

**Mountain Sage Community School Board of Directors**

**June Reflective Board Retreat Minutes**

June 3, 2023, 10:00am - 4:00pm

**Location** - Primrose Studio, 4300 Michaud Ln, Fort Collins, CO 80521

**A. Opening (10:00am)**

A1. Call to Order

A2. Attendance & Introductions

Present:

MacKenzie Mushel

Eric Richardson

Rachael Sudhalter

Liv Helmericks

Ashley Haas

Stephane Cosby

Jen Rault

Chris West

Nancy Sexton (Faculty Support/liaison)

Late:

Bryan Kimbell

Absent:

Guests:

Sara Kathol (Teacher)

**B. Reflection and Discussion (10:30am)**

B1. Board Self-Evaluation (Rachael, Jen, & Stephane)

a. [High level overview of the survey](#)

b. [Survey summary](#) (board please review)

**Consensus that combining working session with business meeting has been positive**

B2. [Review updated job descriptions/committee descriptions](#) (Board)

a. Create SOPs next year for each committee and role.

i. [Board President](#) (Ashley)

ii. [Vice President](#) (Rachael)

iii. [Secretary](#) (Stephane) ([Secretary notes](#))

- iv. [Treasurer](#) (Bryan)
  - v. [SAC Committee](#) (Chris)
  - vi. [Facilities Committee](#) (Chis)
  - vii. [Governance Committee](#) (Jen)
  - viii. [Finance Committee](#) (Bryan)
- SOPs for [secretary](#), [SAC](#), [Facilities](#), [Finance](#) committees, update and review deferred to fall retreat**
- AI: Need to create “[board member at large](#)” and [committee chair](#) roles and responsibilities document**
- AI: Need to link documents as listed in member agreement document**
- AI: “Executive Committee” may need to be reformed, under a different title (alignment committee?). This should occur monthly and precede monthly business meeting.**
- AI: update version history for president, VP, treasurer**
- AI: generate/update document management training for onboarding, fall meeting**
- AI: Generate organizational map/cluster diagram**
- AI: [update skills matrix for review in fall](#)**
- AI: Organize board recruitment at open house**
- AI: School property (fundraising auction donations) need to be moved out of Eric’s basement**

B3. Review Board Succession Planning/Officer Positions (Ashley)

- a. 23/24 year:
  - ix. All roles are filled - Bryan to continue as Treasurer (need replacement), Jen to step into the VP role.
  - x. Last year per current term - Ashley (President), Stephane (Secretary)
- c. 24/25 year:
  - i. Need to fill President & Secretary roles
  - ii. Last year per current term - Chris & Jen
- d. Annual Board Member Agreements (Jen)  
**Make language more generalized regarding current board training.**

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**LUNCH BREAK: 12:00 p.m. - 12:30 p.m.**

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**BUSINESS MEETING: 12:30 p.m - 3:30 p.m.**

**A. Opening, 1:07 p.m. (5 minutes)**

- A1. Call to Order
- A2. Attendance & Introductions

**Present:**

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

**Late:**

**Absent:**

**Guests:**

**Sara Kathol  
Eric Richardson**

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

**Director Kimbell 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, 12:40 p.m. (5 minutes)**

- B1. Approve Minutes from Prior Board Meeting ([5/08](#))

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

**VOTE:** Unanimously approved.

- B2. Call for Late Additions to Agenda

- B3. Approve Meeting Agenda

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

**VOTE:** Unanimously approved.

**C. Board Business Meeting - 12:45pm - 3:30pm**

- C1. [Board Calendar](#) (Stephane)

**Defer to september retreat**

**AI: Update school calendar to include board meeting & committees**

C2. [Meeting Rotation](#) (Stephane)

C3. Update on 5/9 Staff Letter

- a. Ad Hoc Committee Goals
- b. Ad Hoc Committee Structure
- c. Teacher Salaries & Amended Budget Vote

**D. Executive Session, 3:30 p.m. (20 minutes)**

D1. Executive Session per C.R.S. 24-6-402(4)(f) - Personnel Matters  
(*approval by 2/3rds majority required to resolve into executive session<sup>1</sup>*)

**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 Rault seconded the motion to enter Executive Session.

**VOTE:**

**Roll Call:** Ashley Haas, MacKenzie Mushel, Stephane Cosby, Bryan Kimbell, Christopher West, Jen Rault, and Liv Helmericks in attendance

**Yay:** Ashley Haas, MacKenzie Mushel, Stephane Cosby, Bryan Kimbell, Christopher West, Jen Rault, and Liv Helmericks in attendance

**Nay:** None

**Motion passed:** 6-0

Executive Session entered at 3:31 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 Cosby seconded the motion to exit Executive Session.

**VOTE:**

**Roll Call:** Ashley Haas, MacKenzie Mushel, Stephane Cosby, Bryan Kimbell, Christopher West, Jen Rault, and Liv Helmericks in attendance

**Yay:** Ashley Haas, MacKenzie Mushel, Stephane Cosby, Bryan Kimbell, Christopher West, Jen Rault, and Liv Helmericks in attendance

**Nay:** None

**Motion passed:** 6-0

Executive Session ended at 4:10 pm.

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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/>

**E. September Retreat Items:**

E1. Notes/Agenda items - (All)

- a. Provide questions for consideration that could be included in the SAC survey about the board, how it's perceived, what they know, and recruitment. (Bryan)
- b. Topic 9 - Academic Performance (McKenzie)
- c. [Review Communication Plan](#) (Jen)
- d. Strategic Plan
  - i. Review Progress for 2022/23 Year (Bryan & Chris)
  - ii. Update for 2023/24 Year (Board)

E2. Metrics Dashboard (Ashley)

- a. [Review Board Onboarding Process](#) & Discuss Board Development for 23/24 (Ashley & Jen)
  - i. Review CO League of Charter School Board Development Training
  - ii. Waldorf 101 Training each year with Nancy

**F. Closing 4:00pm**

*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.*