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| Regular Board Meeting | Haven Montessori School |
| **Date: September 29, 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) | X | Erin Strout |
| X | Jennifer Ernst | X | Cristy Zeller |
|  | Jen Brown | X | Bethany Wetzel |

\*\*Meeting began at 4:06 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 August 2019.** Michelle Thomas moved to accept August 2019 minutes; Heather Nash seconded the motion. The motion passed unanimously.

**3. Review and Approval of August 2019 Financials.** Board members reviewed August 2019 financials. Michelle Thomas moved to approve August 2019 financials; Angie Hodge seconded the motion. The motion passed unanimously.

**4. Review and Approval of New Policies.** The Executive Director tabled this agenda item until a future meeting.

**5. Report from Assistant Director:** AD updated Board on kitchen plans, which have been approved by the CC Health Department and will take approximately 1 month to complete. Reported staff has been holding fairly steady, with one opening for a floating assistant and need for substitutes.

**6. Report from Executive Director:** ED updated board on staffing (doing well; have engaged recently in discussions regarding appropriate uses of seclusion, restraint, or discipline generally and team building activities, e.g., Trivia Night for staff), upcoming Parent-Teacher Conferences, Fall Break (10/10-11/2019), enrollment (a few spots in elementary recently opened), and a recent Open House (12 families attended). ED reported that Haven has purchased a year-long sponsorship with KNAU that ensures 4 spots weekly during key broadcasts, and allows for Haven to change the message regularly. The hope is that the sponsorship will increase Haven’s visibility.

**7. Upcoming Events:** The Haven Bike-a-Thon fundraiser is scheduled for 10/19/19 at Buffalo Park from 10am-12pm.

**8. Call for Public Comment** No comments from the public

**9. Adjournment:** A motion to adjourn was made by Michelle Thomas and seconded by Erin Strout. Motion passed unanimously.

The meeting adjourned at 4:28 pm.

Next scheduled Haven Montessori Governing Board meeting scheduled for Monday, October 28 @ 4pm.