

**Thomas MacLaren State Charter School
Board of Directors Meeting
May 23, 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 4:04 p.m.
 - A. **Roll Call:** Present: Mr. Sam Edwards, Mrs. Melissa Nussbaum, Ms. Diane Borre, Mr. Tim Fuller, Mr. Paul von Boeck and Mrs. Meredith Sherman. Mrs. Hannah Parsons arrived at 4:46 p.m. 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, and Mrs. Deanna Finch, Administrative Assistant. Mrs. Debra Richards, Executive Assistant to Head of Lower School arrived at 4:08 p.m. Mr. Eric Hall, Founder, arrived at 4:15 p.m. MacLaren parent and student arrived at 4:23 p.m.
 - B. **Public Comment:** None.
 - C. **Approval of Agenda:** Mrs. Nussbaum motioned, Mr. Fuller seconded. Unanimous approval
 - D. **Approval of Minutes:** Mrs. Nussbaum motioned, Ms. Borre seconded. Unanimous approval of the April minutes.

- II. **Student Performance**
 - A. **Overview of Institute for Excellence in Writing (IEW) Program:** Mr. Alvarado delved into the details of the IEW program used in the Lower School classrooms. He explained to the Board some of the key elements of this program and showed the Board how the youngest to the oldest students were being trained to write in a way that prepares them to enter the Upper School writing program with confidence. This will be a big change from years previous when many of our incoming 6th graders were woefully prepared to write at grade level.

- III. **Board Training/Development**
 - A. **Board Module Training:** Mr. Hall presented the highlights of the following modules and explained them to the Board. These are the last two modules of the series.
 - i. **Board Module #29 – Needs Assessment**
 - ii. **Board Module 30 – Additional Best Practices**

- IV. **Policy Review**
 - A. **Approve Student Fees for 2019-2020:** Mrs. Hall explained to the Board how student fees work. The template that we use to detail these fees is one that we have been instructed to use by the state. If fees are mandatory, such as book fees for Humane Letters, if a student qualifies for Free or Reduced-Price Lunch, those fees will be waived. If fees are voluntary, such as fees to play on an athletic team, if a student qualifies for Free or Reduced-Price lunch, the fees are offered on a sliding schedule. Mrs. Sherman motioned to approve. Mrs. Nussbaum seconded. Unanimous approval.

- B. Approve Revised Graduation Requirements:** Mrs. Hall explained that there is nothing new in this policy except the need to align our policy with the new cut points for certain standardized tests. Mrs. Nussbaum motioned to approve. Ms. Borre seconded. Unanimous approval.
- C. Approve Employee Handbook for 2019-20:** Mrs. Hall noted that they did a thorough revision of this handbook. She detailed the many changes, explaining the reasoning behind them. Mrs. Nussbaum move to approve. Mrs. Parsons seconded. Unanimous approval.
- D. Approve Student Activities Handbook 2019-20:** Mrs. Hall explained that this handbook, which covers participation in athletics and clubs, was updated to be in alignment with CHSAA rules and regulations and to give greater clarity. The changes were not substantive. Mrs. Parsons moved to approve. Mr. von Boeck seconded. Unanimous approval.

V. Status Reports

- A. Executive Director:** Mrs. Hall noted that the school year was busily being wrapped up. The students gave great performances at Spring Fine Arts Night and the Senior Drama productions. Our sports teams had a good first year in CHSAA. Mrs. Hall is still hiring for the coming year. She is preparing for the Leadership Institute which will take place over three days in late July. Graduation is this weekend!

Mrs. Hall announced to the Board that after 11 years on the job, our very first employee, Angie Stattman, will be leaving at the end of the school year. Mrs. Nussbaum took time to honor Mrs. Stattman for her work as Business Manager at the school, keeping our finances in check and always having clean audits. Her expertise has been invaluable over the years. She will be greatly missed!

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

C. Finance Committee:

- a. April Financial Statements:** Ms. Borre said that everything is on track. There will be no need for a supplemental budget.
- b. Approve Preliminary Budget for 2019-20:** Mrs. Hall handed out a hard copy of the budget for all to follow along with. As usual, we have created a conservative budget as compared to our actual enrollment currently. We know that we cannot count on that number to be the final number at Count Day and so we are using 858 student population for budgeting purposes. We are using \$8040 as the Per Pupil Revenue number right now, but there is good reason to believe that that amount might go up a little. Also, although we are still receiving money from the Mill Levy Equalization fund, we are budgeting as if we won't continue to receive it in case the situation changes.

MOTION: To approve the Preliminary Budget as presented.

Mrs. Nussbaum motioned to approve. Mrs. Parsons seconded. Unanimous approval.

MOTION: To approve the following Budget Resolution as read by Mr. Edwards, Chair of the Board:

Be it resolved by the Board of Education of Thomas MacLaren State Charter School in El Paso County, that the amounts shown in the following schedule be appropriated to each fund as specified in the Adopted Budget for the ensuing fiscal year beginning July 1, 2019 and ending June 30, 2020.

Mrs. Nussbaum motioned to approve. Mrs. Parsons seconded. Unanimous approval.

VI. Executive Session: Discussion of individual students when public disclosure would adversely affect person or persons involved (Parent Grievance) under CRS 24-6-402 (4(h)).

Mrs. Parsons motioned to enter into Executive Session. Mrs. Nussbaum seconded. Unanimous approval. Mr. Edwards invited the Board to stay and dismissed all other attendees.

Executive Session began in 5:06 p.m.

Mrs. Nussbaum motioned to exit Executive Session. Mrs. Parsons seconded. Executive Session exited at 5:37pm

VII. Announcements

- A. Next Regularly Scheduled Meeting:** July 25, 4:00 p.m.
- B. Graduation:** May 29, 10:30 a.m. at the City Auditorium
- C. No June Meeting**

VIII. Adjournment

- A. Motion to Adjourn:** Adjourned at 5:37 p.m.

Respectfully submitted by:

Katherine A. Brophy, Minutes Recorder

Date