

**Thomas MacLaren State Charter School**  
**Board of Directors Meeting**  
**April 25, 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 4:32 p.m.
  - A. **Roll Call:** Present: Mr. Sam Edwards, Mrs. Melissa Nussbaum, Ms. Diane Borre, Mr. Tim Fuller, Mr. Paul von Boeck and Mrs. Hannah Parsons. Also present were Mrs. Mary Faith Hall, Executive Director, Mr. Nico Alvarado, Head of Lower School, Mr. Ben LaBadie, Assistant Head of Upper School, Mrs. Angie Stattman, Business Manager, Mrs. Katherine Brophy, Director of Communications, Mrs. Kari Coleman, Director of Operations, Mrs. Debra Richards, Executive Assistant to Head of Lower School, Mrs. Deanna Finch, Administrative Assistant and Mr. Ben Seasley, Lower School Faculty.
  - B. **Public Comment:** None.
  - C. **Approval of Agenda:** Mrs. Parsons motioned, Mrs. Nussbaum seconded. Unanimous approval
  - D. **Approval of Minutes:** Mr. Fuller motioned, Mrs. Parsons seconded. Unanimous approval of the March minutes.
  
- II. **Student Performance**
  - A. **Singapore Math Update:** Mrs. Hall introduced Mr. Seasley to the Board. He is one of the 2<sup>nd</sup> grade teachers and is the Math Curriculum Lead for the Lower School. He has been working with Ms. Katie Maslow, Upper School Math Curriculum Lead, on how the Lower School math curriculum prepares the students for the Upper School math curriculum. Mr. Seasley gave the Board a brief overview of what the K-5 students are learning in math this year. He noted that a Singapore Math trainer has been working with the Lower School Faculty to help them implement this curriculum successfully at the school. He then spoke in more detail what math lessons look like in each grade and what the goals are of the program. One Board member asked how teachers would challenge a student who has more intuitive number sense and is moving through the curriculum more easily than his/her peers. Another wondered how we would integrate transfer students into the program. At the end of Mr. Seasley's presentation, Mr. Alvarado shared that the trainer was very impressed with our first-year program.
  
- III. **Board Training/Development**
  - A. **Board Membership:** Mr. Edwards nominated Mrs. Meredith Wardwell Sherman to the Board. Mr. Fuller motioned, Mrs. Parsons seconded. Unanimous approval.
  - B. **Math Curriculum - 6<sup>th</sup> Grade Updates:** Mrs. Hall told the Board that a series of conversations have occurred around the transition of our 5<sup>th</sup> graders into 6<sup>th</sup> grade. It is clear that the pedagogy of Singapore Math is unique and so now we will have half the 6<sup>th</sup> grade coming in with this background and half that won't have had it. It

has been decided to finish out the Singapore Math sequence in 6<sup>th</sup> grade. Academy Project has approved this change to the curriculum.

- C. **Board Module Training:** Mrs. Hall noted that we are almost finished with the Board Module Training. She asked the Board what they would like to learn more about in Board Training during next year's Board meetings. Several Board members chimed in with ideas of topics ranging from learning more about local and state-level issues, and understanding how the state legislature works and how we could/should be involved at that level, to reiterating the details of the Sunshine Law and understanding better what the faculty and staff need from the Board.

Mrs. Hall presented the highlights of the following modules and explained them to the Board.

- i. **Board Module #19 – Professional Development**
- ii. **Board Module #21 – Grant Writing**

#### IV. **Policy Review**

- A. **2019-20 Upper School Parent-Student Handbook:** Mrs. Hall went over the changes in the new handbook and explained the reasoning behind them. Mr. Edwards pointed out that in one section, the title "Head of School" was used but probably needed to be changed to "Executive Director". Mrs. Hall made note of that edit.
- B. **2019-20 Lower School Parent-Student Handbook:** Mr. Alvarado went over the changes in the new handbook and explained the reasoning behind them.

*MOTION: To approve the 2019-20 Upper School and Lower School Parent-Student Handbooks as amended.*

Mrs. Nussbaum motioned; Mr. von Boeck seconded. Unanimous approval.

#### V. **Status Reports**

- A. **Executive Director:** Mrs. Hall expressed to the Board that she hoped they would be able to make it to the upcoming events on the school calendar, e.g. drama productions, Fine Arts Night, Graduation. She requested that the Board RSVP to her if they would be attending Graduation. Currently, she is in the thick of hiring for the coming year, planning the Leadership Institute, and setting up calendars for the year ahead, among other things. Mrs. Hall reminded the Board that enrollment numbers are high right now but they expect attrition to become clear as we head toward the end of the school year. The Enrollment office just sent out an Intent to Return Survey. The Board discussed the special schedule that was created for the Assessments testing that occurred April 8-11.

- A. **Dashboard:** Nothing unusual to highlight.

#### B. **Finance Committee:**

- a. **March Financial Statements:** Ms. Borre noticed that there is a discrepancy on the Balance Sheet that she will have Mrs. Stattman correct and send the Board an updated version. She noted that the monthly budget is looking better and that we will probably not have to approve a supplemental budget after all. She reported that the Full-Day Kindergarten legislation looks like it will be approved and that will be good for us financially. Mrs. Stattman relayed that we are almost finished spending Year 2 of the Lower School grant money.
- b. **Motion – Foundation Liability:** postponed until next month's meeting. Need to check with the auditor on some details.

**VI. Announcements**

- A. Senior Drama Productions:** Mrs. Hall invited the Board to attend the upcoming Senior drama productions – *Radium Girls*: April 29-30, 6:30 p.m. and *The Trojan Women*: May 2-3, 6:30 p.m.
- B. Spring Fine Arts Night:** May 7, 6:30 p.m. at the Pikes Peak Center
- C. Next Regularly Scheduled Meeting:** May 23, 4:00 p.m.
- D. Graduation:** May 25, 10:30 a.m. at the City Auditorium

**VII. Adjournment**

- A. Motion to Adjourn:** Adjourned at 5:30 p.m.

Respectfully submitted by:

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Katherine A. Brophy, Minutes Recorder

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Date