

Board Business Meeting Minutes

November 27, 2023, 6:00-9:00 p.m

Location

[Zoom](#)

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

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

- 1.1. Welcome
- 1.2. Attendance
- 1.3. Present:
 - 1.3.1. Liv Helmericks
 - 1.3.2. Bryan Kimbell
 - 1.3.3. Stephane Cosby
 - 1.3.4. Jen Rault
 - 1.3.5. Sara Kathol
 - 1.3.6. MacKenzie Mushel
- 1.4. Late:
 - 1.4.1. Chris West
- 1.5. Guests:
 - 1.5.1. Lica Mazzetto
 - 1.5.2. Troy Wixson
 - 1.5.3. Paul Maloney

2. **Board Discussion**

- 2.1. Strategic Planning session - follow up notes and transcribing
2 work sessions likely needed to process all of the current community input before presenting to the community again.
AI: schedule January 8th work session to be devoted to Strategic plan,
AI: include strategic plan in January 22nd work session
- 2.2. Fundraising committee
Significant community interest in participating in committee.
Specific parents identified with interest in contributing to initiating this.
AI: Board liaison to reach out to parents to discuss next steps/schedule a meeting
- 2.3. Google Workspace
Next steps: creating SOPs, Board aliases

3. **Recruitment**

- 3.1. Follow up on the sign-ups at Harvest Festival
 - 3.1.1. Finance - Bryan
 - 3.1.2. Governance - Jen

- 3.1.3. Community - Liv
- 3.1.4. SAC - Liv
- 3.1.5. General - Jen

4. **Policy Review:**

- 4.1. Policy Discussion (Per [Board Meeting Rotation Spreadsheet](#))
- 4.2. November School Policy Review discussion: [DDA](#) [CECFA](#) [DJA](#) [DJB](#);
DDA: minor wording changes to make policy specific to School (vs district)
AI: Include DDA policy wording review in finance committee meeting as well?
CECFA: The data requested within this document does not necessarily need to be included in the policy, but needs to be provided to authorizer. Slight formatting change to reflect this needs to be discussed in finance committee
AI: Include CECFA wording review in finance committee agenda 11/28/2023
DJA: No substantive changes, move to consent agenda
DJB: No substantive changes, move to consent agenda
- 4.3. Board Policy Review: [ADD4.6](#) [ADD 4.7](#); [GP3.12](#) [EL2.1](#)
ADD4.6: significant changes, to be discussed and reviewed in December meeting
ADD4.7: significant changes, to be discussed and reviewed in December meeting
GP3.12: further discussion to be included in business meeting
- 4.4. December policies for review: [ADD4.6](#) [ADD4.7](#); [GP3.12](#) [EL2.2](#) [EL2.3](#); [DDA](#) [CECFA](#); [DKC](#)

BREAK, 7:11 p.m. - 7:16 p.m.

BUSINESS MEETING: 7:16 p.m - 9:00 p.m.

1. **Opening, 7:16 p.m.** (5 minutes)

- 1.1. Call to Order
- 1.2. Attendance & Introductions
 - 1.2.1. Present:
 - 1.2.1.1. Liv Helmericks
 - 1.2.1.2. Bryan Kimbell
 - 1.2.1.3. Stephane Cosby
 - 1.2.1.4. Jen Rault
 - 1.2.1.5. Sara Kathol
 - 1.2.1.6. MacKenzie Mushel
 - 1.2.1.7. Chris West
 - 1.2.2. Guests:
 - 1.2.2.1. Lica Mazzetto

- 1.2.2.2. Troy Wixson
- 1.2.2.3. Paul Maloney
- 1.2.2.4. Mark Guttroph
- 1.2.2.5. Allison Slife

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

Director Kimbell read the mission statement

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

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

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

2.1. Approve Minutes from Prior Board Business Meeting ([10/23](#))

MOTION: Director Cosby moved to approve the minutes listed above. Director Kathol seconded.

VOTE: Unanimously approved.

2.2. Call for Late Additions to Agenda

Director Kimbell would like to include Audit review with Allison Slife under new business

2.3. Approve Meeting Agenda

MOTION: Director moved to approve the Agenda with addition as noted above. Director Rault seconded.

VOTE: Unanimously approved.

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

3.1. FY 22-23 Audit Review with Allison Slife (CLA)

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

4.1. School and Board Policy review

4.1.1. Consent Agenda (i.e. no discussion, if item changed substantively, move to next meeting's agenda):

4.1.1.1. School Policy Review: [DJA](#) [DJB](#)

4.1.1.2. Board Policy Review: [EL2.1](#)

MOTION: Director Cosby moved to approve the policies as listed above. Director Mushel seconded.

VOTE: Unanimously approved.

4.1.1.2.1. Proposed Changes: [ADD4.6](#), [ADD4.7](#);
Deferred to December

4.1.1.2.2. Proposed Changes: [GP3.12](#) - Bylaws of the Board of Directors - section 3.4 and 4.3 proposed changes will be read aloud

- 4.1.1.2.3. From consent agenda:
 - AI: Schedule further discussion of procedure for auditing correct execution of policies (disambiguated from discussion of actual language of policy)**
- 4.1.2. PSD Policy Updates: [Summary](#)
- 4.1.3. Discuss items from working session
- 4.2. Committee Updates: (5-6 minutes for each committee)
 - 4.2.1. **Operational** [Report](#) - (Liv, Sara) - (10 minutes)
 - 4.2.2. **Finance** Committee Update ([report](#)) (Bryan)
 - 4.2.3. **SAC** (School Accountability Committee) Update ([report](#)) (MacKenzie)
 - 4.2.4. **Governance** Committee Update ([report](#)) (Jen)
 - Proposed January “state of the school” community update in video form released prior to February “Town Hall” community meeting**
 - AI: Draft an agenda for communication before December meeting, for the rest of the board to contribute to and elaborate on in preparation of potential January release.**
 - AI: investigate timeline for publishing The Beat vs Town Hall for feasibility of communication, bring to December meeting**
 - AI: Add Troy Wixson appointment to December agenda**
 - 4.2.4.1. Committee Meeting [SOP](#)
 - 4.2.5. **Visioning** Committee Update ([report](#)) (Bryan/Liv)
 - Currently just a “working group”, as structure has not been established.**
- 4.3. Calendar Items ([from Board calendar](#)) - (Steph) (10 minutes)
 - 4.3.1. NOVEMBER
 - 4.3.1.1. Approve amended budget
 - 4.3.2. DECEMBER
 - 4.3.2.1. Thank you cards to faculty and staff
 - 4.3.2.2. Review Parent and Faculty Survey and make necessary changes
 - 4.3.2.3. All new board members complete training by end of year
 - 4.3.2.4. Approve calendar proposed by School Director for upcoming school year
 - 4.3.2.5. Director Evaluation - AI Performance Survey review with School Director
 - 4.3.2.6. Policies for December review: [ADD4.6](#) [ADD4.7](#); [GP3.12](#) [EL2.2](#) [EL2.3](#); [DDA](#) [CECFA](#); [DKC](#)
- 4.4. Scheduling/Miscellaneous Items (5 minutes)
 - 4.4.1. [Colorado League of Charter School Town Halls](#) - Fridays @ 9:00 am on 9/15, etc
- 5. **Closing, 8:55 p.m. (5 minutes)**
 - 5.1. Review Action Items

- 5.2. Review [Upcoming School Calendar Events](#), Board Member Attendance
- 5.3. Call for Final Comments
- 5.4. Public Comment (3 minutes per person, Limit 20 minutes total)
[Policy ADD 4.8 - Public Participation in Board Meetings / Board Guest](#)
- 5.5. Move to Adjourn

President Kimbell adjourned the meeting at 9:35 p.m

- 5.6. 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.*