

## Board Business Meeting Minutes

May 20, 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 may result in delayed admittance. This option is still in beta, please be patient while we work out the kinks.

### **BUSINESS MEETING: 6:00-9:00 p.m.**

#### 1. **Opening, 6:05 p.m.** (5 minutes)

1.1. Call to Order

1.2. Attendance & Introductions

1.2.1.1. Sara Kathol

1.2.1.2. Jen Rault

1.2.1.3. Bryan Kimbell

1.2.1.4. Troy Wixson

1.2.1.5. Jon Pointer

1.2.1.6. Liv Helmericks

1.2.1.7. Stephane Cosby

1.2.1.8. Mark Guttropf

1.2.2. Late:

1.2.2.1. MacKenzie Mushel

1.2.3. Absent:

1.2.3.1. Lica Mazzetto

1.2.3.2. Christopher West

1.2.4. Guests:

1.2.4.1. Kerstin Stephensen

1.2.4.2. Hester Parrot (virtual)

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

**Director Rault 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, 6:10 p.m.** (5 minutes)

- 2.1. Approve Minutes from Prior Board Business Meeting ([04/22](#))  
**MOTION:** Director Pointer moved to approve the minutes listed above. Director Mushel seconded.  
**VOTE:** Unanimously approved.
- 2.2. Call for Late Additions to Agenda  
**PSD Addendum added to item 3.2**
- 2.3. Approve Meeting Agenda  
**MOTION:** Director Pointer moved to approve the agenda with addition. Director Guttropf seconded.  
**VOTE:** Unanimously approved.

3. **New Business, 6:15-6:45 p.m.** (10 minutes)

- 3.1. Vote to adopt a new [bond resolution](#) for the new bond balance (after paydown)
  - 3.1.1. Amended [lease](#) & [tax](#) documents for reference
  - 3.1.2. If approved, the Board President & Secretary sign with Notary Public

**This reissues the bond paperwork to include specific language around the early repayment but retains the interest rate and other details from the previous bond.**

- MOTION:** Director Rault moved to approve the bond resolution as above, Director Guttropf seconded.  
**VOTE:** Unanimously approved.

- 3.2. PSD Addendum to the Charter School Renewal Contract
  - 3.2.1. Discussion and signatures of Executive members

**These look like standard changes (updating the year, etc.) and a change to the required insurance limits. The board requested that our council look at the updates before submitting signatures.**

4. **Regular Business, 6:45 p.m. - 7:30 p.m.**

4.1. **School and Board Policy review**

- 4.1.1. Consent Agenda (i.e. no discussion, if item changed substantively, move discussion to working session and next meeting's agenda):
  - 4.1.1.1. School Policy: [GCKAA](#) and [GCQC/GCQD](#)
  - 4.1.1.2. Board Policy: [EL2.5](#)  
**MOTION:** Director Pointer moved to approve the consent agenda. Director Guttropf seconded.  
**VOTE:** Unanimously approved.

- 4.1.2. PSD Policy Updates: [Summary](#)

4.2. **Operational Update**

- 4.2.1. **Operational [Report](#)** - (Liv) - (20 minutes)

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

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

4.3.1.1. Vote to approve the [24-25 budget](#) to include the salary schedule and final PPR as announced

**MOTION:** Director Pointer moved to approve amended the budget as above. Director Guttropf seconded.

**VOTE:** Unanimously approved.

4.3.2. **Fundraising** Committee ([report](#)) (?)

**Outstanding need for board member to chair committee. Community and staff have been making progress with multi-tiered plan.**

4.3.3. **Long-Term Facilities** Committee ([report](#)) (Jon)

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

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

4.3.5.1. Faculty Survey discussion (MacKenzie)

**From Charter League training: [Guide to board recruitment](#) and [sample dashboard](#)**

**4.4. Executive Session per C.R.S. 24-6-402(4)(f)** - Personnel Matters regarding the School Director Appreciative Inquiry, employee review, and contract renewal (approval by 2/3rds majority required to resolve into executive session<sup>1</sup>).

**Director Wixson excused himself due to the potential appearance of conflict of interest.**

**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 seconded the motion to enter Executive Session.*

**VOTE:**

**Roll Call:** *MacKenzie Mushel, Stephane Cosby, Bryan Kimbell, Jen Rault, Mark Guttropf, Jon Pointer, Troy Wixson*

**Yay:** *MacKenzie Mushel, Stephane Cosby, Bryan Kimbell, Jen Rault, Mark Guttropf, Jon Pointer, Troy Wixson*

**Nay:** *None*

**Motion passed:** *7-0*

*Executive Session entered at 8:17 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 seconded the motion to exit Executive Session.*

**VOTE:**

**Roll Call:** *MacKenzie Mushel, Stephane Cosby, Bryan Kimbell, Jen Rault, Mark Guttropf, Jon Pointer*

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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/>

**Yay:** MacKenzie Mushel, Stephane Cosby, Bryan Kimbell, Jen Rault, Mark Guttropf, Jon Pointer

**Nay:** None

**Motion passed:** 6-0

Executive Session ended at 9:07 pm.

**4.5. Calendar Items ([from Board calendar](#)) - (Steph) (5 minutes)**

4.5.1. APRIL

4.5.1.1. Review Board Member Onboarding Materials and Make Any Necessary Changes (ongoing)

4.5.1.2. Final budget review and approval by the board

4.5.1.3. Work Session - Strategic Plan Review/Discussion, Year-end Recap

4.5.2. MAY

4.5.2.1. Provide Newly Elected Board Members with Onboarding Materials

4.5.2.2. Draft Meeting Rotation and Dates for next year

**4.6. Scheduling/Miscellaneous Items**

4.6.1. [Colorado League of Charter School Town Halls](#) - Fridays @ 9:00 am

4.6.2. [Board Meeting Rotation Spreadsheet](#)

**5. Closing, 7:55 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.*