

**Board of Trustees Meeting
October 25, 2017 MINUTES**

Meeting called to order at: 6:00 p.m.

Members in attendance: Salvador Aguinaga; Melanie Como-Dits, *Past President*; Michael Cox; Lauren Cressy Dunbar, *Secretary*; Annie Geary, Jeff Miars; Doug Morris, *President*; David Rowley, *Treasurer*; Rabia Shariff; Sophie White, *At Large Executive Committee Officer*; Jen Williamson; 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: n/a

Consent Agenda – including the edited September, 2017 Minutes, was unanimously approved.

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

- Recruitment of Board of Trustees Members
- BOT Education Events
- 2016-17 BOT General and Self-Evaluation Surveys
 - Paul Worland reviewed a written report.

MOTION was made and seconded (via email in October) to approve Rabia Shariff as a new member effective immediately. Motion approved.

MOTION was made and seconded (via email in October) to approve Salvador Aguinaga as a new member effective immediately. Motion approved.

Advancement/Marketing Committee Report – Annie Geary reviewed a written report highlighting the following:

- Shred Event
- Annual Giving
- Fall Frolic
- Windfall
- Fundraising Summary

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

- 2017-18 Enrollment
- General Update
 - Hot Lunch Program
 - Staffing changes/updates
 - Enrollment changes
 - Record Keeping and Communication
 - There was discussion regarding Montessori Compass – our new online Montessori record keeping software. It was explained how it will be used by teachers and administration and what information parents will be able to view. Randy mentioned he will print the User and Legal Agreements of the program and have our legal team review.
 - Data Collection
 - Analysis of SGO participation
 - An SGO (Scholarship Granting Organization) provides state tax credit for donors. Further discussion and research will be completed.
 - Fall Frolic Update
- HOS Goals 2017-18

Motion to adjourn.

Adjourned to Closed Session at: 7:45 p.m.

Next meeting: Wednesday, December 6, 2017