



**Thomas MacLaren School
Board of Directors Meeting
July 27, 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 4:01 p.m.
 - A. Roll Call: *Present:* Mr. Paul von Boeck, Mrs. Katherine Brophy, Mrs. Carol Neel, Mrs. Khristine Prickett Vadala, and Mrs. Meredith Wardwell Sherman (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, Mr. Jared Gonzalez, Assistant Head of Lower School, Ms. Laura Schlichting, Assistant Head of Lower School, Mrs. Kari Coleman, Director of Personnel, Mrs. Laura Hassell, Director of Operations, Mrs. Deanna Finch, Executive Assistant, Mrs. Lori Richardson, Director of Finance, and Mr. Eric Hall, Founder. Two guests from the public were also in attendance.
 - B. Public Comment (3-minute limit): There was no public comment.
 - C. Approval of Agenda: Mr. von Boeck indicated that items A and B under Board Training & Business would switch order. Mrs. Hall mentioned a minor addition to the Upper School Parent-Student Handbook, to be discussed with item C of Policy Review and Accountability. Mrs. Vadala motioned approval; Mrs. Neel seconded. There was unanimous approval.
 - D. Approval of May and June Minutes: Mrs. Vadala motioned approval; Mrs. Brophy seconded. There was unanimous approval.
- I. Board Training & Business**
 - A. Board Officers:
 - a. Mr. von Boeck motioned to invite Mrs. Purvi Sittner to join the Board as Treasurer. Members expressed gratitude for Mrs. Sittner's willingness to serve. Mrs. Vadala motioned approval. Mrs. Neel seconded. There was unanimous approval.
 - b. Mr. von Boeck motioned to approve Mrs. Vadala to a second term as Board member. Mrs. Brophy motioned approval. Mrs. Sittner seconded. There was unanimous approval.
 - B. Oath of Office: There was a motion to designate Mr. von Boeck and Mrs. Sherman as oath administrators. Mrs. Vadala motioned approval. Mrs. Brophy seconded. There was unanimous approval. Mr. von Boeck administered an oath of office. All Board members took that oath. Mrs. Sherman administered the oath of office to Mr. von Boeck.
- II. Policy Review and Accountability**
 - A. Approve Calendar of Board Meetings: Mrs. Hall explained changes to the calendar of Board meetings. Mrs. Brophy motioned approval. Mrs. Vadala seconded. There was unanimous approval.
 - B. Approve revised Employee Handbook: Mrs. Hall explained a minor change to the handbook. Mrs. Vadala motioned approval. Mrs. Neel seconded. There was unanimous approval.

- C. Approve revised Lower School Parent-Student Handbook: Mrs. Hall explained a policy revision related to cell phone use in Lower School. Mr. von Boeck asked a question and Mr. Alvarado answered. Mrs. Hall explained an addition to both handbooks to be consistent with website language on nondiscrimination. Mrs. Vadala motioned approval. Mrs. Sittner seconded. There was unanimous approval.

III. Status Reports

- A. Executive Director Report: Mrs. Hall gave an update on hiring, staffing, and organization chart adjustments.
- a. Enrollment Update: Mrs. Hall highlighted enrollment information in the board packet, including current projections, attrition trends, and adjustments since the end of the last academic school year. Mrs. Vadala and Mr. von Boeck asked questions about enrollment trends and how demographics data might affect future enrollment to which Mrs. Hall responded. Mrs. Hall provided updates on MacLaren's charter renewal process with CSI and indicated more information will be available soon about upcoming site visits.
 - b. Executive Director Search Update: Mrs. Hall reviewed the timeline and process for the Executive Director search. MacLaren's search plan complies with state guidelines and coordinates with key school dates. A committee structure has been formed to vet applicants, conduct interviews, and make recommendations. An additional Board meeting is scheduled to interview finalists. Mrs. Brophy asked about recruitment for the position. Mrs. Coleman responded. Mrs. Hall and Mr. Hall added details on the process for internal applicants.
- B. Dashboard: There was no update to the dashboard. Mrs. Hall explained that new numbers will populate once school starts.
- C. Finance Committee: Mrs. Richardson highlighted financial statements for the fiscal year which are pending final audit review. Financial performance is strong, KPI's were achieved, and interest income from an investment account significant. Some financial variance between fiscal years was a result of the timing of payments related to capital improvement projects. Mr. von Boeck, Mrs. Brophy, and Mrs. Sittner asked questions about the financials and Mrs. Richardson responded.

- IV. Executive Session:** Mrs. Vadala motioned to move to Executive Session to discuss contract negotiation under CRS 24-6-402(4)(e)(I). Mrs. Brophy seconded. There was unanimous approval. All non-Board members exited the meeting except for Executive Team members and Mr. Hall who were invited to join the Board. Executive Session began at 4:40 p.m. A motion to exit Executive Session was made by Mrs. Vadala motioned; Mrs. Brophy seconded. There was unanimous approval. The Board came out of Executive Session at 5:25 p.m. Regular session resumed at 5:25 p.m.

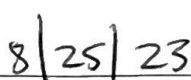
V. Announcements

- A. Next Board meeting, August 24, 4:30 p.m. The Board will host a Meet & Greet with staff at 3:45 p.m.

- VI. Adjourn:** Mrs. Brophy motioned to adjourn the meeting; Mrs. Neel seconded. There was unanimous approval. The meeting adjourned at 5:26 p.m.

Respectfully submitted by:


Julie Divine, Minutes Recorder


Date