

## Board Business Meeting Minutes

April 22, 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, 6:05 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. MacKenzie Mushel

1.2.1.5. Christopher West

1.2.1.6. Troy Wixson

1.2.1.7. Jon Pointer - virtual

1.2.1.8. Paul Maloney

1.2.1.9. Liv Helmericks

1.2.2. Late:

1.2.2.1. Lica Mazzetto - virtual

1.2.2.2. Stephane Cosby - virtual

1.2.3. Absent:

1.2.4. Guests:

1.2.4.1. Gail Spinden

1.2.4.2. Mark Guttropf

1.2.4.3. Maggie Regalia

1.2.4.4. Teresa Passey - virtual

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

1.4. Public Comment (3 minutes per person, Limit 20 minutes total)

[Policy ADD 4.8 - Public Participation in Board Meetings / Board Guest](#)

- **Gail Spinden - spoke about teacher pay with references that were emailed to the board. In particular, advocated for pay increases which are proportionally equal regardless of years of service. In addition, advocated for increased fundraising to be able to pay teachers.**

- **Christopher West** - shared that he is having trouble trusting the process as there are times he does not feel heard. Reiterated commitment to the board and the teachers.
- **Teresa Passey** - shared that this year has been more challenging than foreseen as a first year member of the community with a fifth grader in the class that has experienced several transitions, and wished there was more communication/community outreach from the school.

2. **Preliminary Matters, 6:10 p.m.** (5 minutes)

2.1. Approve Minutes from Prior Board Business Meeting ([03/25](#))

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

**VOTE:** Unanimously approved.

2.2. Call for Late Additions to Agenda

2.3. Approve Meeting Agenda

**MOTION:** Director West moved to approve the agenda. Director Mushel seconded.

**VOTE:** Unanimously approved.

3. **New Business, 6:15-8:00 p.m.** (10 minutes)

3.1. 23/24 Board budget discussion

- **It would be useful for community members to be able to see the draft budget throughout the process so that they can comment and be involved.**
- **It was brought up that we are legally obligated to provide a notice of the proposed budget (CRS 22-44-109) 10 days in advance of voting and the draft should be available in the school office.**
  - **Consider adding this to the board calendar.**
- **PSD wants a draft budget ASAP with the final budget by May 15th.**
  - **Our meeting is on the 20th.**
    - 3.1.1. Review expenditures and establish the projected costs of board governance for the next fiscal year.
- **Original budget was \$3,000 and we've spent 50% thus far.**
  - **Some members thought the Google workspace was going to take half of the budget but it currently costs us \$72/month**
  - **AI: Look into board trainings**
- 3.2. 24/25 Budget discussion with Maggie Regalia
- **Proposed budget uses district floor for per-pupil funding**
- **Some interest in seeing Ratios for comparable schools (i.e. charters with the same number of students/classes).**
- **AI: Look into the budget decrease for Expenditures: supplies and materials (middle school desks, etc.) , Property and Equipment (teacher computers),**
- **Discussion of how parents can check whether they have paid their student fees.**

- Could add grants in the future, most of these are state grants.
- Can use uniform budget summary to compare summaries to other schools, this is required to be published for all schools.
- Discussion of school administration roles
- Some desire from faculty and staff to improve stipends
- Teacher salary increases are between 3.4% and 6.3% increase which includes both the salary step increase and a flat cost-of-living increase of around \$1600.
- Perhaps useful to explore end-of-career bonuses and potential to fundraise for this.

3.2.1. Vote on [current budget draft](#)

**MOTION:** Director Maloney moved to share the draft of the budget with PSD. Director Mushel seconded.

**VOTE:** Unanimously approved.

#### 4. Regular Business, 8:10 p.m. - 9:00 p.m.

##### 4.1. School and Board Policy review

4.1.1. Discussion about MSCS lawyer responses/position to recent proposals

- **The lawyer will respond in writing by April 30th regarding change of bylaws and conflict of interest policy and then will join us on May 6th.**

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: [FEH](#), [FF](#), [GBJ](#)

4.1.2.2. Board Policy Review: [GP3.0](#)

**MOTION:** Director Rault moved to approve the consent agenda Director Maloney seconded.

**VOTE:** Unanimously approved.

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

##### 4.2. Operational Update

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

- **Availability of Narcan to teachers is in the exploratory phase.**
- **Wood Chips are a significant expense because they provide for universal access**
  - **Could consider adding grass - perhaps look into a proposal for next may**
    - **We don't have utilities currently in the area**
- **Desire to understand (as a board) what has/is happening in 5th grade and why some families aren't feeling connected. Perhaps some of the communications that went to families and staff should have come to the board as well. The school director gave a brief summary.**
- **Education director position was offered to Jenna Martin**
- **There are things on the goals matrix which staff are not aware have been completed.**
  - **AI: follow up about staff perception regarding progress on goals**

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

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

- **Discussion about the recommendation from the finance committee to pay down bond now rather than wait a year. Big reasons were because this bond can only be used on the current building but that is not an option, the committee thinks that retaining the debt may hinder ability to get a different bond for a new location, and the additional challenges that having the bond would bring if we decided to sell the current property.**

**MOTION:** Director Wixson moved to approve the Bond paydown recommendation from finance committee at 103%. Director Mushel seconded.

**VOTE:** Unanimously approved. (By Directors Wixson, Kimbell, Maloney, Mushel, and Rault - others had to leave)

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

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)

**Discussion regarding election. Questions can be sent to Jennifer Rault**

**AI: Ask Hilary to send out parentSquare reminder about the election**

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

4.4.1. JANUARY

4.4.1.1. Secure locations for Board retreats

**Complete: Retreat will be Saturday June 1 at Tamasag**

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

4.4.2. MARCH

4.4.2.1. Final Director Evaluation meeting with School Director to provide final comments and present salary proposal for next year. (prior to Spring Break)

4.4.2.2. Policy review check-in: where are we, what's left

4.4.2.2.1. Moved to May: [EL2.5](#), [EL2.8](#), [GP3.8](#)

4.4.2.2.2. Scheduled for May: [GCKAA](#) and [GCQC/GCQD](#)

4.4.2.3. Draft budget review

**Completed this meeting**

4.4.3. APRIL

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

4.4.3.2. GP 3.7 - Each April, the Board will publicly review its expenditures and establish its projected costs of governance for the next fiscal year.

**Completed this meeting**

4.4.3.3. Final budget review and approval by the board

- 4.4.3.4. Work Session - Strategic Plan Review/Discussion, Year-end Recap
- 4.4.4. MAY
  - 4.4.4.1. Provide Newly Elected Board Members with Onboarding Materials
  - 4.4.4.2. Draft Meeting Rotation and Dates for next year

**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](#)

**AI: Paul Maloney for May rotation**

**5. Closing, 9:10 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.*