

## Board Business Meeting Minutes

October 23, 2023, 6:00-9:00 p.m

### Location

Zoom

<https://us06web.zoom.us/my/mscsconnect>

### WORKING SESSION, 6:00 p.m. - 7:00 p.m.

#### 1. Opening, 6:00 p.m.

- a. Welcome
- b. Attendance
- c. Present:
  - i. Liv Helmericks
  - ii. Bryan Kimbell
  - iii. Stephane Cosby
  - iv. Jen Rault
  - v. Chris West
  - vi. Sara Kathol
  - vii. MacKenzie Mushel
- d. Absent:
- e. Guests:
  - i. Lica Mazzetto
  - ii. Troy Wixson
  - iii. Stephanie Eves
  - iv. Gemma Kinney
  - v. JESSE (?)

#### 2. Board Discussion

- a. Strategic Planning session - follow up notes and transcribing
  - AI: Jen will transcribe academics handwritten notes**
  - AI: Stephane will transcribe governance**
  - AI: Bryan will transcribe finance**
  - AI: MacKenzie will transcribe community notes**

**Work session to discuss above TBD, Revisit scheduling on or before November business meeting.**

**AI: include in Nov Agenda**
- b. Fundraising committee
  - Community interest in participation, need to support development**
  - AI: contact parties that have expressed interest and help facilitate scheduling first meeting**

**Make MSCS Non-profit identification information available for community**

- c. ~~October~~ November letter outline

**Submit comments for inclusion to Bryan this week, 11/3**

**3. Recruitment**

- a. Follow up on the sign-ups at Harvest Festival
- i. Finance - Bryan
  - ii. Governance - Jen
  - iii. Community - Liv
  - iv. SAC - Liv
  - v. General - Jen

**Festivals committee may benefit from more community involvement.**

**AI: reach out to Sarah Cooper**

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

- a. Signed?

**AI: upload digital copies to shared drive**

5. **Meetings** - virtual options

- a. Technology or childcare options

**Poll community via ParentSquare to see if school-age childcare would be helpful to facilitate in-person attendance**

**AI: generate poll content [\[Document\]](#), communicate same to Hillary/Liv**

**AI: check inventory to see if Swivl Robots are still available**

**Operations team to develop proposal for technology to facilitate virtual participation/broadcasting**

**Consider leveraging Zoom on a regular basis**

- b. Management of meetings

6. **Policy Review:**

- a. Policy Discussion (Per [Board Meeting Rotation Spreadsheet](#))
- b. October School Policy Review discussion: [DDA](#) [DJA](#) [CECFA](#); Board Policy Review: [ADD4.6](#) [ADD4.7](#)
- i. ADD4.6 [comparison document](#)
- c. November Policies for review: [GP3.12](#) [EL2.1](#) [DJA](#) [DJB](#)

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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)

1. Call to Order

2. Attendance & Introductions

a. Present:

- i. Liv Helmericks
- ii. Bryan Kimbell
- iii. Stephane Cosby
- iv. Jen Rault
- v. Chris West
- vi. Sara Kathol
- vii. MacKenzie Mushel

b. Absent:

c. Guests:

- i. Lica Mazzetto
- ii. Troy Wixson
- iii. Jon Pointer
- iv. Stephanie Eves
- v. Gemma Kinney
- vi. Hillary Mizia

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

1. Approve Minutes from Prior Board Business Meeting ([9/25](#))

**MOTION:** Director West moved to approve the minutes listed above. Director Rault seconded.

**VOTE:** Unanimously approved.

1. Call for Late Additions to Agenda
2. Approve Meeting Agenda

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

1. none

**D. Regular Business, 7:30 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):

**October policies deferred to November meeting**

2. Operational [Report](#) - (Liv, Sara) - (10 minutes)
3. Committee Updates: (5-6 minutes for each committee)
  - a. Finance Committee Update ([report](#)) (Bryan)
    - i. Fundraising Committee
  - b. Facilities Committee ( [report](#)) (Chris)  
[☰ 2023-10-23 Board Committee Report - Facilities](#)  
**Facilities committee considering temporary hold on meetings**
  - c. School Accountability Committee Update ([report](#)) (MacKenzie)  
**Need to incorporate more community members into SAC, notifications via Parent Square? Poll for more accessible timing?**
  - d. Governance Committee Update ([report](#)) (Jen)
    - i. Committee Meeting [SOP](#)
  - e. Visioning Committee Update (report) (Bryan/Liv)  
**Opportunity for collaboration was broadcast to the community, faculty turned out en force**  
**Need to finalize Job description, empower Visioning Committee to make timeline concrete and take decisive action**
  - f. Alignment committee status check (Jen)
  - 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. OCTOBER
    - i. Submit School UIP to CDE
    - ii. Current year budget revisions and count day results discussion
    - iii. Director mid-year goal check-in  
AI: Check in with Director regarding goals
  - c. NOVEMBER
    - i. Approve amended budget  
**May need to review in November and defer approval until December**
  - d. Policies for Nov review: [DDA DJA CECFA](#); [DJA DJB](#) , and Board Policy Review: [ADD4.6](#) [ADD4.7](#); [GP3.12 EL2.1](#)  
**AI: Finance committee, review [DDA DJA CECFA](#)**  
**AI: Governance Committee to review [ADD4.6](#) [ADD4.7](#)**
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: Check in with legal counsel re: Sunshine Law training**

**AI: Investigate cost sharing with other charter schools for board training**

**AI: revisit board retreat 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

**Director Kimbell moved to adjourn at 8:47pm**

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.*