

APPROVED
WALDEN GREEN MONTESSORI
17339 Roosevelt Road
Spring Lake, MI 49456
BOARD MINUTES FROM THE SEPTEMBER 17, 2018 REGULAR BOARD MEETING

Board Members Present: Rebecca Andree, Brooke Kazma, Tom Paniucki and Pamela Parriott

Board Members Absent: None

Non-Board Members Attending: Kim Bremer, Mark Roessing and Vickie Buckner

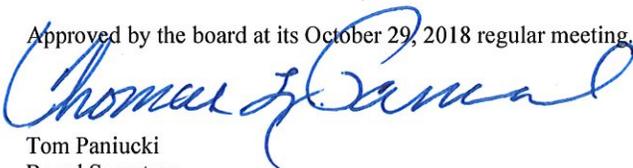
CMU: Jack Wallington

The meeting was called to order at 6:02 PM.

1. **Agenda.** Tom made a motion to approve the agenda with one addition and Pam seconded the motion. 4 Ayes and 0 Nays – **CARRIED.**
2. **Board Minutes.** Brooke made a motion to approve the August 17, 2018 special meeting minutes with correction and Pam seconded the motion. 4 Ayes and 0 Nays – **CARRIED.**
3. **Public Comment.** There was no public comment.
4. **CMU.** Jack reminded the board about the CMU Annual Conference on October 4, 2018.
5. **Director Report Out.** Target Measures. Kim & Mark reported to the board on the following: 250 Enrollment, Academic Performance, and Financial Health. Quarterly School Priorities were reviewed: Define Co-Director Roles & Responsibilities, Begin School Year with a Well-Prepared Environment for Adults and Students, Maintain Enrollment and Confidence of Parents During Leadership Transition, Transition to NWEA's MAP Assessment and Establish Project Plan for Title 1 Audit. Kim & Mark also reviewed the upcoming events and school updates.
6. **Board Accountabilities & Action Items.**
 - A. **Finance Committee.** Pam shared that the new finance committee met. The committee includes Pam, Todd Lucas, Kim Bremer, Jennifer Prescott and Vickie. Tom made a motion to approve the June/4th Quarter, July and August financials and Brooke seconded the motion. 4 Ayes and 0 Nays – **CARRIED.**
 - B. **ESP Agreement.** Pam made a motion to approve Advance Educational Services, Inc. ESP Agreement for one year and Tom seconded the motion. 4 Ayes and 0 Nays – **CARRIED.**
 - C. **CMU Contract Amendment No. 3.** Brooke made a motion to approve the CMU Contract Amendment No. 3 and Tom seconded the motion. 4 Ayes and 0 Nays – **CARRIED.**
 - D. **Strategic Plan.**
 1. Rebecca went over the Key Thrusts/Capabilities.
 2. The 4 Actions were reviewed.
 3. Review of Q1 Activity.
 4. Four Q2 Priorities were determined:
 - a. Hiring a Director – Rebecca is taking the lead on this and will be the liaison with AccessPointHR. A candidate pool will be presented at the October board meeting. Tom will draft a process to present at the October board meeting.
 - b. Budget – Pam will ensure the Finance Committee has an amended budget presented by the December board meeting.
 - c. Compensation Committee – Kim will establish a committee. Compensation Committee will make a recommendation to the Finance committee with a preliminary proposal by the December board meeting and a final recommendation to update the compensation framework by the January board meeting.
 - d. Modular – Vickie will gather information from Orion Construction, Kurt Thomas, Black River and the OAISD and report to the board at the October meeting.
 - e. Establishing Key Metrics. Kim & Mark will make a recommendation on behavior. An academic calendar and 5 October Priorities will be presented at the October board meeting.
 - E. **Director Search Update & Process.** Rebecca has the job description and agreement with AccessPointHR. There will be a 15% fee based on the first year base salary. The three key elements for the candidates are: Montessori Certification, Leadership/Administrative Experience and Values/Leads with Relationships.
 - F. **Governance Committee Update.** Brooke made a motion to nominate Todd Lucas to the board and Pam seconded the motion. 4 Ayes and 0 Nays – **CARRIED.** Brooke made a recommendation that the board watch a video series, Making Meetings Matter, before the October meeting. Brooke is working on the template for the board bios.
7. **Public Comment.** There was public comment.
8. The next regular board meeting is October 29, 2018 at 6:00 PM.

Brooke made a motion to adjourn the board meeting and Tom seconded the motion at 8:02 PM. 4 Ayes and 0 Nays – **CARRIED.**

Approved by the board at its October 29, 2018 regular meeting.


Tom Paniucki
Board Secretary