

## Board Business Meeting Agenda

August 28, 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

#### B. Board Structure, Officer Position Discussion

- B1. Discuss officer roles
- B2. Discuss temporary team response
- B3. Recruitment
- B4. Meeting Structure, Board Education

#### C. Policy Review:

- C1. Policy Discussion (Per [Board Meeting Rotation Spreadsheet](#))
  - C1.1 - August School Policy Review: [CECFA CF CFD](#)
  - C1.2 - August Board Policy Review: [EL2.0 EL2.1](#)

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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 & Introductions
- A3. Our Mission: [Cultivating the Creative Mind](#)
- A4. Public Comment (3 minutes per person, Limit 20 minutes total)  
[Policy ADD 4.8 - Public Participation in Board Meetings / Board Guest](#)

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

- B1. Approve Minutes from Prior Board Meeting ([8/7](#))
- B2. Call for Late Additions to Agenda
- B3. Approve Meeting Agenda

**C. New Business, 7:20-7:30 p.m.** (10 minutes)

- C1. Vote on Board President

**D. Regular Business, 7:30 p.m. - 8:30 p.m.**

- D1. Consent Agenda (Confirm Consent Designation) (5 minutes)
  - D1.1 Policy Review (i.e. no discussion, if item changed substantively, move to next meeting's agenda):
    - D1.1.1 - School Policy Review: [CECFA CF CFD](#)
    - D1.1.2 - Board Policy Review: [EL2.0 EL2.1](#)
  - D2. School Director's [Report](#) - (Liv) - (10 minutes)
  - D3. September Retreat Planning (Jen) - (5 minutes)
    - D3.1 - [Retreat Draft Agenda](#)
      - D3.1.1 - Additional items to review/update before the retreat:
        - D3.1.2.1 - [Draft Annual Communications Plan for Review](#)
        - D3.1.2.2 - [Metrics Dashboard](#)
        - D3.1.2.3 - [Strategic Plan](#)
        - D3.1.2.4 - Update [Board contact info](#)
        - D3.1.2.5 - Review board position/committee roles
        - D3.1.2.6 - Review [Alignment Committee description](#)
  - D4. Committee Updates: (5-6 minutes for each committee)
    - D4.1 - Finance Committee Update ([report](#)) (Bryan)
    - D4.2 - Facilities Committee ([report](#)) (Chris)
    - D4.3 - School Accountability Committee Update ([report](#)) (Chris)
    - D4.4 - Governance Committee Update ([report](#)) (Jen)
      - D4.4.1 - Committee Meeting [SOP](#)
    - D4.5 - Visioning Committee Update ([report](#)) (Bryan/Liv)
    - D4.6 - Alignment committee status check (Jen)
    - D4.7 - Policy Discussion (Stephane)
      - D4.5.1 - PSD Policy Updates: [Summary](#)
      - D4.5.2 - Discuss items from working session

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

D5.1 - review changes to calendar

D5.2 - AUGUST

- Review Director Goals/Plans per review
- Recruitment for Board of Directors
- Review Board election related documents on website for accuracy
- Preliminary trial balance (TB) due to PSD for data pipeline testing (Audit)
- Annual Board member background check, renew volunteer application
- Update [Board Contact Info](#)
- Annual review of [Employee Handbook](#)
- Name Tags for new board members

D6. Scheduling/Miscellaneous Items (5 minutes)

D6.1 - [Colorado League of Charter School Town Halls](#) - Fridays @ 9:00 am on 9/15, etc

**F. Closing, 8:55 p.m. (5 minutes)**

F1. Review Action Items

F2. Review [Upcoming School Calendar Events](#), Board Member Attendance

F3. Call for Final Comments

F4. Public Comment (3 minutes per person, Limit 20 minutes total)

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

F5. Move to Adjourn

F6. 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.*