



**Thomas MacLaren School
Board of Directors Meeting
August 24, 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 Mrs. Sherman called the meeting to order at 4:32 p.m.

- A. Roll Call: *Present:* Mrs. Katherine Brophy, Mrs. Carol Neel, Mrs. Khristine Prickett Vadala, Mrs. Purvi Sittner, and Mrs. Meredith Wardwell Sherman. Mr. Paul von Boeck and Mrs. Dawn Conley attended virtually. *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, Mrs. Kari Coleman, Director of Personnel, Mrs. Laura Hassell, Director of Operations, Mrs. Lori Richardson, Director of Finance, and Mr. Eric Hall, Founder.
- B. Public Comment: There was no public comment.
- C. Approval of Agenda: Mrs. Vadala motioned approval; Mrs. Brophy seconded.
- D. Approval of July Minutes: Mrs. Sittner motioned approval; Mrs. Neel seconded. There was unanimous approval.

II. Board Training

Conflict of Interest and Sunshine Laws: Mr. Hall gave a presentation on Sunshine Laws, outlining parameters for Board members discussing school business, and he clarified the reasons and terms for the Board's public session and executive session. He also explained the Colorado Open Records Act (CORA) and the requirements around providing school records if requested. Mrs. Vadala asked a question to which Mr. Hall and Mrs. Richardson responded. Mr. Hall then explained conflict of interest, highlighting examples for the Board. Mrs. Hall noted that in the coming weeks the Board would be sent conflict of interest signature pages, stating that they understand our policy.

III. Policy Review and Accountability

A. Policy approval:

- a. Executive Director Review Policy: Mrs. Hall highlighted minor changes to the policy to update the language of *Head of School* to *Executive Director*.
- b. Student Information Privacy Policy: Mrs. Hall explained that the policy was revised to align with the current organization chart. Mrs. Brophy and Mrs. Sittner asked clarifying questions. Mrs. Hall responded.
- c. Public Records Policy: Mrs. Hall explained minor revisions to the policy to reflect recent legislation.

Mrs. Neel motioned approval of all three policies; Mrs. Vadala seconded. There was unanimous approval.

- B. Review progress towards Strategic Plan goals: Mrs. Hall provided an overview of annual, short-term, and long-term organization goals. She highlighted progress made toward academic achievement, raising staff and faculty salaries, completing facility projects, understanding student demographics and performance, and developing a continuum of supports document. She indicated there will be a deeper review of progress toward goals at the November Board retreat.

IV. Status Reports

- A. Executive Director Report: Mrs. Hall provided an update on the start of the school year, including staff hiring, student assessments, current enrollment, and enrollment projections. She indicated the parent meeting on August 16 was well-attended, and feedback from new traffic procedures is overwhelmingly positive. She gave a timeline for upcoming charter authorization meetings with the D11 Board. Mr. Alvarado mentioned the need to fill open Lower School positions.
- B. Dashboard: Mrs. Hall explained that the dashboard is populated with current enrollment. Updated numbers will be available next month.
- C. Finance Committee: Mrs. Richardson indicated that July financials are on target with estimates. The Finance Team is working through the audit review. Mrs. Brophy asked a question. Mrs. Richardson and Mrs. Sittner responded.


- V. Executive Session:** Mrs. Vadala motioned to move to Executive Session to discuss contract negotiations and instructing negotiators under CRS 24-6-402(4)(e)(I). Mrs. Brophy seconded. There was unanimous approval. All staff and Mr. Hall were invited to join the Board. Executive Session began at 5:14 p.m. A motion to exit Executive Session was made by Mrs. Vadala; Mrs. Brophy seconded. There was unanimous approval. The Board came out of Executive Session at 5:31 p.m. Regular session resumed at 5:31 p.m.

VI. Announcements

- A. Next Board meeting September 28, 2023

- VII. Adjourn:** Mrs. Vadala motioned to adjourn the meeting; Mrs. Brophy seconded. There was unanimous approval. The meeting adjourned at 5:32 p.m.

Respectfully submitted by:



Julie Divine, Minutes Recorder



Date