

**Board of Trustees Meeting
January 24, 2018 MINUTES**

Meeting called to order at: 5:30 p.m.

Members in attendance: Salvador Aguinaga; Matthew Champion; Melanie Como-Dits, *Past President*; Lauren Cressy Dunbar, *Secretary*; Ramona Kim; Jeff Miars; Doug Morris, *President*; David Rowley, *Treasurer*; Rabia Shariff; Donna Voor; Sophie White, *At Large Executive Committee Officer*; and Paul Worland

Staff/Faculty in attendance: Kim Bosworth, *Executive Assistant/Admissions Coordinator*; Susan Finster, *Director of Finance*; Tanya Hagen, *Development Events Coordinator*; and Randy Kelly, *Interim Head of School*

Guests in attendance: n/a

Absent: Michael Cox; Annie Geary; Julia Kanczuzewski; and Jen Williamson

Consent Agenda – including the December, 2017 Open Session Minutes and Closed Session Minutes, were approved with noted edits to the Closed Session Minutes.

Interim Head of School Report – Randy Kelly reviewed a written report highlighting the following:

- Enrollment
- General Update
 - CFH
 - SGO Figures
 - Staffing changes/updates
 - Montessori Compass
 - Staff Evaluations
 - Sock Hop and STEAM Extravaganza Dates
 - Marketing
- Department Reports
 - Department of Student Services
 - Development Report
 - Admissions Report

Advancement/Marketing Committee Report – In Annie Geary’s absence, Doug Morris reviewed a written report highlighting the following:

- Windfall Gala
- Fall Frolic
- Annual Giving
- Scholarship Grant Organization
- Marketing/Alumni Relations
- Thank you to all Trustees who have donated to Annual Giving, Scholarship Grant Organization, Shred, Fall Frolic and Windfall! Your support and participation in these critical fundraising events is greatly appreciated!

Facilities/Technology Committee – In Paul Worland’s absence, Doug Morris reported the following:

- New Board member, Salvador Aguinaga, will serve as co-chair of this Committee.

Committee on Trustees Report – Doug Morris reviewed a written report highlighting the following:

- Recruitment of BOT Members
- Intention Statement
- HOS Evaluation
- Self-Evaluations and BOT General Evaluation
 - May be delayed to Spring so new Trustees can participate
- March 2018 Retreat
 - Wednesday, March 21st, 5:30 – 9:00 p.m.
 - Location and Speaker – TBD
 - Geared to Governance and a basic introduction to the Board
- Sophie White asked about Board Profiles – Melanie Como-Dits will work with Sal Aguinaga to get them updated and posted on the website

MOTION was made and seconded (via email in January) to approve Donna Voor as a new member effective immediately. Motion approved.

MOTION was made and seconded (via email in January) to approve Matthew Champion as a new member effective immediately. Motion approved.

Old Business – n/a

New Business – Sal Aguinaga mentioned carpool traffic issues. Randy Kelly asked Sal to meet w/him re: ideas and solutions. Lauren Cressy Dunbar mentioned the east side of the Early Childhood building as a great marketing area. Parents sit there for a long time. Could we spruce it up?

Motion to adjourn.

Adjourned to Closed Session at: 7:35 p.m.

Next meeting: Wednesday, February 28, 2018