governance Committee Update ([report](#)) (Rachael)

D4.4.1 - Mark your calendar - Title IX Training - April 12th from 7p-9p

Required attendants include all board members continuing into the next school year, and incoming board members

D4.5 - Policy Discussion (Stephane)

D4.5.1 - PSD Policy Updates: [Summary](#)

D4.5.2 - Discuss items from working session

D4.5.3 - Updated School Policies: [KEC](#),

D5. Calendar Items ([from Board calendar](#)) - (Ashley) 10 minutes

D5.1 - MARCH:

1. Director Evaluation - AI Performance Survey review with School Director (Board President)
2. Send survey for School
3. Director feedback (Board President)
4. Executive Session to review School Director survey results and compensation. (Board)

5. AI Performance Review Meeting with Board President and School Director (Board President)
6. Draft budget review (Treasurer)
7. Last meeting for candidates to attend before April's board member election. (Governance)
8. Coordinate with Communications Coordinator regarding candidate information for the web & April newsletter (Governance)

D5.2 - APRIL:

1. Conduct Election for Board Members during April (Governance - typically active during parent-teacher conferences).
2. Director Evaluation - School Director submits AI Performance Goals to Board for review and finalize compensation. (Early April)
3. Review Board Member Onboarding Materials and Make Any Necessary Changes (Governance Committee - ongoing)
4. GP 3.7 - Each April, the Board will publicly review its expenditures and establish its projected costs of governance for the next fiscal year. (Treasurer)
5. Final budget review and approval by the board (Treasurer)
6. Draft Meeting Rotation and Dates for next year (Board Secretary)

D6. Scheduling/Miscellaneous Items

D6.1 - [Colorado League of Charter School Town Halls](#) - Fridays @ 9:00 am on 5/26

D6.2 - [Board Document Management Proposal](#) - Eric

E. Closing, 8:45 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 9:09 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.*