

Board Business Meeting Minutes

January 22, 2024, 6:00 - 9:00 pm

Location

Mountain Sage Community School
2310 East Prospect Road, Suite A, Fort Collins, CO 80525

Live broadcast via [Zoom](#) (ID: 9705685456)

Note: Community Participation in the meeting will not be available via Zoom. Late requests to join zoom (after 7pm Business Meeting start time) may result in delayed admittance. This option is still in beta, please be patient while we work out the kinks.

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. Sara Kathol
 - 1.3.3. Jen Rault
 - 1.3.4. Stephane Cosby
 - 1.3.5. Bryan Kimbell
 - 1.3.6. MacKenzie Mushel
 - 1.3.7. Chris West
 - 1.3.8. Troy Wixson
- 1.4. Absent:
- 1.5. Guests:
 - 1.5.1. Jon pointer
 - 1.5.2. Mark Guttropf
 - 1.5.3. Paul Maloney
 - 1.5.4. Lica Mazzetto

2. Board Discussion

- 2.1. Strategic Planning session - follow up from [work session](#)
 - Need to establish % of community members currently involved in volunteering in order to update strategic plan goals.**
 - Differentiate engagement vs support within strategic plan goals.**
 - AI: Contact Sarah Cooper and request data on volunteers.**
 - Tracking volunteer hours via digital tools could serve purposes for acknowledgment, incentives as well as possible monetization.**
 - AI: investigate potential tools for tracking volunteer hours**

- 2.2. Discussion - [Proposed bylaws changes](#) to sections 3.4 and 4.3 (link for Board members only)

A thorough conversation about logistics supporting the role of faculty liaison moving forward seems prudent. Maybe 2 year terms, with a second faculty liaison transitioning in while the first is transitioning out?

AI: schedule discussion and invite interested parties.

Executive session policy uses the term “chief executive” rather than “School Director”. Can update policy to use consistent language.

AI: Include executive session policy in 23/24 review cycle

An annual board training session on consensus decision making may be prudent.

AI: Schedule a consensus decision making training session

BREAK, 8:05 p.m. - 8:15 p.m.

- 2.3. Board officer position succession planning

President Kimbell will be completing his appointed term in June, a president will be elected at that time.

Treasurer role is currently vacant

Secretary Cosby will be completing her 3 year term in June, training for this role should begin as soon as possible

Vice President Rault will be resigning prior to the election, she will remain to train the incoming officer.

- 2.4. Board candidate interviews

Mark Guttroph and Paul Maloney were interviewed by the board

3. **Policy Review:**

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

- 3.2. School Policy Review discussion: [DN](#), [ECAF](#)

DN: No substantive changes

ECAF: No substantive changes

- 3.3. Board Policy Review discussion: [EL2.4](#) [EL2.5](#)

EL2.4: No substantive changes

EL2.5: Due to upcoming staffing changes, will need to defer review until March

AI: Schedule review of EL2.5 for March business meeting agenda

A procedural document should be developed to facilitate execution of EL2.5

AI: Establish an executive succession plan/procedure

BUSINESS MEETING: 8:47 p.m - 9:00 p.m.

1. **Opening, 8:47 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. Sara Kathol
 - 1.2.1.3. Jen Rault
 - 1.2.1.4. Stephane Cosby
 - 1.2.1.5. Bryan Kimbell
 - 1.2.1.6. MacKenzie Mushel
 - 1.2.1.7. Chris West
 - 1.2.1.8. Troy Wixson
 - 1.2.2. Absent:
 - 1.2.3. Guests:
 - 1.2.3.1. Jon Pointer
 - 1.2.3.2. Mark Guttropf
 - 1.2.3.3. Paul Maloney
 - 1.2.3.4. Lica Mazzetto
 - 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](#)
No public comment
2. **Preliminary Matters, 8:55 p.m.** (5 minutes)
- 2.1. Approve Minutes from Prior Board Business Meeting ([12/18](#))
MOTION: Director Cosby moved to approve the minutes listed above. Director Rault seconded.
VOTE: Unanimously approved.
 - 2.2. Call for Late Additions to Agenda
No late additions to Agenda
 - 2.3. Approve Meeting Agenda
MOTION: Director moved to approve the Agenda. Director seconded.
VOTE: Unanimously approved.
3. **New Business, 8:57-9:10 p.m.** (10 minutes)
- 3.1. Reading of the proposed bylaws changes to sections 3.4 and 4.3

3.2. Vote on Board Candidates

MOTION: Director Cosby moved to proceed with candidacy for Mark Guttropf to the Board of Directors

VOTE:

Roll Call: Liv Helmericks, Christopher West, MacKenzie Mushel, Stephane Cosby, Sara Kathol, Bryan Kimbell, Troy Wixson, Jen Rault

Yay: Liv Helmericks, Christopher West, MacKenzie Mushel, Stephane Cosby, Sara Kathol, Bryan Kimbell, Troy Wixson, Jen Rault

Nay: None

Motion passed: 8-0

4. **Regular Business, 9:10 p.m. - 9:30 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: [DN ECAF](#)

4.1.1.2. Board Policy Review: [EL2.4](#)

MOTION: Director Rault moved to approve the policies as listed above. Director West seconded.

VOTE: Unanimously approved.

4.1.1.3. PSD Policy Updates: [Summary](#)

4.2. Operational Update

4.2.1. **Operational Report** - (Liv, Sara) - (10 minutes)

4.2.2. **Alignment** Group status check (report)

Working group will not have a formal report moving forward, as it is not a formal committee

AI: remove alignment reports from future agendas

4.2.3. **Visioning** Group Update ([report](#)) (Bryan/Liv)

Visioning committee does not meet on a formal monthly basis, will likely have quarterly check-ins moving forward.

AI: Schedule Visioning Committee meetings

4.3. Committee Updates: (5-6 minutes for each committee)

4.3.1. **Finance** Committee Update ([report](#)) (Bryan)

4.3.2. **Fundraising** Committee Facilities ([report](#)) (Chris)

4.3.3. **SAC** (School Accountability Committee) Update ([report](#)) (MacKenzie)

4.3.4. **Governance** Committee Update ([report](#)) (Jen)

State of the school communication to be released prior to Community Update.

Any bullet points to be included in this communication should be sent to President Kimbell.

AI: send updates for state of the school to Bryan

4.4. Calendar Items ([from Board calendar](#)) - (Steph) (10 minutes)

4.4.1. DECEMBER

4.4.1.1. Approve calendar proposed by School Director for upcoming school year

4.4.2. JANUARY

4.4.2.1. Work Session - Strategic Plan Review/Discussion, Mid-Year Assessment

4.4.2.2. Agenda item to approve location for posting meeting info C.R.S. 24-6-402 (2)(c)

4.4.2.3. School Director Evaluation Survey Updates if needed

4.4.2.4. Prepare for February Community Update

4.4.2.5. Send Parent and Faculty Survey to School Director who distributes

4.4.2.6. Secure locations for Board retreats

4.4.2.7. Review officer position changes for the upcoming year and assign incoming officers if needed for cross training.

4.4.2.8. Director Evaluation - Distribute survey for feedback (early January)

4.4.2.9. 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)

4.4.2.10. Prepare for conversation related to School Director salary during executive session.

4.4.2.11. Title IX Training for all Board members (required annually)

4.4.3. FEBRUARY

4.4.3.1. Community Update Meeting

4.4.3.2. First Draft of Budget

4.4.3.3. Summarize Parent and Faculty Survey Results

4.4.3.4. Director Evaluation - Board President and School Director engage in AI Performance Review conversation (scheduled to happen after Board executive session). (early February)

4.4.3.5. Director Evaluation - School Director submits AI Performance Goals to Board for review and finalize compensation in executive session. (late February)

4.4.3.6. February policies for review: [EL2.6](#), [EL2.7](#), [ECF](#), [FE](#), [FEA](#)

4.5. Scheduling/Miscellaneous Items (5 minutes)

4.5.1. [Colorado League of Charter School Town Halls](#) - Fridays @ 9:00 am on 9/15, etc

5. **Closing, 9:40 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.*