



**Thomas MacLaren School  
Board of Directors Meeting  
September 28, 2023**

***APPROVED***

The meeting took place in Room #304 at Thomas MacLaren School, 1702 N. Murray Blvd., Colorado Springs, CO 80915.

**AGENDA**

- I. Call to Order** Mr. von Boeck called the meeting to order at 4:00 p.m.
  - A. Roll Call: *Present:* Mr. Paul von Boeck, Mrs. Katherine Brophy, Mrs. Carol Neel, Mrs. Khristine Prickett Vadala, and Mrs. Purvi Sittner. Mrs. Meredith Wardwell Sherman attended virtually. Mrs. Dawn Conley was absent. *Also Present:* Mrs. Mary Faith Hall, Executive Director, Mr. Nico Alvarado, Head of Lower School, Mr. Ben LaBadie, Head of Upper School, Mr. Tim Pingel, Assistant Head of Upper School, Mrs. Bridget Rector, Assistant Head of Upper School, Ms. Katie Maslow, Assistant Head of Upper School, Ms. Laura Schlichting, Assistant Head of Lower School, Mr. Jared Gonzalez, Assistant Head of Lower School, Mrs. Laura Hassell, Director of Operations, Mrs. Joy Oram, Director of Community Engagement, Mrs. Deanna Finch, Executive Assistant, Mr. Eric Hall, Founder, and Mr. Tom Sistare.
  - B. Public Comment: There was no public comment.
  - C. Approval of Agenda: Mr. von Boeck indicated that Mr. Sistare would arrive late and the agenda would adjust accordingly. Mrs. Vadala motioned approval; Mrs. Neel seconded. There was unanimous approval.
  - D. Approval of August Minutes: Mrs. Vadala motioned approval; Mrs. Brophy seconded. There was unanimous approval.
- II. Policy Review and Accountability**
  - A. Approve Revised Parent-Student Handbooks: Mrs. Hall explained minor changes, reflected in both handbooks, to clarify what beverages students may bring to school. Mrs. Vadala motioned approval; Mrs. Neel seconded. There was unanimous approval.
  - B. Review Financial Controls: Mrs. Hall indicated internal financial controls are working well with no additional recommendations from auditors. She highlighted a minor adjustment to clarify the form used in the policy. Mrs. Brophy suggested a change to address the authorizing entity simply as “the Authorizer.” Mrs. Brophy motioned approval; Mrs. Sittner seconded. There was unanimous approval.
- III. Board Training**
  - A. Board Member Conduct; Promoting the Mission and Vision: Mr. Hall reviewed Board member expectations as it relates to confidentiality, acting in the school’s best interest, remaining informed and engaged, disclosing potential conflicts of interest, acting as a unified body, and keeping the school’s mission and vision as a guide for decision making. He further explained how Board members and the school are to remain compliant as it relates to elections and political engagement.
- IV. Policy Review – Auditor’s Report**
  - A. Auditor’s Report: Mr. Sistare summarized the result of Hoelting and Company’s audit process. He reviewed the auditor’s report which noted fluctuations in PERA calculations, increased student numbers, increased per pupil funding, and COVID-19 related grants. Mr. Sistare presented two letters to the Board explaining the auditing process and its audit conclusions: MacLaren once again received a clean audit, with no findings or concerns

noted. Mrs. Hall, Mrs. Brophy, and Mrs. Sittner asked clarifying questions. Mr. Sistare responded.

**V. Student Performance**

- A. Review of School Performance Framework (SPF) and Unified Improvement Plan (UIP): Mrs. Hall reviewed MacLaren academic data compared to district and state performance, historic trends at MacLaren, and progress toward intended improvement categories as outlined in the UIP. She reviewed current data by grade level, then by subgroup, and explained how student population growth and demographic changes are reflected in the data. She highlighted instruction and curricular efforts made to pursue improvement goals. Mrs. Brophy, Mr. von Boeck, and Mrs. Vadala asked clarifying questions. Mrs. Hall and Mr. Alvarado responded.

**VI. Status Reports**

- A. School Accountability Report: Mrs. Sittner presented the committee's assessment of student academic performance, parent engagement, financial health, safety, and compliance. Mrs. Brophy asked about the committee make up. Mrs. Sittner responded and indicated the committee was encouraged by its findings and especially student academic improvement.
- B. E.D. Report: Mrs. Hall summarized the application process with District 11, authorization presentations, recent school events, and promotional filming planned.
- C. Dashboard: Mrs. Hall indicated Lower School student demographics as of September reflect MacLaren's goal of 35-40% minority and FRL students. Schoolwide, student demographics are increasingly diverse with significant growth in special education and English language learner students. Mrs. Brophy asked a question about the number of gifted and talented students. Mrs. Hall responded.
- D. Finance Committee: Mrs. Sittner reviewed August financial statements, indicating revenue and expenses are on track with the budget. She indicated numbers will change with October's Count Day results and as open staff positions are filled.

- VII. Executive Session:** Mrs. Brophy motioned to move to Executive Session to discuss contract negotiations and instructing negotiators under CRS 24-6-402(4)(e)(I). Mrs. Neel seconded. There was unanimous approval. All staff were invited to join the Board. Executive session began at 5:18 p.m. A motion to exit Executive Session was made by Mrs. Sittner; Mrs. Brophy seconded. There was unanimous approval. The Board came out of Executive Session at 5:28. Regular session resumed at 5:28.

**VIII. Announcements**

- A. Next Special Board meeting October 19, 2023; next regular Board meeting October 26, 2023. Mr. von Boeck reminded the Board to send suggestions for possible candidates to fill the open seat.

**IX. Adjourn**

- A. Mrs. Brophy motioned to adjourn the meeting; Mrs. Neel seconded. There was unanimous approval. The meeting adjourned at 5:29 p.m.

Respectfully submitted by:

  
Julie Divine, Minutes Recorder

October 30, 2023

Date