

Syringa Mountain School
Board Meeting Minutes – 10/19/2022

APPROVED 11/14/2022
Amendment Approved :5/16/23

School Staff:

Christi Thompson-Director
Shawn Meyers-Teacher Liaison
Kristin Funk
Crystal Oliphant
Pat Owen

Board Members:

Mike Allaire
Sandi Viau
Jennifer Barrett-Neet
John Casey
Sarah Seppa

Public attendance:

Michele Harris-Parent Council Liaison
Carter Cox

5:30pm Time Quorum is present

- I. Public comment:
 - A. None
- II. Consent agenda
 1. Approval of 9/28/22 Board Meeting - John Casey made a motion to approve, Sarah Seppa seconded the motion- Minutes approved
 2. Approval of 10/10/22 Special Board Meeting- Sandi Viau made a motion to approve, Sarah Seppa seconded the motion- Minutes approved
 - a) Approved under the condition of Workman's compensation is not covered by the contract and there will be a liability waiver attached to the contract that will be signed by the contracted business to clean.
- III. Old Business
 - A. Financial Update
 1. Minutes were emailed by finance committee
 - a) Parent council account: discussion about what they are needing and using the money for.
 - b) Bette Reed resigned and will no longer be with the school after the end of the year.
 - c) We will be advertising for a business manager. Put in the paper for a month.
 - B. Teacher Update
 1. Progress reports are done.
 2. All teachers are liking the trimesters.
 3. Upper grades have been on their outdoor trips and their work with community partners and non-profits.
 4. Will be bringing back grandfriends day on December 9th.
 5. Ms. Paradis is finishing up her masters.
 6. Ms. Oliphant is finishing up her Waldorf certification.

C. Parent Council update

1. Meeting minutes were added to board packet
2. The nominated and elected positions for
 - a) Michele Harris Chair
 - b) Meg Burns Secretary
 - c) Dana Yeakel Treasurer
 - (1) We will add new signers on the bank account of parent council will be Michele Harris and Dana Yeakel
 - (2) We will remove Tenaya Plowman-Kolar and Aris Flood from the account.
3. Yoga retreat just happened last weekend. Still processing funds raised.
4. Has gotten positive feedback from parents about how things are going.
5. Looking for a dedicated work schedule to iron out duties of the Parent Council from the board.
6. Read the PC letter to get clarity.
7. Parent survey
 - a) Administrators will send this out.

D. Board fingerprint update

1. Not everyone has gotten them in. Please do that ASAP.

E. Illness Closure Update Rules:

1. How many students out?
2. How many teachers out?
 - a) Not a specific number needed: we have this policy already in place is 2210p, 21p2c, 2210.
3. We follow BCSD closures for safety. But if our school has staffing for illnesses we will close.

F. Sick Day Covid Policy Review

1. Action Item: approval Covid sick day policy
 - a) See Staff COVID Sick day policy
 - b) John Casey made a motion to approve, Sarah Seppa seconded the motion- Minutes approved, all in favor, motion approved

G. Board Committees

1. Committees will be formed.
 - (1) Fundraising
 - (a) Mike Allaire
 - (b) Michele Harris
 - (c) Kristen Funk
 - (d) John Casey
 - (e) Christi Thompson
 - (2) Marketing/Enrollment
 - (a) Sarah Seppa
 - (b) Christi Thompson
 - (c) Jennifer Barrett-Neet
 - (3) Finance
 - (a) Sandi Viau
 - (b) Administrator
 - (c) Parent Council Treasurer
 - (d) Business Manager
 - (4) Will open it up to the staff/parents/community after the committees come up with goals, projections
 - (5) We will bring the committee reports to the board at each meeting.
 - (6) Work Session to discuss committees date Monday October 24th, at 5:00.

- (a) Will have a google doc to begin conversations/tasks for committee
- 2. Enrollment potential increase- adding preschool
 - a) Proposed ½ day in the afternoon, 10 enrollment
 - b) Kindergarten teacher is passionate about a 2 year kindergarten program.
 - c) Administration will move forward with a plan
- IV. New Business
 - A. Action Item: Approve monthly payables
 - 1. Sandi Viau made a motion to approve the monthly payables, John Casey seconded, all in favor, motion approved
 - 2. Sandi Made a motion to approve raising the petty cash from \$200 to \$400, John Casey Seconded, all in favor, motion approved.
 - 3. Accounts payable approval will be moved to consent agenda moving forward to allow for more timely payments. Treasurer will hold any payments needing discussion.
 - B. Board Policies 6000
 - 1. Policy 6400: April board meeting we will discuss director evaluation.
 - 2. 6400F: Parent Evaluation. We will discuss this again next month after our board training.
 - 3. We will add board items to review each month.
 - a) made a motion to approve the monthly payables, seconded, all in favor, motion approved
 - C. Action Item: 1998 Van Repairs
 - 1. All vehicles were taken to get serviced and the van was found to need repairs. Quote at \$667 for new radiator and \$271.46 Engine cooler adaptor.
 - a) Sarah Seppa made a motion to approve the repairs, Sandi Viau seconded, all in favor, motion carried
 - D. Proposal to change Nov. Board Meeting
 - 1. Nov. 14th, Monday @5:30
 - a) All agreed this will work
 - E. Agenda Creation/Steps/Protocols
 - 1. Secretary would create an agenda. Board members would bring items to the Chair to discuss and add. Chair and administrator would add to the agenda. Work sessions are to discuss and plan prior to bringing it to the board. We will create a schedule.
 - F. ARP ESSER3 Learning Loss Spending Plan Input
 - 1. We are using these funds to cover salaries for staff to bring up academics.
 - a) Sarah Seppa made a motion to approve the use of these funds, John Casey seconded, all in favor.
- V. Executive time - In at 8:43pm
 - A. Sandi Viau, Mike Allaire, Jennifer Barrett-Neet, Sarah Seppa, John Casey
 - B. Christi Thompson and Kristen Funk invited to join
- VI. Out of Executive Session and into regular session at 9:06 pm- adjourn at 9:06 pm
 - A. John Casey makes a motion to adjourn, Jennifer Barrett-Neet seconded. All in favor, motion approved.