



MINUTES

Board of Directors - Regular Meeting - July 14th, 2020 - 4:00pm

1. **Call to Order** - The meeting was called to order at 4:07pm by Melissa Merida, President.
2. **Roll Call** - present via Zoom virtually
 - a. **Present:** Melissa Merida, Sridhar Ramachandran, Jared Law-Penrose, Courtney Lewis, David Clifton
 - b. **Absent:** Susan Rothbauer, Kyle Daugherty
3. **Approval of Minutes from Regular and Executive Meeting June 9, 2020.** Motion to approve by Law-Penrose and seconded by Ramachandran. All in favor.
4. **Approved Public Participation** - none.
5. **Special Reports**
 - a. Enrollment/Lottery/Marketing Update - Glenn reported that the virtual chat has been a huge success and many prospective families have been attending. He stated that enrollment still looks strong for the year, even with a handful of withdrawals this summer. The Early Education program is full.
 - b. School Reopening Plan - Danielle Manzo and Tracy Pickman Yates, members of the staff committee for Reopening introduced themselves and their roles at the school. They explained a bit about the process of the reopening plan with comments from Glenn and Melissa Weissinger. Barbara reported that 29 staff were a part of the committee for the past couple of months. Barbara explained the On-Campus/Off-Campus Hybrid Learning plan, and the Full-Time Off-Campus Learning plan. Danielle and Barbara talked about the differences in the plan from the various levels, and the goal of trying to keep siblings attending On-Campus on the same day. There was discussion and questions from the Board. Barbara returned to this topic later in the meeting to discuss the Nurtury reopening plan. The Board asked questions.
 - c. Human Resources Update - Barbara reported that we have one open 6-9 position, and that the rest of the staff looks stable. Susan Rothbauer will be moving from the position of Board Member to serve as the Health Services Coordinator for 4 hours a day during this pandemic. This led to some discussion of whether to add a Board member at this time. The Board will consider postponing this for a time due to the pandemic and will revisit at a later date.
 - d. School Success Update - Tabled
 - e. Board Policy Manual: Proposed Revisions - Tabled
 - f. Board Retreat 2020-21 - Tabled



MINUTES

Board of Directors - Regular Meeting - July 14th, 2020 - 4:00pm

- g. Treasurer's Report: June 2020 Credit Card Statements Review - Kyle - Tabled.
 - h. Board Quarterly Financials - March 2020 - The Board reviewed the quarterly Balance Sheet, Income Statement and Budget for the School and Nurtury. The Board asked questions.
 - i. 2020-2021 5 Year Budget for School and Nurtury - Barbara reviewed the budget and the Board asked questions. Barbara discussed that the CSP is currently removed from the budget as per discussion with the Board. She discussed that the Board could revisit the possibility of the CSP for the fall based on a percentage of salary (allowing an increase if possible, as no increases were given in contracts this year).
 - j. CASA Update - Barbara gave an update on the project, which is nearing completion. It is expected that the school will have the keys before the beginning of school.
 - k. 403(b) Discussion - Tabled
 - l. Family Handbook 2020-2021 - Tabled
 - m. Employee Handbook 2020-2021 - Tabled
 - n. Application Forms and Program Fees 2020-2021 - no changes were made this year.
 - o. Emergency Preparedness Plan 2020-2021 - Tabled until September
 - p. School Calendar Adjustments - Barbara presented the proposed adjustments. The Parent Partner Conferences have been moved to the beginning of August as noted. Barbara noted that the Open House was cancelled and that the New Family Orientation will be held via video conference and these changes will be made on the document.
 - q. Teen age level admission during a pandemic - Barbara proposed to allow 11th levels to be admitted, based on interested families who would like to attend and teen openings that are available.
 - r. Racial Healing Project - Barbara proposes that the Board budget \$10,000 for the Racial Healing Project training. Barbara met with a fellow staff member and a representative of the Project to discuss racial bias and anti-racism training. Board Members requested an invitation to the training.
6. **Consent Agenda** - Motion to approve by Clifton, second by Ramachandran. All in favor.
- a. Claims approval – May 2020
 - b. 403(b) Discussion - Tabled
 - c. Family Handbook 2020-2021 - Tabled
 - d. Employee Handbook 2020-2021 - Tabled
 - e. 2020-2021 5 Year Budget for School and Nurtury - Approved as presented.
 - f. Emergency Preparedness Plan 2020-2021 - Tabled until September
 - g. School Reopening Plan - The Board approves the plan as written, and approves that Barbara can make adjustments to the plan as needed, including potentially opening on



MINUTES

Board of Directors - Regular Meeting - July 14th, 2020 - 4:00pm

full time off-campus school, for only the family support program, start date of the school, etc.

- h. School Calendar Adjustments - Approved as presented with changes as noted above.
- i. Teen age level admission during a pandemic - The Board approved to allow 11th levels to be admitted.
- j. Racial Healing Project - The Board approves 10,000 for this project to be implemented this year.

7. Announcements

- a. Next Regular Board Meeting - September 8, 2020 at a time to be determined.
- b. Announcement about T-shirt design - please email Melissa W. if you would like a shirt.

- 8. **Adjournment** - Motion to adjourn at 5:51pm by Ramachandran, second by Law-Penrose. All in favor.

Minutes approved on September 8, 2020 by:

Melissa Merida, President

Sridhar Ramachandran, Vice President

Kyle Daugherty, Treasurer

David Clifton, Member

Jared Law-Penrose, Member

Courtney Lewis, Member