

**Thomas MacLaren State Charter School**  
**Board of Directors Meeting**  
**May 20, 2021**  
**Minutes**

***APPROVED***

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

*Members of the public attended via Zoom.*

- I. **Call to Order:** Mrs. Nussbaum called the meeting to order at 4:04 p.m.
  - A. **Roll Call:** Present: Mrs. Melissa Nussbaum, Mrs. Hannah Parsons, Ms. Diane Borre, Mr. Tim Fuller, Mrs. Meredith Sherman, Mrs. Khristine Prickett Vadala, Mrs. Carol Neel, and Mr. Paul von Boeck. Mrs. Dawn Conley joined by Zoom. Also present were Mrs. Mary Faith Hall, Executive Director, Mr. Ben LaBadie, Head of Upper School, Ms. Katie Maslow, Assistant Head of Upper School, Mr. Nico Alvarado, Head of Lower School, Mrs. Lori Richardson, Director of Finance, Mrs. Kari Coleman, Director of Operations, Mrs. Katherine Brophy, Director of Communications, Mr. Keith Redpath, Faculty, and Mr. Eric Hall, Founder. One parent was also present via Zoom.
  - B. **Public Comment:** No comment.
  - C. **Approval of Agenda:** Mrs. Sherman motioned for approval of the agenda. Mrs. Vadala seconded. Unanimous approval.
  - D. **Approval of Minutes:** Mrs. Vadala motioned. Mr. Fuller seconded. Unanimous approval of the April meeting minutes.
  
- II. **Student Performance**
  - A. **Orchestra Program:** Mr. Redpath, Orchestra Team Lead, updated the Board on how the Orchestra program went this past year. He noted that with all the hard things that the pandemic brought to school life, orchestra class was a place to create beauty and it really brightened the lives of the students. Even students who chose the Optional Distance Learning were able to make progress better though it was not easy. He informed the Board that while each orchestra was able to move through most of the repertoire, where they fell behind was in technique practice. This will need extra attention at the beginning of next school year. He mentioned that several seniors played in a small recital for faculty and staff today – music that they picked and practiced themselves. He also played portions of the virtual Fine Arts Night that was posted on the MacLaren YouTube channel last week.
  
- III. **Board Training and Business**
  - A. **Appointing Board Officers:** Mrs. Nussbaum, in her last Board meeting (her second term is up) honored her fellow Board members noting that they were affable, genial and accomplished. She has found the Board a pleasant place to serve these past six years. She then announced the new Board Officers and asked for a motion to approve their appointment. Mr. Fuller motioned, Ms. Borre seconded. Unanimous approval of the following Board Officer appointments: Chair, Hannah Parsons; Vice-Chair, Paul von Boeck; Secretary; Khristine Prickett Vadala.
  
  - B. **What to Look for When Approving a Budget**

- i. **Review April Financials:** Ms. Borre presented the April Financials and noted that everything is looking good, even in spite of the lower Per-Pupil-Revenue (PPR). She praised the staff for all their hard work.
- ii. **Review Key Performance Indicators (KPI):** Mrs. Richardson introduced the new KPI document that the Finance Committee has created to help give some important visual indicators to the Board. She explained each indicator to the Board, noting that some of them are required by the bond that we have. A Board member asked her which indicators were the most important to keep an eye on and she answered #1 (days cash on hand) and #5 (coverage ratio). Ms. Borre highlighted that our debt service is really low compared to other charter schools, but Mrs. Hall explained that it would be rising next year due to the terms of the loan.
- iii. **Review 2021-22 Budget:** Ms. Borre pointed out two Budget Resolutions. Mrs. Richardson explained that the first one is formatted the way it needs to be documented for our authorizer, the Charter School Institute (CSI). The second one is needed when pulling from reserves.

*MOTION: To adopt and approve the following Thomas MacLaren School 2021-22 Budget Appropriation Resolution.*

*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 (Item C2 in Board Packet) be appropriated to each fund as specified in the Adopted Budget for the ensuing fiscal year beginning July 1, 2021 and ending June 30, 2022.*

Mrs. Parsons motioned; seconded by Mrs. Sherman. Unanimous approval.

*MOTION: To adopt and approve the following Thomas MacLaren School Resolution authorizing the use of a portion of beginning fund balance as authorized by Colorado statutes.*

*NOW, THEREFORE, BE IT RESOLVED: In accordance with C.R.S. 22-44-105, The Board authorizes the use of a portion of the Fiscal Year 2020-2021 Beginning Fund Balance from the PPP loan fund up to the amount of \$550,000 for the following purposes:*

1. *Up to \$550,000 is authorized in the PPP loan fund as a result of declining general fund allocations for payroll and benefit activities.*

*BE IT FURTHER RESOLVED, that the use of this portion of the beginning fund balance for the purposes set forth above will not lead to an ongoing deficit, provided the expenditure from fund balance is one time only.*

Mrs. Parsons motioned; seconded by Mrs. Sherman. Unanimous approval.

#### **IV. Policy Review and Accountability**

##### **A. Approve SY 2021-22 Budget**

- B. Approve Student Fees:** Mrs. Hall explained the two types of fees – voluntary and mandatory – and the difference between them.

*MOTION: To approve the 2021-22 Student Fees as presented.*

Ms. Borre motioned, seconded by Mrs. Sherman. Unanimous approval

- C. Approve Remote Policies 2021-22:** Mrs. Hall explained that the state has mandated these Remote Learning guidelines – one that is a Board Policy and one that will be inserted into the Parent-Student Handbooks – to have them in place for the fall in case the effects of the pandemic are still impacting public schools. These directives have been reviewed by our CSI and they have approved them. A Board member asked what is the threshold for moving to distance learning. Mrs. Hall answered that that hasn't been determined yet, but we have been told by the state to prepare for quarantines and cohorting just in case.

*MOTION: To approve the Remote Policies as presented.*

*Mrs. Sherman motioned; Mr. Fuller seconded. Unanimous approval.*

- D. Approve Revised Employee Handbook 2021-22:** Mrs. Hall pointed out the minor additions to what was approved earlier this year. She also noted the added section on Bereavement leave.

*MOTION: To approve the Revised Employee Handbook as presented.*

*Mr. Fuller motioned; Mr. von Boeck seconded. Unanimous approval.*

## **V. Status Reports**

- A. Executive Director:** Mrs. Hall highlighted the senior class recital that took place earlier today for faculty and staff, the larger senior orchestra that played on the plaza during the 5<sup>th</sup> Grade Advancement Ceremony and the Graduate Award winners who spoke to the 5<sup>th</sup> graders at the event. She also noted the Juried Art Show video that has been posted to our YouTube channel. Season D athletics are underway and will run into late June. Graduation is next week and she reminded Board members that they were invited to attend and asked that they please RSVP to her for this event. Finally, Mrs. Hall briefly went over the latest enrollment numbers and how they relate to the current budget for next year.
- B. Dashboard:** Mrs. Hall stated there was nothing to highlight. She noted that the final June numbers will be inserted in the Dashboard that will be a part of the July Board Packet.

## **VI. Announcements**

- A. Next Board Meeting:** No Board meeting in June. The next Board meeting is scheduled for Thursday, July 22.
- B. Comments:** Mrs. Nussbaum took a moment to convey how much she enjoyed the 5<sup>th</sup> Grade Advancement Ceremony and that she particularly enjoyed how the seniors were involved in playing orchestra pieces for them and speaking to them. It was a wonderful testament to what we do here. The seniors reflected what the school is about – truth, beauty, and goodness.
- C. Farewell to Mrs. Nussbaum:** Mrs. Hall took time to honor Mrs. Nussbaum on her years of service to the school as a member of the Board and her role as Chair of the Board. She particularly pointed out that the Mrs. Nussbaum and her husband were among the first donors to the school, and that she has made a lasting impact in this area by revitalizing the Development Committee. Mrs. Hall also noted that Mrs. Nussbaum's biggest gift to the school was the Board that she has cultivated during

her tenure and that she has left the school in good hands as she leaves. On behalf of the school, Mrs. Hall presented Mrs. Nussbaum with a framed print of a piece by Thomas MaClaren.

**VII. Adjournment**

**A. Motion to Adjourn:** Mrs. Parsons motioned; seconded by Mr. Fuller. Board adjourned at 5:00 p.m.

Respectfully submitted by:

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Katherine A. Brophy, Minutes Recorder

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Date