

**Thomas MacLaren State Charter School**  
**Board of Directors Meeting**  
**January 24, 2019**  
**Minutes**

***APPROVED***

*The meeting took place at Thomas MacLaren School, 1702 North Murray Boulevard, Colorado Springs, CO 80915.*

- I. **Call to Order:** Mr. Edwards called the meeting to order at 4:05 p.m.
  - A. **Roll Call:** Present: Mr. Sam Edwards, Mrs. Melissa Nussbaum, Ms. Diane Borre, and Mrs. Hannah Parsons. Mr. Tim Fuller arrived at 4:11p.m. Mr. Paul von Boeck was absent. Also present were Mrs. Mary Faith Hall, Executive Director, Mr. Nico Alvarado, Head of Lower School, Mr. Benjamin LaBadie, Assistant Head of Upper School, Mrs. Katherine Brophy, Director of Communications, Mrs. Angie Stattman, Business Manager, Mrs. Kari Coleman, Executive Assistant to Executive Director, Mrs. Debra Richards, Executive Assistant to Head of Lower School, Mrs. Deanna Finch, Administrative Assistant and Mr. Eric Hall, Founder. One MacLaren parent was also in attendance.
  - B. **Public Comment:** None.
  - C. **Approval of Agenda:** Mrs. Hall asked if she could insert the naming of two replacement members to the Thomas MacLaren School Foundation Board into the agenda. It was agreed that this item should be placed under Board Training. Mrs. Nussbaum motioned, Mrs. Parsons seconded. Approved as amended.
  - D. **Approval of Minutes:** Mrs. Parsons motioned, Mrs. Nussbaum seconded. Unanimous approval of the November minutes.
  
- II. **Board Training**
  - A. **Board Module Training:** Mr. Hall presented on two modules: “Effective Committees” and “Board Officer Responsibilities”. He explained the details of these modules to the Board members.
  - B. **Name New Members to Thomas MacLaren School Foundation Board:** According to the Foundation By-Laws, the Foundation Board needs to have 3 members, two of whom are also members of the Thomas MacLaren School Board. The two School Board members who were on the Foundation Board are no longer on the School Board and so their positions on the Foundation Board are now vacant. Mrs. Hall explained the responsibilities of the Foundation Board and asked for volunteers to fill those vacancies. Mr. Fuller and Ms. Borre agreed to do so. Mrs. Nussbaum moved to place Mr. Fuller and Ms. Borre on the Foundation Board. Mrs. Parsons seconded. Unanimous approval.
  
- III. **Accountability and Accreditations**
  - A. **Approval of Strategic Plan:** Mrs. Hall asked the Board if they had any edits to the Strategic Plan. Mr. Edwards suggested that we change “Head of School” to “Executive Director”. Ms. Borre motioned to approve the Strategic Plan as amended. Mrs. Nussbaum seconded. Unanimous approval.

**B. Charter Renewal Update:** Mrs. Hall reported that we received a draft contract that was much longer than the one we received five years ago. We now have a final version of a contract after some negotiations with our authorizer, the Charter School Institute. We expect that it will be ready to be signed in March by Mr. Edwards, the Chair of the Board.

**IV. Student Performance**

**A. Lower School Project Days:** Mr. Alvarado began his presentation by explaining to the Board what Upper School Project Week entailed. After that explanation, he told the Board that it was clear that a similar type of Project Week was not realistic for the Lower School. However, we could still have this moment of learning for its own sake – build things, make things, an immersion into the liberal arts – but do it together as a class, not on their own. Mr. Alvarado then narrated a slide show that pictured students engaged with each other and their teachers in a variety of activities. He noted that there were many students who remarked that these Project Days were the best school days ever! Teachers noticed that some of their students, who typically struggle in the normal classroom environment, were much more engaged and peaceful when engaged in these activities. Mr. Alvarado mentioned that his faculty and staff have figured out how to run these project days better next year. Mrs. Hall commended Mr. Alvarado for his vision for these special school days and thanked Mrs. Richards for all of her logistical support.

**V. Status Reports**

**A. Executive Director:** Mrs. Hall highlighted the end of semester performances and thanks all those that came to the 10 Year Anniversary Gala. She reminded the Board that the Lottery is next week. She also pointed out that there was a MacLaren Society event scheduled for next Friday. Mrs. Hall explained some of the building upgrades that she hopes will be paid for with the BEST grant that she and Mrs. Stattman have been working on and will be submitting soon. This is a very competitive grant.

**B. Dashboard:** Mrs. Hall noted that enrollment is fluid right now.

**C. Finance Committee:**

**a. December Financial Statements:** Ms. Borre reported that everything is about where it should be for this time of year, but there might be need for a supplemental budget. She also noted that Mrs. Stattman has been researching what banks might have better interest rates than what we have right now.

**VI. Executive Director Annual Review**

**A. Executive Session to consider personnel issues under CRS 24-6-402(4)(f):** Mrs. Nussbaum motioned to go into Executive Session. Mr. Fuller seconded. Unanimous approval. Mrs. Hall was the only non-Board member invited into the session. The Board entered in Executive Session at 4:56 p.m.

Mrs. Nussbaum motioned to come out of Executive Session. Ms. Borre seconded. The Board came out of Executive Session at 6:01 p.m.

**VII. Announcements**

**A. Next Regularly Scheduled Meeting:** The February meeting has been moved up a week to February 21 so as not to conflict with the Colorado League of Charter Schools Conference.

**VIII. Adjournment**

- A. Motion to Adjourn:** Motioned by Mrs. Nussbaum, seconded by Ms. Borre.  
Unanimous approval. Adjourned at 6:02 p.m.

Respectfully submitted by:

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Katherine A. Brophy, Minutes Recorder

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Date