**Bright Water Montessori**

**Board of Directors**

**Meeting Date**: May 28, 2019

**Start time:** 6:05

**Adjourned**: 8:05pm

**Location:** Trout Creek Classroom

**Submitted by:** Taylor Rub

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| **Board Members Present:** | Conor Leonard, Renae Dressel, Sarah Henkemyer, Matthieu Culp, Sarah Gullickson, Shana Moses, Emerald Woodbury, Ann Luce, Taylor Rub, Brooks Cavin |  |
| **Board Members NOT**  **Present:** | Kenna Cottman | |
| **Staff Members Present:** | Jennifer Bartels, Fay Hopkins, Laura Magana, Tonicia Abdur Salaam | |
| **Guests Present:** | Nalani McCutcheons, Erin Anderson | |

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| Agenda Item | **Consent Approval** | | | | | |
| Motion | Approve the April board minutes and the committee minutes | | | | | |
| Made by: | Conor | |  | Seconded | Sarah G | |
| Discussion | none | | | | | |
| Voted: | 10 | Yea | 0 | Nay | 0 | Abstain |
| Action: | Passes unanimously | | | | | |

Shana shared a James Baldwin Quote: “I don’t have to do what you say because I see what you do”. With the hope that when people come into the building they will be able to know us by what we do.

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| Agenda Item | **Strategic Planning** | | | | | |
| Motion | n/a | | | | | |
| Made by: |  | |  | Seconded |  | |
| Discussion | We will be moving forward with a strategic planning process in the fall with the aid of an outside facilitator. | | | | | |
| Voted: |  | Yea |  | Nay |  | Abstain |
| Action: |  | | | | | |

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| Agenda Item | **Erin & Nalani from ACNW** | | | | | |
| Motion | n/a | | | | | |
| Made by: |  | |  | Seconded |  | |
| Discussion | Erin shared the charter school renewal guide, due to Audubon by September 16, 2019. The Board must be approved by then. There will be a renewal site visit in November or December, there will be a draft renewal document provided to the school by around January 15. That information all goes to the ACNW board with a recommendation from ACNW staff. There is no need to reinvent the wheel in the renewal contract, ACNW identified that it is okay to use wording and information that already exists in other sources. The renewal decision will happen in early March, and either the school will be renewed for a new contract or, if the decision is to not renew the school would close at the end of FY20. | | | | | |
| Voted: | n/a | Yea |  | Nay |  | Abstain |
| Action: |  | | | | | |

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| Agenda Item | **School Report** | | | | | |
| Motion | n/a | | | | | |
| Made by: |  | |  | Seconded |  | |
| Discussion | With a one day notice we moved to two different bus companies due to a number of issues with the previous company. The transition has gone extremely smoothly and we no longer are under contract with MTN. The drivers and staff have been very polite, kind, and helpful.  Tonicia shared a first draft org chart for next school year. There was a discussion about supervision and coordination with a new principal position that will be filled by Jamal Abdur Salaam. Tonicia shared her and leadership’s commitment to authentic Montessori for at the next few years.  --- | | | | | |
| Voted: |  | Yea |  | Nay |  | Abstain |
| Action: |  | | | | | |

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| Agenda Item | **Finance Committee** | | | | | |
| Motion | Continue working with Clifton Larson Allen as our auditor | | | | | |
| Made by: | Renae | |  | Seconded | Ann | |
| Discussion | Please review the notes from the Finance Committee meeting for details on the monthly update. Revenue and expenses are on track with where we would anticipate they should be based on this point in the year.  RFP for Audit – there are two companies that have submitted. The board should choose one. | | | | | |
| Voted: | 10 | Yea | 0 | Nay | 0 | Abstain |
| Action: | Passed unanimously | | | | | |

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| Agenda Item | **Finance Committee** | | | | | |
| Motion | Approve first draft of budget at 160 ADM | | | | | |
| Made by: | Brooks | |  | Seconded | Emerald | |
| Discussion | Discussion of proposed budgeted ADM vs. current enrollment numbers and projections | | | | | |
| Voted: | 9 | Yea | 0 | Nay | 0 | Abstain |
| Action: | Passed unanimously | | | | | |

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| Agenda Item | **Governance Committee** | | | | | |
| Motion | n/a | | | | | |
| Made by: |  | |  | Seconded |  | |
| Discussion | New Board Member: Christopher Aaron Deanes, Returning Board Member Brooks Cavin  Community member interest could take over the remainder of Sarah Gullickson’s term  Sarah reminded everyone to complete Board Training with Chartersource | | | | | |
| Voted: | n/a | Yea |  | Nay |  | Abstain |
| Action: |  | | | | | |

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| Agenda Item | **Communication, Community, Engagement, and Development Committee** | | | | | |
| Motion | n/a | | | | | |
| Made by: |  | |  | Seconded |  | |
| Discussion | Annual fund drive is in progress, some great numbers are coming in – All board members should donate online at [www.brightwatermontessori.org](http://www.brightwatermontessori.org)  There is a $2500 match from a generous donor. 136 phone calls need to be made for fundraising – board member help is needed. Conor will send each board member a script and family phone numbers to help get calls out. | | | | | |
| Voted: | n/a | Yea |  | Nay |  | Abstain |
| Action: |  | | | | | |

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| Agenda Item | **Adjourn** | | | | | |
| Motion | Move to adjourn | | | | | |
| Made by: | Sarah | |  | Seconded | Brooks | |
| Discussion |  | | | | | |
| Voted: | 8 | Yea | 0 | Nay |  | Abstain |
| Action: |  | | | | | |