

Board of Trustees Monthly Meeting Minutes
Wednesday, August 29, 2017 6:30-8:30 PM

- I. Convene--Micro Moment
 1. Convened at 6:40pm
 2. Attendance: Tom Malone, Dick Gagnon, Cheryl Bean, Amy Bottomley, Nauzar Vimadalal, Jamie Hoff, and Lauren Giardina
 3. Moment of Silence in remembrance of Amy's Grandmother Beverly Newton
- II. *Minutes of July 27, 2017—Lauren
 1. Jamie made a motion to accept the July 27th, 2017 minutes. Nauzar seconded. VOTE: All "YES", no "NO". Motion carried.
- III. Public & School Community Appearances
 1. No public present
- IV. *School Director's Report—Amy
 1. An anonymous gift of \$20k was received through fidelity charitable
 2. Board discusses the current attendance policy. The consensus of the Board was the current policy stands as is.
- V. Treasurer's Report—July 2017—Cheryl
 1. Lauren made a motion to accept the Treasurer's Report. Jamie seconded. VOTE: All "YES", no "NO". Motion carried.
 2. Currently the school is operating under 4 accounts, which eventually will be consolidated to Jean D'Arc as the primary account
- VI. Finance/Audit Committee—Cheryl & Amy
 1. Expenditure Update
 - i. 24 laptops were purchased using the Lowes grant, as well as computers for the lab, and laptop carts with buckets for easy dispersion
 - ii. Projectors and lockers have been purchased and installed
 2. Budget Reserve Account
 - i. The finance committee will make a recommendation before the Board as to how much capital will be transferred into a reserve account for reinvestment in the school using the enterprise account.
 3. Bid Approvals—playground, risers, other FY 17-18
 - i. The new playground equipment will be installed at the end of September.
 - ii. There is a need to private property signs.
 4. FY 16-17 Audit Update

- i. Cheryl made a motion to move the September 13th meeting to the 20th to accommodate the Auditor. Dick seconded. VOTE: All “YES”, no “NO”. motion carried.

VII. Old Business

A. Facilities Comm. Update--Dick

1. Build Out Process Update

- a. All construction has been completed

2. Driveway/Parking Lot Update

- a. Blue Sky Power washing initially quoted the job, pressure washing the driveway, at 3hrs at their hourly rate. However, the job allegedly took 6hrs to complete. A representative from Blue Sky is seeking reimbursement for the additional 3hrs at \$675.00.
- b. The email sent to Amy from Blue Sky was read to the Board. After some discussion, the Board decided it was in our best interest to offer some compensation. Dick will follow up via email with the company.
- c. Nauzar made a motion to offer one additional hour of service at \$225 TO Blue Sky Power washing. Lauren seconded. VOTE: All “YES”, no “NO”. Motion carried.
- d. Dick will follow up with Shattuck also as many of the cracks in the driveway were not filled and several are crumbling and need to be refilled.

B. Governance Comm. Update--Tom

1. Data/Records Retention Policy

- a. Amy recommends MACS data retention time limit be set at 3 yrs. as copies only, not the original documents, and there will be no notice of destruction as MACS is not a high school.
- b. Dick made a motion to accept the Data/Records Retention Policy. Cheryl seconded. VOTE: All “YES”, no “NO”. Motion carried.

2. Retreat Results, SWOT Next Steps

- a. A Board Workshop has been scheduled for September 13th, 2017 to discuss SWOT next steps.

C. Executive/Nominating Committee--Tom

1. Nomination of Prospective candidate for Board

- a. Dick made a motion to accept the nomination of Tom Dougherty Pending clearance on his CORI. Jamie seconded. VOTE: All “YES”, no “NO”. Motion carried.

2. Other Prospects

- a. Amy will meet with a couple of interested persons in the coming weeks.

VIII. New Business (15 minutes)

A. Other

IX. Adjournment

Nauzar made the motion to adjourn at 8:33pm. Cheryl seconded. VOTE: All "YES", no "NO". Motion carried.