

**Thomas MacLaren State Charter School
Board of Directors Meeting
February 21, 2019
Minutes**

APPROVED

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

- I. **Call to Order:** Mr. Fuller called the meeting to order at 4:00 p.m.
 - A. **Roll Call:** Present: Mr. Tim Fuller and Mr. Paul von Boeck. Mrs. Melissa Nussbaum and Mrs. Hannah Parsons joined in by phone. Mr. Sam Edwards and Ms. Diane Borre were absent. Also present were Mrs. Mary Faith Hall, Executive Director, Mr. Nico Alvarado, Head of Lower School, Mrs. Katherine Brophy, Director of Communications, Mrs. Kari Coleman, Director of Operations, Mrs. Debra Richards, Executive Assistant to Head of Lower School and Mr. Eric Hall, Founder. Mrs. Angie Stattman, Business Manager arrived at 4:04 p.m. One MacLaren parent was also in attendance.
 - B. **Public Comment:** None.
 - C. **Approval of Agenda:** Mrs. Hall proposed the following: postpone Kodály presentation until next month, postpone Foundation Liability vote until Ms. Borre is present, move Motions to first order of business to accommodate Mrs. Nussbaum and Mrs. Parsons who were calling in. Mr. von Boeck motioned, Mr. Fuller seconded. Approved as amended.
 - D. **Approval of Minutes:** Mr. von Boeck motioned, Mr. Fuller seconded. Unanimous approval of the January minutes.

- II. **Student Performance**
 - A. **Kodály Program in Lower School** – presentation postponed until next meeting.

- III. **Board Training:** Mr. Hall presented the highlights of the following modules and explained them to the Board.
 - A. **Board Module #23 – Charter Schools Act**
 - B. **Board Module #18 – Selecting, Reviewing and Supporting the Administrator**
 - C. **Board Module #22 – Board Communication**

- IV. **Status Reports**
 - A. **Executive Director:** Mrs. Hall updated the Organizational Chart with the appointment of Mrs. Kari Coleman to the newly created position of Director of Operations. Mrs. Hall announced that she and Mrs. Stattman had submitted a BEST Grant proposal for \$1.5 million dollars. She highlighted some of the upcoming events, such as the last MacLaren Society in April. She noted that the Lottery took place on January 31 and that, as usual at this time of year, enrollment is very fluid. They are seriously considering expanding to one more section of 4th grade and are sending surveys out now to parents whose children are on the waitlist. Mrs. Hall explained to the Board her rationale on the timing of growth in the Lower School.

B. Dashboard: Nothing unusual to highlight.

C. Finance Committee:

- a. **January Financial Statements:** Mrs. Stattman reported that there are no big changes in the financial statements this month. She noted that she was able to move one million dollars to a new back account that will earn more interest. She also noted the reasons for the negative amount in the summary statement that had to do with the timing of the Mill Levy payment and also more expenses, e.g. marketing budget that is being tapped into at this time of the year.
- b. **Motion – Foundation Liability:** postponed until next month’s meeting.

V. Policy Review

- A. **Review Charter Contract and Waivers:** Mrs. Hall highlighted what was new since our last contract. She noted some of the items that were negotiated because of rules that had changed due to legislation. She will submit this final contract to Mr. Edwards to sign.
- B. **(moved to beginning of meeting) Approve Revised Financial Controls:** Mrs. Hall explained the changes that were made to our financial controls as part of the charter renewal process. Mr. Fuller motioned, Mr. von Boeck seconded. Unanimous approval of Revised Financial Controls.
- C. **(moved to beginning of meeting) Approve 2019-2020 School Year Calendar:** Mrs. Hall explained the changes from last year’s calendar to this new one. Mr. von Boeck motioned, Mr. Fuller seconded. Unanimous approval of 2019-20 School Year Calendar.

VI. Announcements

- A. **Next Regularly Scheduled Meeting:** March 21, 4:00 p.m.

VII. Adjournment

- A. **Motion to Adjourn:** Motioned by Mr. von Boeck, seconded by Mr. Fuller. Unanimous approval. Adjourned at 4:40 p.m.

Respectfully submitted by:

Katherine A. Brophy, Minutes Recorder

Date