|  |  |
| --- | --- |
| Regular Board Meeting | Haven Montessori School |
| **Date: April 18, 2018** | **621 W. Clay Ave.** |
| **Time: 4:00** | **Flagstaff, AZ 86001** |

**Draft Minutes**

1. **CALL TO ORDER AND ROLL CALL**

|  |  |  |  |
| --- | --- | --- | --- |
| X | Heather Nash |  | Angie Hodge |
| X | Michelle Thomas |  |  |
| X | Jennifer Ernst | X | Cristy Zeller |
|  |  |  |  |
|  |  |  |  |

\*\*Meeting began at 4:05 with quorum requirement met (2 of 3 members present)

|  |
| --- |
| **Others in Attendance** |
|  |

**2. Approval of Minutes from Regular Board Meeting of February 2018.** Michelle Thomas moved to accept minutes; Heather Nash seconded the motion. The motion passed unanimously.

**3. Review and Approval of February and March 2018 Financials.** Board members reviewed February and March 2018 financials. Michelle Thomas moved to approve February and March 2018 financials; Heather Nash seconded the motion. The motion passed unanimously.

**4**. **Report from Executive Director:**

**\* Budget Considerations:** Teacher contracts were distributed with a 2% raise and increase to flexible benefit allowances. After researching options for group health insurance, participation from staff would not have been high enough to qualify for a group plan that would be affordable with meaningful benefits. Final budget will be created and approved once the State finalizes their budget.

**\*Review and approval of 2018-19 School Calendar**: Michelle Thomas moved to approve the 2018-19 school calendar; Heather Nash seconded the motion. The motion passed unanimously.

**\*Review and approval of 2018-19 Tuition and Fee Schedule:** Michelle Thomas moved to approve the 2018-19 tuition and fee schedule; Heather Nash seconded the motion. The motion passed unanimously.

**\*Teacher Contracts**: All contracts have been distributed with a deadline of 4/25/18 to return. Only a few remain outstanding but are expected to be returned. A primary teacher notified the ED and AD that she would not be returning next year.

\***Vacancies**: Interview with elementary teacher candidate took place on 4/13/18 and an offer was extended, still waiting for a response. Ad for primary teacher has been posted with a closing date of May 4, 2018. Ad for assistants will be posted in May.

**5. Report from Assistant Director:** The AD just returned from the 6th grade trip which was a great success. She is also working on enrollment for the 2018-19 school year. Elementary is in flux with how many openings there will be, preschool is full.

**7. Upcoming Events:** Annual Trivia Night Fundraiser at the Aspen Room on May 5th.

**8. Call to the Public**

* 1. No requests from the public

**9. Adjournment:**

A motion to adjourn was made by Michelle Thomas and seconded by Heather Nash. Motion passed unanimously.

The meeting adjourned at 4:30 pm.

**Next scheduled Haven Montessori Governing Board meeting is Monday 5/21/18 at 4pm in the Haven meeting room.**