

**Board of Trustees Meeting
October 30, 2019 MINUTES**

Meeting called to order at: 6:30 p.m.

Members in attendance: Salvador Aguinaga; Matthew Champion, *President*; Justin Dunnem, *President-Elect*; Annie Geary, *Past-President*; Jeff Miars; Rachel Novick; and Donna Voor, *Secretary*

Staff/Faculty in attendance: Kim Bosworth, *Director of Admissions*; Susan Finster, *Assistant HOS for Finance & Operations*; and Randy Kelly, *Head of School*

Guests in attendance: n/a

Members Absent: Lauren Cressy Dunbar; Julia Kanczuzewski, *Treasurer*; Ramona Kim; Rabia Shariff; and Dena Williams

Time was given for review of Minutes and reports.

Minutes from the September 25, 2019, Open Session meeting were unanimously approved.

Head of School Report – Randy Kelly reviewed a written report highlighting the following:

- Enrollment Update
 - Retention figures
 - New Families/New Students figures
- Staff and Professional Development
 - Attendance at *Anxiety and Repetitive Behaviors in Autism and Down Syndrome* and ISACS workshop on *Anxiety in Elementary School: How to Weave Prevention into the Classroom*.
 - First Air/CPR
 - Flu shots – Thank you to the Dunnem family.
- Playground Update
 - Estimated date of completion by end of November. Updates will be given as progress is made.
- Rain Garden
 - We need a maintenance plan as geese are continuing to eat and trample the plants.
- Fire Drill
- Fall Frolic

- Conference Child Care
- New Payroll Company
 - October 31st will be the first pay date with the new company – Paychex
 - Insurance will not cover the loss from IOI
 - A police report will be filed now that we've started with the new payroll company and our attorney will look into filing a small claim or class action suit.
- HOS Goals
- Website
 - Goal to complete editing by Thursday, November 7th. BOT members will then review and the new site will go live on Monday, November 11th.
- Admissions Report

COMMITTEE REPORTS

Finance Committee – Moved to Closed Session

Facilities/Technology Committee – There was no formal report. However, the use of Slack was discussed in further detail.

- Moving forward, reports will no longer be emailed prior to the Board meeting each month.
- Agenda, previous meeting's Minutes, Admissions and HOS Reports will be posted on the BOT Meeting channel.
- Committee reports will be posted on their respective channel.
- Ideally, all information to be discussed at the BOT meeting should be posted in Slack no later than the Friday before.

Advancement/Marketing Committee – There was no formal report. However, Matt Champion mentioned that the BOT will be playing a larger role in the Development efforts of the school.

Committee on Trustees – There was no formal report. However, Matt mentioned:

- The committee did meet and the discussion was moved to this evening's Closed Session.
- Committee Assignments were posted in Slack.
- BOT Pledge, Confidentiality and COI forms for 2019-20 will be posted in Slack this week. BOT members were asked to complete and return them to Matt.

New Business

- The November 20, 2019, meeting has been cancelled.
- The December, 2019, meeting has been moved to December 4th.

Motion to adjourn.

Adjourned to Closed Session at: 8:30 p.m.

Next meeting: Wednesday, December 4th at 6:30 p.m.