

## 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

- Present:
  - Liv Helmericks
  - Bryan Kimbell
  - Stephane Cosby
  - Jen Rault
  - Chris West
  - Sara Kathol
  - MacKenzie Mushel (by Zoom)
- Absent:
- Guests:
  - Lica Mazzetto
  - Jodi Swigris
  - Annie Addington
  - Troy Wixsen

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

B1. Discuss officer roles

**Need to fill president role**

**Bryan has the greatest understanding of board process due to time on board**

**He is presently acting as Treasurer, presently there are comparity fewer tasks needed of the treasurer, which may allow for a transition of new board member into that role**

**Worth noting, Treasurer should hold that officer position for a minimum of 2 years**

B2. Discuss temporary team response

**Team response to president role tasks might be helpful to support board member onboarding**

B3. Recruitment

**Community communication of Board needs has been initiated**

Since all board members have been elected, we have the freedom to appoint some additional directors without compromising the necessary ratio

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](#)

**CECFA: Needs formatting changes, MSCS letterhead; Document is incomplete and will need substantive changes before it can be moved to consent agenda.**

**CF: Needs letterhead update, no substantive changes**

**CFD: Needs letterhead update, no substantive changes**

C1.2 - August Board Policy Review: [EL2.0](#) [EL2.1](#)

**EL2.0: Needs letterhead update, no substantive changes**

**EL2.1: Not all board members have had the opportunity to review, can not be moved to consent agenda**

**AI: Move CECFA and EL2.1 to September meeting**

**AI: Review website links for Board policies, verify functionality**

D1. File migration to Board storage

**Proof of concept with Fundraising folder**

**Migration will likely take many hours to complete, a committee may be necessary to assist, and coordination of timeline for same will likely be necessary to prevent any issues with access of critical documents.**

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**BREAK, 6:45 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

**Director Kimbell called the meeting to order at 7:01 pm**

A2. Attendance & Introductions

- Present:
  - Liv Helmericks
  - Bryan Kimbell
  - Stephane Cosby
  - Jen Rault

- Chris Westh
- MacKenzie Mushel (by Zoom)
- Absent:
- Guests:
  - Lisandra “Lica” Mazzetto
  - Jodi Swigris
  - Annie Addington
  - Troy Wixsen
  - Colleen Barricklow
  - Gemma Kinney
  - Stephanie Orecchio
  - Kirsten Bolten
  - Briton Glaser
  - Jacqueline Kozak Thiel
  - Amanda Wright
  - Alyson Huff
  - Erika Ashauer
  - Amora Romine
  - Anna Murphy
  - Jennifer McKinley
  - Elaine Abiecunas-Wall
  - Jon Pointer
  - Eric Richarson

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

**Director Kimbell read the mission statement**

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, 7:30 p.m.** (5 minutes)

B1. Approve Minutes from Prior Board Meeting ([8/7](#))

**MOTION:** Director Cosby moved to approve the minutes from 8/7/2023. Director Mushel seconded.

**VOTE:** Unanimously approved.

B2. Call for Late Additions to Agenda

**Addition of vote for reallocation of funds added**

**Addition of discussion of scheduling a meeting to address parent and community letters**

B3. Approve Meeting Agenda

**MOTION:** Director Rault moved to approve the agenda. Director West seconded.  
**VOTE:** Unanimously approved.

**C. New Business, 7:35-7:40 p.m.** (10 minutes)

C1. Vote on Board President

**MOTION:** Director Rault moved to nominate Bryan Kimbell as President for the remainder of this year's term. Director Cosby seconded.

**VOTE:** Unanimously approved

C2. Schedule working session to discuss Parent and community concerns

**AI: Add topic to Retreat Agenda**

**A timely Response should be completed in 2 weeks.**

**AI: Investigate items that can be answered with policy and info posted on website**

**D. Regular Business, 7:40 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: [CF CFD](#)

D1.1.2 - Board Policy Review: [EL2.0](#)

**MOTION:** Director Kimbell moved to Approve the above policies as written, with non-substantive changes as discussed in working session. Director Kathol seconded.

**VOTE:** Unanimously approved

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)

D4.1.1 - Vote for reallocation of funds per Finance Committee Report

**Deferred to new meeting on 8/30 7pm**

**AI: schedule meeting and post to website.**

**Additional input is desired from Amanda as well as the faculty**

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, 10:55 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](#)

**A question was asked: Can Parents attend board committee meetings, and to what degree can they participate**

**AI: Investigate crafting a “parent level of involvement” flow chart**

F5. Move to Adjourn

**Director Kimbell moved to adjourn at 9:55pm**

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.*