

Board Business Meeting Minutes

December 18, 2023 6-9pm

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.

1. Opening, 6:00 p.m.

1.1. Welcome

1.2. Attendance

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. Sara Kathol

1.2.1.5. MacKenzie Mushel

1.2.1.6. Chris West

1.2.2. Absent:

1.2.2.1. Jen Rault

1.2.3. Guests:

1.2.3.1. Troy Wixson

1.2.3.2. Mark Guttroph

1.2.3.3. Paul Maloney

1.2.3.4. Gail Spinden

1.2.3.5. Colleen Barricknow

2. Board Discussion

2.1. Budget discussion with TES (Maggie)

2.2. Board meetings available virtually for the community

2.2.1. Discussion points - Technology required, bandwidth for setting up, timing to start

AI: Informal discussion following meeting to discuss logistics of investigating feasibility

2.3. Board Candidate Interview: Troy Wixson

2.4. Board Candidate Introductions: Paul Maloney, Colleen Barricknow, Mark Guttroph

2.5. Governance Committee: recruitment update

2.6. Facilities Committee: realignment discussion

There is need to rejuvenate this committee and resume regular meetings.

Timeline for initial meeting TBD, consider including in upcoming Board communication, promoting this committee in February Town Hall meeting as well.

AI: contact Jen with talking points for communication.

AI: post facilities committee info to website

3. **Policy Review:**

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

3.2. Board policy [GP3.12](#) - Bylaws Discussion

January meeting including legal counsel may be helpful

AI: update bylaws on website

3.3. December School Policy Review discussion: [DDA](#) [CECFA](#); [DKC](#)

non-substantive changes in all above policies, moved to consent agenda

3.4. Board Policy Review: [ADD4.6](#) [ADD4.7](#); [EL2.2](#) [EL2.3](#); ([EL2.1](#))

ADD4.7: need to ask Bill about making exit interviews available to the rest of the board; making exit interviews mandatory

AI: contact Bill

Need for future discussion regarding policy compliance, questions specific to EL2.1

AI: remove questions from working document, move to another for future discussion

3.5. January policies for review: [DN](#) [ECAF](#); [EL2.4](#) [EL2.5](#)

BREAK, 8:15 p.m. - 8:20p.m.

BUSINESS MEETING: 8:25 p.m - 9:00 p.m.

1. **Opening, 8:25 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. Sara Kathol

1.2.1.5. MacKenzie Mushel

1.2.1.6. Chris West

1.2.2. Absent:

1.2.2.1. Jen Rault

1.2.3. Guests:

1.2.3.1. Troy Wixson

- 1.2.3.2. Mark Guttroph
- 1.2.3.3. Paul Maloney
- 1.2.3.4. Gail Spinden
- 1.2.3.5. Colleen Barricknow

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

Director Mushel 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, 8:26 p.m.** (5 minutes)

2.1. Approve Minutes from Prior Board Business Meeting ([11/27](#))

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

VOTE: Unanimously approved.

2.2. Call for Late Additions to Agenda

2.3. Approve Meeting Agenda

MOTION: Director Mushel moved to approve the Agenda. Director Cosby seconded.

VOTE: Unanimously approved.

3. **New Business, 8:30 p.m.** (10 minutes)

3.1. January Board Communication

3.1.1. Announcement timing: The Beat 1/9 & 1/23; "Town Hall" 2/12

"Community Update" is the appropriate title for February special meeting

AI: Include discussion of Community Update agenda/logistics in January meeting

3.2. New Board Candidate Appointment Vote - Troy Wixson

MOTION: *Director Kimbell moved to appoint Troy Wixson to the board to complete the term initiated by Ashley Haas*

VOTE:

Roll Call: *Liv Helmericks, Christopher West, MacKenzie Mushel, Stephane Cosby, Sara Kathol, Bryan Kimbell*

Yay: *Liv Helmericks, Christopher West, MacKenzie Mushel, Stephane Cosby, Sara Kathol, Bryan Kimbell*

Nay: *None*

Motion passed: *6-0*

AI: Assign troy a board email address.

4. **Regular Business, 8:35 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: [DDA](#) [CECFA](#) [DJA](#) [DJB](#) [DKC](#)
 - 4.1.1.2. Board Policy Review: [EL2.2](#) [EL2.3](#) [ADD4.6](#), [ADD4.7](#)

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

VOTE: Unanimously approved.
 - 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)

AI: move Operational Report under its own item (not committee updates)
 - 4.2.2. **Finance** Committee Update ([report](#)) (Bryan)
 - 4.2.2.1. Approve amended budget

MOTION: Director West moved to approve the amended budget as discussed in working session. Director Mushel seconded.

VOTE: Unanimously approved.
 - 4.2.3. **Development/Fundraising** Committee ([report](#))(Chris)
 - 4.2.4. **SAC** (School Accountability Committee) Update ([report](#)) (MacKenzie)
 - 4.2.5. **Governance** Committee Update ([report](#)) (Jen)
 - 4.2.6. **Visioning** Committee Update ([report](#)) (Bryan/Liv)

AI: Change Title of Visioning and Alignment working groups for future meetings.
 - 4.2.7. **Alignment** Group status check ([report](#)) ()
- 4.3. Calendar Items ([from Board calendar](#)) - (Steph) (10 minutes)
 - 4.3.1. DECEMBER
 - 4.3.1.1. Thank you cards to faculty and staff
 - 4.3.1.2. Review Parent and Faculty Survey and make necessary changes
 - 4.3.1.3. All new board members complete training by end of year
 - 4.3.1.4. Approve calendar proposed by School Director for upcoming school year
 - 4.3.1.5. Director Evaluation - AI Performance Survey review with School Director
 - 4.3.2. JANUARY
 - 4.3.2.1. Policies for January review: [DN](#) [ECAFA](#); [EL2.4](#) [EL2.5](#)
 - 4.3.2.2. Work Session - Strategic Plan Review/Discussion, Mid-Year Assessment
 - 4.3.2.3. Agenda item to approve location for posting meeting info C.R.S. 24-6-402 (2)(c)
 - 4.3.2.4. School Director Evaluation Survey Updates if needed
 - 4.3.2.5. Prepare for February Community Update
 - 4.3.2.6. Send Parent and Faculty Survey to School Director who distributes

- 4.3.2.7. Secure locations for Board retreats
 - 4.3.2.8. Review officer position changes for the upcoming year and assign incoming officers if needed for cross training.
 - 4.3.2.9. Director Evaluation - Distribute survey for feedback (early January)
 - 4.3.2.10. Director Evaluation - Executive session of the board to review survey results and possible compensation scenarios. Recommendations given to Board President for discussion points in review meeting with Director. (January Board Meeting)
 - 4.3.2.11. Prepare for conversation related to School Director salary during executive session.
 - 4.3.2.12. Title IX Training for all Board members (required annually)
- 4.4. Scheduling/Miscellaneous Items (5 minutes)
- 4.4.1. [Colorado League of Charter School Town Halls](#) - Fridays @ 9:00 am
- 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
 - 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.*