

## Meeting of the Board of Directors

November 5, 2014

- I. Call to Order: Meeting called to order at 4:31 by Sonja Berven.
  - a. Attendees: Sonja Berven, Kristen Mandt, Jennifer Weber, Becky Hamlin, Walt Stull, Kara Gaffy.
- II. Approval of the Agenda.
  - a. Kristen Mandt motioned to approve the agenda for the November 5 board meeting. Jennifer Weber seconds. Motion carries
- III. Approval of the Meeting
  - a. Kristen Mandt motions to approve the minutes from the October 1, 2014 meeting. Sonja Berven seconds. Motion passes with 2 members abstaining from the vote.
- IV. Board Updates
  - a. Introductions and contact information
    - i. New members Jennifer Weber and Becky Hamlin are welcomed to the Board of Directors. Thank you for your service! Contact information for board members was gathered for posting on the school's website.
  - b. Board Purpose
    - i. The role of a school board was reviewed. A school board's vision, structure, accountability, advocacy, and conduct and ethics were reviewed.
  - c. Attendance
    - i. Attendance is very important. If you are unable to make it to a meeting, please notify the board. We need to have a quorum in order to conduct board business.
  - d. Board Meeting Schedule
    - i. The next meeting will be on Wednesday, December 3, 2014 from 4:00-6:00.
  - e. Board Training
    - i. New Board Members must attend a training including 3 basic courses.
    - ii. Returning board members must attend continuing training.
    - iii. MACS offers trainings for board members.
  - f. Community Member Appointment
    - i. Spencer Peck has resigned his position. He was a community member.
    - ii. The Board will appoint a new community member after collecting information about potential candidates.
  - g. Final Audit
    - i. Received final copy of the approved audit.
- V. Director's Report
  - a. All 16 students have received the scholarship money for preschool.
  - b. Parent advisory committee

- i. 3 out of 4 parents have said that they will serve on this committee. One of the 4 has not responded. To date, a meeting has not been set due to inability to contact and get responses from the parents.
  - c. Employee Update
    - i. An employee is currently on short-term disability. This is a medical leave.
  - d. Student enrollment
    - i. We are budgeted for 144, but are currently at 139. We need to work on recruitment of more students.
  - e. Professional Development Plan
    - i. Walt is getting out in the plaza in the mornings to have more contact with students and families. He will stop in unscheduled to classrooms from time to time to have a presence in the school.
    - ii. He is addressing a school climate issue with the individuals involved.
- VI. Financials
  - a. Report is thru September 30.
  - b. Changes were made to adjust the budget from 165 students to 144 students.
  - c. Title funds have increased.
  - d. E-rate reimbursement has increased due to receiving tablets from T-mobile. Communications costs have increased, but are reimbursed at 90% through E-rate.
  - e. 21<sup>st</sup> Century expenses incurred from 2014 fiscal year are not yet reimbursed in the amount of \$29,000. Rosemary Rocco at St. Thomas is working on finding funds to cover this amount.
  - f. The school is doing well and expenses are proportional to revenue.
- VII. Old Business
  - a. Special committee for community communication process
    - i. A sub-committee of the board was formed to create a process for community members to communicate with the board.
    - ii. The board will go back and review current policy on grievances at the December meeting.
    - iii. Sonja motions that the board will review current policy on grievances at the December meeting. Becky seconds. Motion passes.
- VIII. New Business
  - a. Teaching Assistant. Kamal Mohamed has been hired and started as Teaching Assistant on Monday, November 3. Jennifer Weber makes a motion to approve his hire. Becky seconds. Motion passes.
  - b. Raises. In order to give the other half of raises to those employees for whom they were slated, we would need to increase our enrollment in order to sustain our fund balance.
  - c. Jennifer motions to table a vote approving raises until Walt brings a plan for recruitment to the next board meeting. Kristen seconds. Motion passes.
  - d. Bullying Prohibition Policy. A new state statute requires an updated policy on bullying prohibition. Becky motions to approve the bullying policy that meets new state statutes. Jennifer seconds. Motion passes.

- e. Article 4 Section 2: Number, Tenure, and Qualifications of our by-law have been changed to reflect a teacher majority board. The board will be composed of 4 teachers, 2 parents, and 1 community member. Jennifer motions to accept this change. Sonja seconds. Motion passes.
  - f. Elect board officers. The following offices were nominated:
    - i. Board Chair: Sonja Berven
    - ii. Board Vice Chair: Kristen Mandt
    - iii. Treasurer: Jennifer Weber
    - iv. Secretary: Beck Hamlin
  - g. Jennifer motions to approve the above officers. Kristen seconds. Motion passes.
- IX. The next meeting is Wednesday, December 3, 2014 at 4:00pm.
- X. Becky motions to adjourn. Kristen seconds. Meeting is adjourned at 6:35.