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| Regular Board Meeting<br><b>Date: December 10, 2018</b><br><b>Time: 4:00pm</b> | Haven Montessori School<br><b>621 W. Clay Ave.</b><br><b>Flagstaff, AZ 86001</b> |
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### Draft Minutes

#### 1. CALL TO ORDER AND ROLL CALL

|   |                 |   |                         |
|---|-----------------|---|-------------------------|
| X | Heather Nash    | X | Angie Hodge             |
| X | Michelle Thomas | X | Erin Strout (via phone) |
| X | Jennifer Ernst  | X | Cristy Zeller           |

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

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|---|
| <b>Others in Attendance</b>                       |
| Jen Brown (prospective parent representative)     |
| Bethany Wetzel (prospective staff representative) |

2. **Introduction and Approval of New Board Members:** ED introduced prospective non-voting Board Members, Jen Brown (prospective parent representative) and Bethany Wetzel (prospective staff representative). Michelle Thomas moved to approve the two new non-voting board members; Heather Nash seconded the motion. The motion passed unanimously.
3. **Approval of Minutes from Regular Board Meeting of October 2018.** Michelle Thomas moved to accept minutes; Heather Nash seconded the motion. The motion passed unanimously.
4. **Review and Approval of October 2018 and November 2018 Financials.** Board members reviewed October 2018 and November 2018 financials. Michelle Thomas moved to approve October 2018 and November 2018 financials; Heather Nash seconded the motion. The motion passed unanimously.
5. **Review and Approval of 2017 990 Tax Return:** Board members reviewed 2017 990 Tax Return. Michelle Thomas moved to approve 2017 990 Tax Return; Angie Hodge seconded the motion. The motion passed unanimously.
6. **Report from Executive Director:** ED reported on staff changes beginning in January of 2019, status of open positions (0). ED discussed enrollment, which has been fairly stagnant.
7. **Report from Assistant Director:** AD reported on staffing issues, upcoming events.
8. **Upcoming Events:** Holiday drives are underway: collection of supplies for the Flagstaff Shelter Services; adoption of a family for the holidays. Staff Holiday party to be held at ED's house again this year.

**9. Call for Public Comment**

- a. No comments from the public

**10. Adjournment:**

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

Motion passed unanimously.

The meeting adjourned at 4:40 pm.

**Next scheduled Haven Montessori Governing Board meeting is Monday, January 14, 2019  
@ 4:00pm.**