

Board Business Meeting Minutes

March 25, 2024, 6:00 - 8:00 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 may result in delayed admittance. This option is still in beta, please be patient while we work out the kinks.

BUSINESS MEETING: 6:00-8:00 p.m.

1. **Opening, 6:10 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. Christopher West

1.2.1.8. Troy Wixson

1.2.1.9. Lica Mazzetto

1.2.1.10. Jon Pointer

1.2.2. Late:

1.2.2.1. Paul Maloney

1.2.3. Absent:

1.2.4. Guests:

1.2.4.1. Gail Spinden

1.2.4.2. Mark Guttropf

1.2.4.3. Brianne Hill (Notary Public)

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

Director Cosby read the Mission

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, 6:15 p.m.** (5 minutes)

2.1. Approve Minutes from Prior Board Business Meeting ([2/26](#))

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

VOTE: Unanimously approved.

2.2. Call for Late Additions to Agenda

Facilities committee report has been added since the Agenda was posted.

2.3. Approve Meeting Agenda

MOTION: Director Rault moved to approve the agenda as amended. Director Mazzetto seconded.

VOTE: Unanimously approved.

3. **New Business, 6:20-6:30 p.m.** (10 minutes)

3.1. Public office oaths for new board members (with notary)

4. **Regular Business, 6:30 p.m. - 7:30 p.m.**

4.1. School and Board Policy review

4.1.1. Consent Agenda - periodic review & approval of policies

(i.e. no discussion, if item changed substantively, move discussion to working session and next meeting's agenda):

4.1.1.1. School policies for approval: [FEAA](#) [FEB](#) [FEG](#)

4.1.1.2. Board policies for approval: [EL2.9](#), [ADD4.9](#)

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

VOTE: Unanimously approved.

4.1.2. Board Policy Review: [EL2.8](#)

Further discussion is warranted to clarify this policy in relationship to MSCS

AI: move policy to May working session agenda

AI: Discuss EL2.8, propose improvements

This discussion would benefit from some Best Practice guidelines for differentiating when a discussion should be held with an "officer duly charged by the board" and when the board should be dealt with "as a whole."

Take into consideration [BPR4.3](#)

AI: consult with the League of Charter Schools and Legal counsel for feedback on same.

4.1.3. Board Policy Changes - public reading of proposed changes

- 4.1.3.1. [GP 3.5 - Board of Directors Code of Conduct](#)
- 4.1.3.2. [Document with proposed changes](#)
- 4.1.4. Board ByLaws Changes - public reading of proposed changes
 - 4.1.4.1. [Section 2.4 \(Elections\)](#)
 - 4.1.4.2. [Document with proposed changes](#)
- 4.1.5. PSD Policy Updates: [Summary](#)

- 4.2. Operational Update
 - 4.2.1. **Operational [Report](#)** - (Liv, Sara) - (10 minutes)
[Draft MSCS 24/25 School Calendar](#) Was included in February
Operational report, documentation of formal board approval is pending
MOTION: Director Pointer moved to approve the 24/25 Calendar as linked above. Director West seconded.
VOTE: Unanimously approved.

- 4.3. Committee Updates: (5-6 minutes for each committee)
 - 4.3.1. **Finance** Committee Update ([report](#)) (Bryan)
 - 4.3.1.1. Review draft 24/25 budget
 - 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)
Annual Board Communication Plan to be formalized into policy
AI: include review/approval of same in April or May agenda
 - 4.3.4.1. Board officer succession planning
Director Maloney is tentatively stepping into Treasurer role
Director Wixson is training for Secretary role
 - 4.3.5. **Facilities** Committee Update ([report](#)) (Jon)

- 4.4. Calendar Items ([from Board calendar](#)) - (Steph) (10 minutes)
 - 4.4.1. MARCH
 - 4.4.1.1. Final Director Evaluation meeting with School Director to provide final comments and present salary proposal for next year.
 - 4.4.1.2. Policy review check-in: where are we, what's left
 - 4.4.1.3. Draft budget review
 - 4.4.1.4. Last Meeting for potential board members to attend before April election
 - 4.4.1.5. Coordinate with Communications Coordinator regarding candidate information for the web & April newsletter
 - 4.4.1.6. Director Evaluation - Board President and School Director engage in AI Performance Review conversation (scheduled to happen after Board executive session).

- 4.4.1.7. Director Evaluation - School Director submits AI Performance Goals to Board for review and finalizes compensation in executive session.
- 4.4.1.8. April policies for review: [GP3.0](#), [FEH FF](#) [GBJ](#)
- 4.5. Scheduling/Miscellaneous Items (5 minutes)
 - 4.5.1. [Colorado League of Charter School Town Halls](#) - Fridays @ 9:00 am
 - 4.5.2. [Board Meeting Rotation Spreadsheet](#)
- 4.6. Executive Session per C.R.S. 24-6-402(4)(f) - Personnel Matters regarding the School Director review and upcoming Appreciative Inquiry session with the Board President. (approval by 2/3rds majority required to resolve into executive session¹)

MOTION: *Director Kimbell 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 Mazzetto seconded the motion to enter Executive Session.*

VOTE:

Roll Call: Christopher West, MacKenzie Mushel, Stephane Cosby, Bryan Kimbell, Jen Rault, Lica Mazzetto

Yay: Christopher West, MacKenzie Mushel, Stephane Cosby, Bryan Kimbell, Jen Rault, Lica Mazzetto

Nay: None

Motion passed: 6-0

Executive Session entered at 9:03 pm.

MOTION: *Director Kimbell 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: Christopher West, MacKenzie Mushel, Stephane Cosby, Bryan Kimbell, Jen Rault, Lica Mazzetto

Yay: Christopher West, MacKenzie Mushel, Stephane Cosby, Bryan Kimbell, Jen Rault, Lica Mazzetto

Nay: None

Motion passed: 6-0

Executive Session ended at 10:32 pm.

5. Closing, 7:55 p.m. (5 minutes)

¹ <https://law.justia.com/codes/colorado/2016/title-24/administration/article-6/part-4/section-24-6-402/>

- 5.1. Review Action Items
AI: Finalize April and May meeting rotation schedule
Secure alternative [location](#) for June 1st retreat, needs to be late morning (10am?)
- 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.*