

**Thomas MacLaren State Charter School
Board of Directors Meeting
October 25, 2018
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 4:30 p.m.
 - A. **Roll Call:** Present: Mr. Sam Edwards, Mrs. Melissa Nussbaum, Ms. Diane Borre, Mr. Tim Seibert, Mr. Tim Fuller, Mrs. Hannah Parsons and Mr. Paul von Boeck. Mrs. Parsons left early at 5:28 p.m. Also present were Mrs. Mary Faith Hall, Executive Director, Mr. Nico Alvarado, Head of Lower 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, and Mrs. Deanna Finch, Administrative Assistant. Mrs. Coleman left early. One MacLaren parent was also in attendance.
 - B. **Public Comment:** None.
 - C. **Approval of Agenda:** Mrs. Nussbaum motioned, Mr. Seibert seconded. Unanimous approval.
 - D. **Approval of Minutes:** Mr. Seibert motioned, Mrs. Nussbaum seconded. Unanimous approval of the September minutes.

- II. **Student Performance**
 - A. **Lower School Special Education:** Mrs. Erin Blake, Special Education and 504 Plan Coordinator, presented to the Board on what special education looks like currently in the Lower School and the challenges it is facing. She gave a detailed explanation of how special education is approached in the Lower School and what the staff has learned thus far just a few months into the school year. Mr. Alvarado noted that there have been heart-warming success and applauded the efforts of Mrs. Blake and her colleagues. The school is currently looking to hire a Lower School School Counselor. Mrs. Nussbaum asked what positions Mrs. Blake would like to see hired after the School Counselor. She responded that she would like more Instructional Aides.
 - B. **Student Performance Framework (SPF) and Preliminary Charter School Institute Annual Review of Schools (CARS):** Mrs. Hall gave her annual presentation to the Board on these two important reports. She explained how the reports differed in what they were measuring and how they were used. She showed the Board the data that was displayed in each report, highlighting where the school was doing well, especially versus the local school district, but also where the school might need more work. We are expectant that we will have receive a "School of Distinction" rating again from the CSI but without the "Low Participation" modifier.

III. Board Training

A. Board Module Training: Ms. Borre presented on two modules: Financial Oversight and Charter School Finances. She explained the details of these modules to the Board members.

IV. Status Reports

A. Executive Director: Instead of having separate Head of Upper School and Head of Lower School reports, Mrs. Hall and Mr. Alvarado decided it would be best to have one report that comes out of Mrs. Hall's office as Executive Director and thus this report has been renamed to reflect that decision. Mrs. Hall began her report by thanking all those that came to the first MacLaren Society event of the year. Other highlights from the past month: we have been named by the Gazette as one of the Best Workplaces in southern Colorado (award will be given on December 5), enrollment season has begun, and the Varsity Boys Soccer team went to the state playoffs for the first time. Coming up in early November, we have the MacLaren String Quartet performing twice, on a Friday and a Sunday, and the Junior Drama Productions take place in mid-November. Mrs. Hall encouraged the Board to come to these free events. Finally, Mrs. Hall spoke briefly about the October Count numbers noting that we ended up with 8 more students than we budgeted for.

B. Dashboard: Mrs. Hall reminded the Board to let her know if they want any different categories of data to be displayed on the Dashboard. She will be going into more depth about some of the current categories at the Board Retreat in November.

C. Finance Committee:

a. September Financial Statements: Ms. Borre reported to the Board that everything is in good order. We are 25% through the fiscal year and all the percentages are lining up. Mr. Seibert asked if the Board would be getting a full breakdown of the budget at the Board Retreat. Mrs. Hall replied yes.

V. Announcements

A. Annual Board Retreat: November 10 at Colorado College. More details will follow.

B. Next Regularly Scheduled Meeting: November 10, prior to the Retreat. No Board meeting in December. Regular meeting resume in January. The February meeting has been moved up a week so as not to conflict with the Colorado League of Charter Schools Conference.

VI. Adjournment

A. Motion to Adjourn: Motioned by Mrs. Nussbaum, seconded by Mr. Seibert. Unanimous approval. Adjourned at 5:40 p.m.

Respectfully submitted by:

Katherine A. Brophy, Minutes Recorder

Date