

Bright Water Montessori Board of Directors



Meeting Date: September 24, 2019

Start time: 6:25pm

Adjourned: 7:45pm

Location: Bright Water Montessori
School

Submitted by: Emerald Woodberry

Board Members Present:	Renae Dressel, Matthiew Culp, Sherri Green, Shana Moses, Emerald Woodberry	
Board Members NOT Present:	Kenna Cottman, Brooks Cavin	
Staff Members Present:	Tonica Abdur Salaam, Jamal Abdur Salaam, Jennifer Bartels	
Guests Present:	Nalani McCutcheon	

Agenda Item	Welcome				
Motion	N/A				
Made by:	N/A	Seconded	N/A		
Discussion	Board member introductions				
Voted:		Yea		Nay	Abstain
Action:					

Agenda Item	Consent Approval					
Motion	Approve the June board minutes					
Made by:	Renae	Seconded	Matthieu			
Discussion						
Voted:	5	Yea	0	Nay	0	Abstain
Action:	Motion passes unanimously					

Agenda Item	Consent Approval					
Motion	Approve ELL Program					
Made by:	Matthieu	Seconded	Renae			
Discussion	Similar to last year with minor updates					
Voted:	4	Yea	0	Nay	0	Abstain
Action:	Motion passes unanimously					

Agenda Item	Open Comment/Inspirations					
Motion	N/A					
Made by:				Seconded		
Discussion	<ul style="list-style-type: none"> - Tonicia shares story of 5th grader that visited the school briefly and left feeling very welcomed - her cheeks hurt from smiling so hard! - Jamal shares testament of children feeling seen, taken care of, and heard within the Brightwater environment - Constant feedback that the energy of the building is positive and feels different from the past - If we stick to the plan under current leadership, we'll be running lightyears around other charter schools 					
Voted:		Yea		Nay		Abstain
Action:	N/A					

Agenda Item	Board/Leadership Structure and Assignment					
Motion	N/A					
Made by:				Seconded		
Discussion	<ul style="list-style-type: none"> a. Charters, Schedules and goals <ul style="list-style-type: none"> - Renae will be Governance chair - Matthiew will be Finance chair - Development Leadership intended to be Shana and three officers - Last year we had consultant and liaison, we no longer have that support - think about what roles of support each board member is able to play - Interest in still having charters, will give some time to develop b. Development <ul style="list-style-type: none"> - Working with grant writers - had \$100K goal for fundraising, we are at \$70K as of today, so not sure how much longer we will need to work with grant writers - Grants going forward will be really intentional and more program specific to ensure we are not getting money that we have to pay for in the end - be fueled by mission, not by money 					
Voted:		Yea		Nay		Abstain
Action:	N/A					

Agenda Item	Strategic Planning					
Motion	N/A					
Made by:				Seconded		
Discussion	<ul style="list-style-type: none"> - Tonicia reached out to facilitators to find most reasonable option to facilitate our Strategic Planning - Will send some options by email so that we can have a more robust conversation at October meeting 					

	- Regional Center of Excellence may have interest - could split up the different areas of the plan and use different resources					
Voted:		Yea		Nay		Abstain
Action:	N/A					

Agenda Item	School Report					
Motion	N/A					
Made by:			Seconded			
Discussion	<ul style="list-style-type: none"> a. Monthly School Report <ul style="list-style-type: none"> - Tonicia reports that the Elementary school is doing fine financially. PreSchool is causing angst in the budget and for our cash flow due to lack of enrollment and only 4 families being full pay - Majority of families that have left are white - not surprising for a turnaround school (anticipated) - Elementary school cannot continue to carry the PreSchool - One option on the table is cutting the Toddler Room - freeze enrollment so that once those students progress, we don't backfill their spots and eventually shut down the program - Short term cash flow plan - Tonicia has a meeting with Phil from Propel on our loan for holdback. Her ask is that our payments are smaller so that we can space them out and afford to pay the bills as we try to formulate a thoughtful go-forward strategy around the PreSchool b. Recruitment & Retention Update <ul style="list-style-type: none"> - Tonicia and team are pressing enrollment, okay with smaller enrollment count and rebuilding from there vs. maintaining students that don't want to help reshape the narrative - If we didn't have such a big cash flow issue, we could have more time to figure out our enrollment - Constantly adding students and making movement towards our goals, but most are on scholarship and don't help solve the cash flow issue - Awareness of the relationship between children - losing children in Toddler rooms may mean losing related kids in the Elementary program - Making new marketing assets, looking to start a new Facebook parent page to remove negativity, thoughts around changing school name due to negative reputation - Renae comments that in the past parent communication has been really poor, but hopeful that news of our new leadership will help change that - Renae asks thoughts on having older children in the building during the summer to bring in more money? Applying for several programs but the money you receive still doesn't bring in enough. 					
Voted:		Yea		Nay		Abstain
Action:	N/A					

Agenda Item	Finance					
Motion	Move to Approve July Financial Statements					
Made by:	Matthieu			Seconded	Renae	

Discussion	<ul style="list-style-type: none"> a. Board Fiduciary responsibilities (overview) <ul style="list-style-type: none"> - Tonicia to have a conversation with Brooks and Matthieu about the current lease amount at the church and updating our books to accurately reflect how well we are attending to the fiduciary responsibilities of the school b. EOY Financials SY18-19 <ul style="list-style-type: none"> - Current audit in process, so far everything looks good - No surprising deficits - \$40K for Truth Tour didn't arrive by June 30, so we couldn't count it for last year (that's part of the reason we are ahead in our fundraiser goal) c. July Financials <ul style="list-style-type: none"> - Matthieu working on another way for the board to review financials that is more easily digestible d. SY19-20 Budget Revision <ul style="list-style-type: none"> - Received letter from authorizer detailing some items that did not come up to their standards, will send most updated budget to authorizer 					
Voted:	5	Yea	0	Nay	0	Abstain
Action:						

Agenda Item	Governance					
Motion	Approve Tonicia as loWA for signatures on behalf of Brightwater as stated in the motion					
Made by:	Matthieu	Seconded	Renee			
Discussion	<ul style="list-style-type: none"> a. Officer Elections b. Audubon Training Information / Newsletters c. Conflict of Interest Form <ul style="list-style-type: none"> - No discussion needed d. loWA Designation for Signatures <ul style="list-style-type: none"> - School has to designate someone with authority to execute online action items e. Crisis Management Policy <ul style="list-style-type: none"> - Needed to reflect that we did 11 drills - we have been doing it, just was not reflected in policy. Updated to meet requirements. 					
Voted:	4	Yea	0	Nay	0	Abstain
Action:						

Agenda Item	Governance					
Motion	Pass Crisis Management Policy					
Made by:	Renee	Seconded	Matthieu			
Discussion	Crisis management policy <ul style="list-style-type: none"> - Needed to reflect that we did 11 drills - we have been doing it, just was not reflected in policy. Updated to meet requirements. 					
Voted:	4	Yea	0	Nay	0	Abstain
Action:	Motion passes unanimously					

Agenda Item	Governance					
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Motion	Approve parent and student handbook					
Made by:	Emerald	Seconded	Matthieu			
Discussion	Parent and student handbook - updated to include more family friendly language and make the school handbook more cohesive					
Voted:	4	Yea	0	Nay	0	Abstain
Action:	Motion passes unanimously					

Agenda Item	Governance					
Motion	Approve officer elections - Chair: Shana Moses, Co-Chair: Renae Dressel, Treasurer: Matthieu Culp, Secretary: Emerald Woodberry					
Made by:	Matthieu	Seconded	Renae			
Discussion	Officer elections					
Voted:	4	Yea	0	Nay	0	Abstain
Action:	Motion passes unanimously					

Agenda Item	Adjourn					
Motion	Adjourn					
Made by:	Renae	Seconded	Matthieu			
Discussion						
Voted:	4	Yea	0	Nay	0	Abstain
Action:	Motion passes unanimously					