

**Montessori Academy at Edison Lakes**  
**Board Meeting - Zoom**  
**August 6, 2024**

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Board of Trustees in attendance: Kiara Moore, President; Jena O'Brien, Secretary; Corey Hurcomb, President Elect; Maria Muffoletto; Charlie Brac; Katharine Lyvers, Treasure; and Jen LaPrad

Staff/Faculty in attendance: Kathy Kolata, Interim Head of School; and Kelli Collins, Director of Advancement

Guests in attendance: n/a

Board of Trustees Absent: Erin Corcoran, Past President

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**OPEN SESSION NOTES**

Approval of Past Meeting Minutes

- Minutes from October, February, March, April, and June for review and approval
- Jen LaPrad motioned to approve; Jena O'Brien seconded

Record of Vacant Office Positions

- BOT voted after the June meeting to nominate and elect Jena O'Brien to the vacant position of Secretary

Advancement Update (Kelli)

- Fall Frolic (FF)
  - October 18
  - Kelli is waiting on city and county offices to provide approval
  - Save the date postcards are ready
  - Website is created but publication is pending based on needing some additional financial information
  - Want to have a big T-Shirt reveal
    - Desire to order more t-shirts to sell to parents and alumni
  - Midnight Press doing FF t-shirts at half price in exchange for event sponsorship
  - Kelli is planning to create more sponsorship packages for FF
  - Already have one \$500 sponsor
  - Kelli is working on greater sponsorship packages for larger donors (to be spread out over the year and over a variety of events)
- New parent mixer has been moved to August 28.
- Trunk or Treat event is in the work
- Advancement committee meeting to be scheduled

#### Safety and Facilities Update (Corey and Kathy)

- Safety updates
  - No update
- Facilities updates
  - Skylight was taken out with finishing touches needed to be completed
  - Need a new ceiling fan
  - Bleachers
    - Maintenance will cost \$3,000
    - Bleachers are supposed to be updated to code every year
    - Initial maintenance to be done in September, the rest will be done by the following year
  - Retractable basketball hoop to also be fixed in September
  - Parking lot patches to be scheduled with company soon
  - A tree had fallen on shared fence and was taken care of and removed last week

#### Accreditation (Kathy)

- ISACS has a series called “Trusties” series, meant for HOS and BOT to be highlighted monthly in order to tie into accreditation purposes
- Kathy to send document to President Cubed to outline what is needed from BOT for the accreditation process
  - Topics includes BOT manual, BOT selection process, BOT policies and procedures, etc

#### Committee of Trustees (Kiara)

- Introduction of new BOT members
  - Maria Muffoletto
    - Alumni of TMA-EL
    - Daughter of Helen Muffoletto
  - Charlie Brach
    - Alumni of TMA-EL
- Resignation of Trustees
  - Julia Sama
  - Angie Deane
- Still actively looking for new BOT members

#### Committee Chair Appointments (Kiara)

- Finances- Katharine Lyvers
- Safety and Facilities - Corey Hurcomb
- Committee of Trustees- Corey Hurcomb
- Advancement- Kiara Moore
- Head of School Search Committee- Jen LaPrad

**Jena O’Brien motioned to adjourn the open session and Jen LaPrad seconded at 6:44 p.m.**