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| Regular Board Meeting  | Haven Montessori School |
| **Date: August 26, 2019** | **621 W. Clay Ave.** |
| **Time: 4:00 pm** | **Flagstaff, AZ 86001** |

**Draft Minutes**

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

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| X | Heather Nash | X | Angie Hodge  |
| X | Michelle Thomas (via phone) |  | Erin Strout  |
| X | Jennifer Ernst | X | Cristy Zeller |
| X | Jen Brown | X | Bethany Wetzel |

\*\*Meeting began at 4:07 with quorum requirement met (7 of 8 members present). .

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| **Others in Attendance:**  |

**2. Review and Approval of Minutes from Regular Board Meeting of June 2019.** Michelle Thomas moved to accept June 2019 minutes; Angie Hodge seconded the motion. The motion passed unanimously.

**3. Review and Approval of June 2019 and July 2019 Financials.** Board members reviewed June 2019 and July 2019 financials. Michelle Thomas moved to approve June 2019 and July 2019 financials; Heather Nash seconded the motion. The motion passed unanimously.

**4. Review and Approval of FY19 Audit.** Board members reviewed findings of AY19 Audit, report by Brian Shaw. Haven passed compliance and financials with zero findings. Michelle Thomas moved to approve FY19 Audit; Heather Nash seconded the motion. The motion passed unanimously.

**5. Report from Assistant Director:** AD updated Board on visit from Health Inspector and ensuing kitchen updates/additions, as well as pending Food Manager and Food Handler trainings/certifications for staff.

**6. Report from Executive Director:** ED updated board on staffing (fully staffed) and enrollment (a few spots in elementary open).

**7. Upcoming Events:** Parent night and Bike-a-thon.

**8. Call for Public Comment** No comments 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 4:33 pm.

Next scheduled Haven Montessori Governing Board meeting scheduled for Monday, September 30, 2019 @ 4pm.