

## Board Business Meeting Minutes

September 25, 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, 6:05 p.m.

1. Welcome
2. Attendance

Present:

Liv Helmericks  
Bryan Kimbell  
Stephane Cosby  
Jen Rault  
Chris West  
Sara Kathol  
MacKenzie Mushel

Absent:

Guests:

Lica Mazzetto

#### B. Board Discussion

1. Parent & Community Communications
2. [Visioning](#) Committee structure

**Next meeting 4-5pm 10/23/2023.**

**A significant amount of the work done by this committee will be delegated to subcommittees**

**We may need to discuss operational team members as formal board members**

**AI: Add board member structure to January board meeting agenda**

3. [Alignment Committee description](#)

Community Circle Liaison on committee

4. [Metrics Dashboard](#)

**Will determine utility of Metrics dashboard following Strategic Plan working session**

5. Strategic Plan community discussion - October 16th

- a. Logistics & facilitation

**AI: Generate community invitation to attend meeting, encourage to send questions before session**

6. Recruitment
7. [Updated board member agreements](#) for School Director and Faculty Liaison

**C. Policy Review:**

C1. Policy Discussion (Per [Board Meeting Rotation Spreadsheet](#))

C1.1 - August School Policy Review: [DDA](#) [DJA](#) [CECFA](#)

**DDA: Needs to be reviewed and discussed by finance committee**

**AI: add to finance committee agenda**

**DJA: add to finance committee agenda**

**CECFA: Needs to be reviewed annually. Needs to be updated by finance committee**

**AI: change review schedule**

**AI: Add to finance committee agenda**

C1.2 - August Board Policy Review: [ADD4.6](#) [ADD 4.7](#)

**ADD4.6: Will be further discussed by governance committee**

**ADD4.7: Also needs further discussion by governance committee**

**AI: add to governance committee agenda**

**AI: add to October business meeting agenda**

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**BREAK, 7:26 p.m. - 7:30 p.m.**

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**BUSINESS MEETING: 7:32 p.m - 9:00 p.m.**

**A. Opening, 7:32 p.m.** (5 minutes)

1. Call to Order
2. Attendance & Introductions

Present:

Liv Helmericks  
Bryan Kimbell  
Stephane Cosby  
Jen Rault  
Chris West  
MacKenzie Mushel

Absent:

Guests:

Lisandra "Lica" Mazzetto  
Colleen Barricklow  
Aurora Romine

3. Our Mission: [Cultivating the Creative Mind](#)  
**Director Mushel read the mission statement**
4. Public Comment (3 minutes per person, Limit 20 minutes total)
  - a. [Policy ADD 4.8 - Public Participation in Board Meetings / Board Guest](#)

**B. Preliminary Matters, 7:40 p.m.** (5 minutes)

1. Approve Minutes from Prior Board Meeting ([8/28](#), [8/30](#), [9/9](#))  
**MOTION:** Director West moved to approve the minutes listed above. Director Cosby seconded.  
**VOTE:** Unanimously approved.
2. Call for Late Additions to Agenda
3. Approve Meeting Agenda  
**MOTION:** Director Mushel moved to approve the agenda. Director West seconded.  
**VOTE:** Unanimously approved.

**C. New Business, 7:45-7:48 p.m.** (10 minutes)

1. [2023 Charter School Leadership Summit](#) (October 9, 2023)

**D. Regular Business, 7:48 p.m. - 8:30 p.m.**

1. Consent Agenda (Confirm Consent Designation) (5 minutes)
  - a. Policy Review (i.e. no discussion, if item changed substantively, move to next meeting's agenda):
    - i. School Policy Review:
    - ii. Board Policy Review:
2. Operational [Report](#) - (Liv) - (10 minutes)  
**Further discussion with faculty will be helpful regarding the structure of the Operational Report moving forward.**  
**AI: Discuss Operational Report structure at Faculty Circle**
3. Committee Updates: (5-6 minutes for each committee)
  - a. Finance Committee Update ([report](#)) (Bryan)
    - i. TES transition update
    - ii. Feasibility study update  
The Fundraising Committee needs to be enlivened.  
AI: Include Fundraising Committee info in the Harvest Festival table  
AI: Include Fundraising Committee in Strategic planning agenda
  - b. Facilities Committee ([report](#)) (Chris)
  - c. School Accountability Committee Update ([report](#)) (MacKenzie)

- d. Governance Committee Update ([report](#)) (Jen)
    - i. Committee Meeting [SOP](#)
  - e. Visioning Committee Update ([report](#)) (Bryan/Liv)
  - f. Alignment committee status check (Jen)  
Need a Community Liaison, Schedule a
  - g. Policy Discussion (Stephane)
    - i. PSD Policy Updates: [Summary](#)
    - ii. Discuss items from working session
4. Calendar Items ([from Board calendar](#)) - (Jen, Steph?) (10 minutes)
- a. Review changes to calendar
  - b. SEPTEMBER
    - i. Welcome letter from board sent to school community (President)
    - ii. First draft of audit to PSD on meeting agenda (Business Manager/Director)
    - iii. Review School Performance Framework & results from previous spring CMAS (Director & SAC Board Rep)
    - iv. Determine open number of board seats for election and begin recruitment (Governance)
  - c. OCTOBER
    - i. Submit School UIP to CDE
    - ii. Current year budget revisions and count day results discussion
    - iii. Director mid-year goal check-in
  - d. NOVEMBER
    - i. Approve amended budget
  - e. Policies for Oct review: [ADD4.6](#) [ADD 4.7](#) [DDA](#) [DJA](#) [CECFA](#)
5. Scheduling/Miscellaneous Items (5 minutes)
- a. [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

**AI: schedule onboarding for Sara**

**SAC Committee Meeting Schedule**

**AI: Community circle meeting time survey to the community**

**AI: Follow up with Lica regarding Board candidacy**

**Need to consider posting Committee meetings for more community involvement, consider Board organization infographic**

**AI: Generate map of organization**

**AI: Collaborate to incorporate org map into Harvest fest/recruiting**

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

**Director Kimbell moved to adjourn at 9:00pm**

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.*