



Discovery Woods
MONTESSORI SCHOOL

APPROVED MINUTES

School Board of Directors

Monday, April 11, 2016

Board Meeting time: 5:30-7:00 p.m.

Location: Board Room, Second Floor

1. Call the meeting to order: Chad Turcotte, chair, called to order at 5:38
 - Roll Call, Board Members Present: Tom Potter, Crystal Magnan, Heidi Auel, Chad Turcotte, Lynda Evenson (starting with financials)
 - Board Members Absent: Melissa Lundeen
 - Others Present: Meg Litts

2. Approval or Revisions to Agenda

Motion: Tom

Second: Crystal

Discussion: Heidi will present on garden updates instead of Melissa

Vote: passed, unanimous

3. Community Forum (3 minutes) No community members in attendance

4. Consent agenda:

- a. Minutes 03.14.16

ACNW Academic Evaluation & Data Profile

- b. Enrollment: currently at **96 = K-6 students, PreK = 18 students**
Anticipating a new student this week with a few more siblings possibly starting as soon as this spring.

Motion: Heidi

Second: Crystal

Discussion: Heidi asked about ACNW Academic Evaluation and Data Profile regarding changing our goals; needing tighter focus; Meg shared that we will be working on this in June

Vote: Passed, unanimous

5. Action Items

- a. Financial Planning:

- i. Management Report

- ii. Financial Report

- iii. Marketing Plan Update

Motion: Tom

Second: Lynda

Discussion: Still need to set up line of credit (especially looking at May)

Chad reported on the meeting with Jeff and Mike last Thursday; they would like us to seek out a couple of marketing firms and agencies to see about hiring a marketing specialist, then make a recommendation to Whittier by Friday; Lynda made some recommendations of firms in town (Red House Media, Russell Herder Strategy Wins, About Adventure); we will also look at crafting a job description and talk with ProStaff for a temp FT hire; Lynda suggested that we also seek out someone who has grant-writing experience to help us in that way

Vote: Passed, Unanimous

- b. Mandated Reporting Training for Board: June 13, 5:00-5:30 (unless you want to start earlier)
Chuck also offered to do financial/budget planning training on this date prior to the meeting at which we have to approve a budget; suggested that we start at 4:00 with Chuck, 5:00 with Pat, and board meeting at 5:30
- c. Parking Project Update: Chad
- d. Chad shared a GoogleEarth photo of the school. Instead of taking up a lot of the real estate and green space to make a parking lot, we would utilize already paved areas along the back playground; we will have to remove 2 trees, one of which is dead, the other of which would not hold up well with the addition of parking paving; there will be a curb cut for bus entrance; putting up a gate to close during the school so that there won't be through traffic; mostly compact spaces in current north lot, plus handicap-accessible space already there; add a handicap-accessible space close to south end of building (especially for AfterCare). Concern about protecting cars and kids and building (bumpers); we will need to take care of shrubs for north parking/sidewalk as barrier between sidewalk & parking lot
- e. Garden Projects Update: ~~Melissa~~ Heidi
Heidi shared blueprint for garden project; now projected to be 60' x 70' instead of 50' x 70'; will take out 3'x4' raised bed gardens in drawing; we are looking for grants for fencing as we need to fence it in; we will need rain barrels because we won't have plumbing in that area; hope to prep in summer and plant in fall; some concerns about security/cameras to monitor outdoors. Looking to involve the community in all phases of the project; still need an update on chicken coop. Concern about electricity for chicken coop—paying to get it; need to get running water; think about re-plotting the garden space to explore ways to keep the field and protect the gardens; Chad suggested we really explore putting in playground equipment and vision at least a two-year plan for using the space for exploration/recreation; use a net to help protect garden from balls; suggestion to roll out this at May meeting to engage families in planning out the playground and in knowing about/seeing the plans for parking, etc.

6. Highlights from School Director's Report
Meg reported:

- New technology installed by NJPA on Friday; some internet issues today, so tomorrow NJPA will be on site to monitor our Internet to make sure things are going smoothly;
- State testing begins tomorrow; Matt and Angie have prepared everything for this and we are ready to go;
- Need to give consideration to what we can hire for based on our needs that we identify through our data analysis in May—what works best for each/all our kids
- Need to consider how to strengthen our approach school-wide to behavior; there have been many days that Meg has spent time with students only

7. Committee Reports: Policy Committee—Lynda

When committee meets, they will review the next month's policies to present to board on the schedule; need to add some in and/or tweak font/format/language of existing policies;

8. Confirm next board meeting date: 05.08.16 board room with annual meeting to start at 5:00.

9. Adjournment

Motion: Heidi
Second: Crystal
Discussion: None
Vote: Passed, Unanimous