

Board Business Meeting Agenda

August 26, 2024, 6:00-9:00 p.m.

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.

1. **Opening, 6:00 p.m.**
 - 1.1. Call to Order
 - 1.2. Attendance & Introductions
 - 1.3. Our Mission: [Cultivating the Creative Mind](#)
 - 1.4. Public Comment (3 minutes per person, Limit 20 minutes total)
 - 1.4.1. [Policy ADD 4.8 - Public Participation in Board Meetings / Board Guest](#)

2. **Preliminary Matters, 6:15 p.m.**
 - 2.1. Approve Minutes from Prior Regular Board Meeting ([Retreat-06/01/2024](#))
 - 2.2. Call for Late Additions to Agenda
 - 2.3. Approve Meeting Agenda
 - 2.4. Post-summer board member check-in

3. **Board Education, 6:30 p.m.**
 - 3.1. Discuss Board Retreat and training by the [Colorado League of Charter Schools \(CLCS\)](#)
 - 3.2. Review helpful information for new board members (folder locations, calendars, website, bios, etc)
 - 3.3. [Board Educational Topics](#) (by Person)

4. **Regular Business, 6:45 p.m.**
 - 4.1. **Consent Agenda** (i.e. no discussion, if item changed substantively, move discussion to working session and next meeting's agenda):
 - 4.1.1. Board Policy: [EL2.8](#), [GP3.8](#)
 - 4.2. **Strategic Plan Review**
 - 4.2.1. Discuss timing & methodology for sharing progress with the community
 - 4.3. **School Director's Operational Report**
 - 4.3.1. For review: Employee Handbook
 - 4.4. **Committee Updates**
 - 4.4.1. Finance Committee Update ([report](#))
 - 4.4.2. Long-Term Facilities Committee ([report](#))
 - 4.4.3. School Accountability Committee Update ([report](#))
 - 4.4.4. Governance Committee ([report](#))

- 4.4.5. Fundraising ? ([report](#))
- 4.5. **Policy Discussion**
 - 4.5.1. PSD Policy Updates (through XX/XX/XXXX): [Summary](#)
 - 4.5.2. August Board Policy Review: None
 - 4.5.3. August School Policy Review: [GDQB](#) [GDQD](#)
 - 4.5.4. New [Title IX policy](#) discussion
- 4.6. **Items of the Month** (from [Board calendar](#))
 - 4.6.1. June/July - Remove access for outgoing board members
 - 4.6.2. June/July - New Board Member on-boarding tasks, begin training, review policies
 - 4.6.3. June/July - Refresh memory and understanding of Charter/Mission/Vision
 - 4.6.4. June/July - Meeting folders for upcoming year set up on Board storage
 - 4.6.5. June/July - Reconcile PSD policies to our school policy tracking sheet
 - 4.6.6. June/July - Update school website with school governance related updates as needed (e.g. new members, policy organization, etc)
 - 4.6.7. June/July - Audit Timeline provided by PSD & Auditor
 - 4.6.8. June/July - Engagement Letter signed with auditors (Audit)
 - 4.6.9. June/July - Audit Field Work Onsite
 - 4.6.10. Summer Break - Review Director Goals and Plans and Follow Up
 - 4.6.11. August - Begin Recruitment of Potential Board Members via Announcements
 - 4.6.12. August - Review Board Election Related Documents on Website for Accuracy
 - 4.6.13. August - Preliminary trial balance (TB) due to PSD for data pipeline testing (Audit)
 - 4.6.14. August - Annual Board member background check, volunteer application
 - 4.6.15. August - Update Board Contact Info
 - 4.6.16. August - Annual Review of Employee Handbook
 - 4.6.17. August - Contact the school and get name tags for new board members
 - 4.6.18. August - Review all school policies and confirm that they are up to date. Identify those items that will require full board approval.
 - 4.6.19. September - Review and update the Strategic Plan
 - 4.6.20. September - Board member appointments to be completed (if not completed at Summer Retreat)
 - 4.6.21. September - Welcome letter from board sent to school community
 - 4.6.22. September - First draft of audit to PSD on meeting agenda
 - 4.6.23. September - Review School Performance Framework & results from previous spring CMAS
 - 4.6.24. September - Determine open number of board seats for election and begin recruitment
- 5. **Closing, 8:30 p.m.**
 - 5.1. Review Action Items
 - 5.2. Review [Upcoming School Calendar Events](#), Board Member Attendance

- 5.3. Call for Final Comment
- 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.*