

Regular Board Meeting Date: August 29, 2018 Time: 4:00	Haven Montessori School 621 W. Clay Ave. Flagstaff, AZ 86001
--	--

Draft Minutes

1. CALL TO ORDER AND ROLL CALL

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

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

Others in Attendance
Erin Strout, potential Board Member

1. Board Membership

- a. Michelle Thomas motioned to approve Erin Strout as a new board member. Heather Nash seconded the motion. The motion passed unanimously. Erin was welcome to the board and thanked for her willingness to serve.
- b. We will continue to seek qualified candidates to expand the board.

2. Approval of Minutes from Regular Board Meeting of June 2018. Michelle Thomas moved to accept minutes; Angie Hodge seconded the motion. The motion passed unanimously.

3. Review and Approval of June 18 Financials. Board members reviewed June 2018 financials. Michelle Thomas moved to approve June 2018 financials; Heather Nash seconded the motion. The motion passed unanimously. The board discussed and agreed to implement immediately audit recommendation to have all board members sign the check register monthly.

4. Review and approval of FY18 Audit. It was a successful audit with one minor compliance finding around attendance submission (should have been every 20 days, there was an instance where it was 22 days around the holidays). The fiscal audit had no findings and the school is in very good financial standing. Michelle Thomas motioned to approve minutes; Angie Hodge seconded the motion. The motion passed unanimously.

4. Report from Executive Director: ED noted there are a few openings for classroom assistants that are currently staffed with substitutes. There are also several student openings in the elementary program. They are actively trying to fill employee and student vacancies (a very high priority).

5. **Report from Assistant Director:** The Assistant Director was not present as she was attending a Coconino Co. SPED meeting.
7. **Upcoming Events:** Parent nights happening in August. Open House in September.
8. **Call to the Public**
 - a. 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 4:50 pm.

Next scheduled Haven Montessori Governing Board meeting is Wednesday, September 26, 2018 @ 4:00pm in the Haven Montessori Conference Room