

Board Business Meeting Minutes

February 26, 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. 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

1.2.3.5. Gail Spinden

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

Director Kimbell 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 ([1/22](#))

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

VOTE: Unanimously approved.

2.2. Call for Late Additions to Agenda

Addition of discussion of decisions regarding conflicts of interest in Board matters added to 3.4

Item 4.1 is being moved to 4.4 to allow for better attendance logistics.

2.3. Approve Meeting Agenda

MOTION: Director Rault moved to approve the agenda. Director Cosby seconded.

VOTE: Unanimously approved.

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

3.1. Vote to change [bylaws sections 3.4 and 4.3](#) as read during the Jan 22nd business meeting

MOTION: Director Rault moved to approve the changes to bylaws as previously discussed. Director Mushel seconded.

VOTE: Unanimously approved.

AI: update Bylaws on website

3.2. Interview potential Board candidates

3.2.1. Lica Mazzetto

3.2.2. Jon Pointer

Clarification of official start date for newly *elected* board members: Procedure document lists official start date as the month of may

3.3. Vote to appoint eligible Board Candidates

Discussion of ambiguous language in Bylaws regarding appointment and eligibility for election.

AI: Add discussion of bylaws on this issue to working session

AI: Review and proposal of revision to bylaws for discussion and potential change

3.3.1. Paul Maloney

MOTION: *Director Kimbell moved to proceed with appointment of Paul Maloney, Lica Mazzetto, and Jon Pointer to the Board of Directors for the term until the beginning of the next elected term. Director Cosby seconded.*

VOTE:

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

Nay: *None*

Motion passed: 8-0

3.4. Discussion regarding conflicts of interest in Board matters

Clarification of conflict of interest with regard to review of director by a spouse of the same director's employee is desired.

AI: Review language and submit written request for clarification or proposal of changes to legal counsel

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

4.1. School and Board Policy review

4.1.1. Vote to approve location for posting meeting info C.R.S. 24-6-402 (2)(c)

<https://www.mountainsage.org/about-us/governance/>

MOTION: Director Cosby moved to approve the governance page of the Mountain Sage website as the official location for posting Board meeting information. Director Mushel seconded.

VOTE: Unanimously approved.

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

4.1.2.1. School Policy Review: [ECF](#), [FE](#), [FEA](#)

4.1.2.2. Board Policy Review: [EL2.6](#), [EL2.7](#)

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

VOTE: Unanimously approved.

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

4.2. Operational Update

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

4.2.2. **Visioning** Group Update (Bryan/Liv)

AI: remove visioning update from future agendas

4.2.3. **Alignment** Group status check

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 moving unused/reserve savings to CSAFE

MOTION: Director Wixson moved to approve administration proceeding with utilization of CSAFE for unused/reserve savings. Director Kathol seconded.

VOTE: Unanimously approved.

4.3.1.2. Vote to extend Tatonka Education Services contract

MOTION: Director Mushel moved to approve administration proceeding with extending TES's contract. Director Cosby seconded.

VOTE: Unanimously approved.

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

Committee still forming, formal committee report pending incorporation of community liaison.

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

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

More detailed info on candidates could be included in bio in order to facilitate greater familiarity with and participation in election

AI: Post candidate bio to website

AI: Schedule title IX training

4.4. 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 Cosby seconded the motion to enter Executive Session.*

VOTE:

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

Yay: Christopher West, MacKenzie Mushel, Stephane Cosby, Bryan Kimbell, Jen Rault, Troy Wixson

Nay: None

Motion passed: 6-0

Executive Session entered at 8:27 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:

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

Nay: None

Motion passed: 5-0

Executive Session ended at 9:40 pm.

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

4.5.1. JANUARY

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

- 4.5.1.1. School Director Evaluation Survey Updates if needed
- 4.5.1.2. Send Parent and Faculty Survey to School Director who distributes
- 4.5.1.3. Secure locations for Board retreats
- 4.5.1.4. Review officer position changes for the upcoming year and assign incoming officers if needed for cross training.
- 4.5.1.5. Title IX Training for all Board members (required annually)

- 4.5.2. FEBRUARY
 - 4.5.2.1. First Draft of Budget
 - 4.5.2.2. Summarize Parent and Faculty Survey Results
 - 4.5.2.3. Director Evaluation - Board President and School Director engage in AI Performance Review conversation (scheduled to happen after Board executive session). (early February)
 - 4.5.2.4. Director Evaluation - School Director submits AI Performance Goals to Board for review and finalize compensation in executive session. (late February)
 - 4.5.2.5. March policies for review: [EL2.8](#) [EL2.9](#), [FEAA](#) [FEB](#) [FEG](#)

- 4.6. Scheduling/Miscellaneous Items (5 minutes)
 - 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.*