

## Board Business Meeting Minutes

April 24, 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, 6:09 p.m.

A1. Welcome

A2. Attendance

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

#### B. Policy Review:

B1. Policy Discussion

B1.1 - April School Policy Review: [JFBA](#), [KHC](#), [KJ](#), [KJ-R](#), [KNI](#)

JFBA: Wording around “staffing” to be reviewed by Liv. Pending legal review

AI: move to May meeting, may need to revisit next school year

KHC: Grammatical errors corrected

KJ: Background check timeline changed from 3-year to annual. Background check provider name removed

KJ-R: No significant changes

KNI: no significant changes

B1.2 - April Board Policy Review: [ADD4.6](#), [ADD4.7](#), [ADD4.8](#), [ADD4.9](#), [ADD4.10](#)

ADD4.6 : Needs to be adjusted to reflect recent changes in process

AI: Update policy

ADD4.7: Needs to be adjusted to reflect recent changes in process

ADD4.8: Minor syntax changes

ADD4.9: Formatting adjusted to change order of bullet points, “chief executive” replaced with “school director”

ADD4.10: addition of sunshine law from colorado statutes.

### **C. Additional Items:**

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

C1.1 - Answer any lingering questions.

Migration is cost prohibitive. Will investigate downloading documents and uploading to a shared folder to update ownership and preserve content. Of note: Links between documents will be broken in this process.

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

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

#### **A. Opening, 7:10 p.m. (5 minutes)**

A1. Call to Order

A2. Attendance

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

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

**Director Cosby read our school Mission.**

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

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

**No Public comment**

#### **B. Preliminary Matters, 7:15 p.m. (5 minutes)**

B1. Approve Minutes from Prior Board Meeting ([3/27](#))

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

**VOTE:** Unanimously approved.

B2. Call for Late Additions to Agenda

Liv moved to change the order of sections

B3. Approve Meeting Agenda

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

**VOTE:** Unanimously approved.

**C. Board Education - [2022-23 Board Meeting Rotation and Dates](#), 7:20 p.m.**

C1. None

**D. Regular Business, 7:20 p.m. - 8:20 p.m.**

D1. Consent Agenda (Confirm Consent Designation) (5 minutes)

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

D1.1.1 - School Policy Review: [JJG](#), [JQ](#), [JS](#), [KEC](#), [KEC-E](#), [KEF](#), [KEF-E](#)

D1.1.2 - Board Policy Review: [BPR4.3](#), [BPR4.5](#)

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

**VOTE:** Unanimously approved.

D2. [School Director's Report](#) - (Liv) - (10 minutes)

D3. Committee Updates: (5-6 minutes for each committee)

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

D4.1.1 - 22/23 Amended Budget

D4.1.1.1 - Board vote on 22/23 Amended Budget

**MOTION:** Director Haas moved to approve the 2022-23 Amended budget. Director Kimbell seconded.

**VOTE:** Unanimously approved.

D4.1.2 - 23/24 Proposed Budget

D4.1.2.1 - Board vote on 23/24 Amended Budget

**MOTION:** Director Sudhalter moved to approve the 2023-24 Budget. Director Cosby seconded.

**VOTE:** Unanimously approved.

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)

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

More board evaluation questions to be reviewed before May meeting

D4.5 - Policy Discussion (Stephane)

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

D4.5.1.1 - New PSD Policies: [GBL](#), [JT](#), [JLCDB](#)

D4.5.1.2 - Need for formal policies:

[EI](#) - Paper-based standardized testing policy based on CRS [22-7-1013\(6\)](#),  
and [22-7-1006\(1\)](#)(d-e),

[EJ](#) - Parent excusals from standardized testing ([22-7-1013\(8\)\(a-c\)](#))

D4.5.2 - Discuss items from working session

D5. Calendar Items ([from Board calendar](#)) - (Ashley) (5 minutes)

D5.1 - 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)

D5.2 - MAY:

1. Provide Newly Elected Board Members with Onboarding Materials - Governance
  2. Draft Meeting Rotation and Dates for next year (Board Secretary)
- AI: Draft 2023/24 schedule

D6. Scheduling/Miscellaneous Items (5 minutes)

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

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

**MOTION:** Director Cosby moved to Proceed with pursuing a nonprofit workspace account using the school's EIN in June. Director Sudhalter seconded.

**VOTE:** Unanimously approved.

D6.3 - Board Fundamentals {Spring}, May 19th, 9a-12:30p- [Register Here](#)

D6.4 - Retreat Schedule extended to go from 10a-4p - Propose to meet for dinner after the retreat to celebrate the year & express gratitude to Eric & Rachael.

### **E. Executive Session, 9:00 p.m. (20 minutes)**

E1. Executive Session per C.R.S. 24-6-402(4)(f) - Personnel Matters - School Director Evaluation  
(*approval by 2/3rds majority required to resolve into executive session<sup>1</sup>*)

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<sup>1</sup> <https://law.justia.com/codes/colorado/2016/title-24/administration/article-6/part-4/section-24-6-402/>

**MOTION:** Director Haas moved to enter into Executive Session for the School Director Review (Executive Session per C.R.S. 24-6-402(4)(f) - Personnel Matters). Director Cosby seconded the motion to enter Executive Session.

**VOTE:**

**Roll Call:** Eric Richardson, Ashley Haas, Rachael Sudhalter, Stephane Cosby, and Bryan Kimbell

**Yay:** Eric Richardson, Ashley Haas, Rachael Sudhalter, Stephane Cosby, and Bryan Kimbell

**Nay:** None

**Motion passed:** 7-0

Executive Session entered at 9:00 pm.

**MOTION:** Director Haas moved to exit the Executive Session for the School Director salary (Executive Session per C.R.S. 24-6-402(4)(f) - Personnel Matters). Director seconded the motion to exit Executive Session.

**VOTE:**

**Roll Call:** Eric Richardson, Ashley Haas, Rachael Sudhalter, Stephane Cosby, and Bryan Kimbell

**Yay:** Eric Richardson, Ashley Haas, Rachael Sudhalter, Stephane Cosby, and Bryan Kimbell

**Nay:** None

**Motion passed:** 7-0

President Haas adjourned the executive session at 10:00 p.m.

**F. Closing, 10:00 p.m. (5 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 10:05 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.*