

Syringa Mountain School
Special Board Meeting Minutes – 5/18/2022
APPROVED 6/15/22

School Staff:

Nigel Whittington-Director
Pat Owens-Teacher Liaison
Christi Thompson
Bette Reed
Keith Davis
Daniel Edwards
Kristin Funk

Board Members:

Mike Allaire
Sandi Viau
Anthony Miller-
Michele Harris
Jennifer Barrett-Neet
John Casey
Sarah Seppa

Public attendance:

5:37 TIME Quorum is present

- I. Public comment:
 - A. Kira Gray written to PC liaison- Requested more communication about the lockout.
 1. Maybe communication about emergencies
- II. Consent Agenda
 - A. Approval of 4/13/22 Board Meeting- Mike Allaire made a motion to approve, Sandi Viau seconded; all in favor
 - B. Approval of 5/11/22 Special Board Meeting-Michele Harris made a motion to approve, Sandi Viau seconded; all in favor
- III. Old Business
 - A. Financial Update
 1. Sandi Viau:
 - a) Meeting on 4/25 finance meeting: Discuss Bonuses
 - b) Monthly Finance Meeting 5/6: Discussed Teacher contracts
 - c) Got 91k for a foundation payment
 - B. Teacher Update
 1. Keith Davis:
 - a) Outdoor Trips are finished or almost completed.
 - b) Appreciative of the Parent Council for taking care of them on teacher appreciation week.
 - c) Tired but running smoothing
 - C. Parent Council update
 1. School was awarded 5k from the spur foundation, thanks to Megan Burns: for teacher training
 2. The Raffle is up and running! Thank you to Michele Harris for heading up the raffle!
 - a) Selling tickets individually and at supermarkets. Still need volunteers to sell at tables.
 3. Jane Alexander and Carter Cox are working with Christi on communication for the summer Melt program.
 4. Parent Council:

- a) Class parents are organizing end of year party
- b) Back to school bbq
- 5. Working to get the School Store back up and running.
- 6. May Faire was a success! Thank you to the school staff and Parent involvement!

IV. New Business

- A. *Action Item: vote in new board member Jonathan Casey*
Action Item: vote in new board member Sarah Seppa
 - 1. Swore in both members
- B. *Action item: discuss and approve website updates/rollout*
 - 1. Anothony Miller makes a motion to approve, Jennifer Barrett-Neet seconds: No discussion. Motion passed
- C. *Board Policies: 3000 Series & Code of Ethics*
 - 1. *Policy 3255, student dress code. Removed the sentence about regulating short length and shirt styles*
 - 2. *All board members have agreed to the board of directors ethics and will sign the ethics*
- D. *Action Item: Approve monthly payables*
 - 1. Sandi Viau made a motion to approve, Michele Harris seconded the motion: All in favor, no discussion; Motion approved
- E. *Strategic Plan Updates*
 - 1. Carter has the drafts, and the teachers are refining those with her. Will come back in the next meetings to review.
 - 2. Next questions are about initiatives: what is the board's involvement?
 - a) Put it on the board schedule/constant time at board meetings to share updates.
 - b) Will be committee members led
 - c) Will be seeking volunteers to join committees
- F. *Customer Relationship Management needs:*
 - 1. A 1 source hub: System to bring all the messaging, marketing, fundraising, donors, enrollment, emails, retention. Could remove mail chimp, could remove LGL.
 - 2. Cost will be a couple hundred dollars a month.
 - 3. Anthony will come back to the board with quotes and tools: will work with Christi if needed
- G. *Approve new bank signers*
 - 1. Mike Allaire and Sandi Viau went to DL Evans and made him a signer. We all agree to remove Randi Flood as the signer on the account. Approve Christi Thompson as a signer. One signer be the teacher/board liaison
 - 2. 2 Credit Cards: one with the director, one with the front desk.
 - 3. Sandi asked the school to write a letter to the board to get credit cards in the correct names.
 - 4. Approve/Change of school credit cards
- H. *Action item: Blue Cross Benefit Increase: Addition-Employee Coverage Vision & Dental*
 - 1. Propose that school add vision and dental plans to their current insurance package.
 - a) Mike Allaire makes the motion, Michele Harris seconds: All in favor, motion carries.
- I. *Action Item - Accept resignation*
 - 1. 7th and 8th grade teacher resignation accepted
- J. *Community Resiliency Model*
 - 1. Trains community members to support each other in trauma, resilience and community to support the school recover from the last 2 years and to create a more unified school.
 - 2. Sarah will get quotes.

V. Executive time- 7:45

A. Sandi Viau, Anthony Miller, Michele Harris, Mike Allaire, Jennifer Barrett-Neet, Sarah Seppa,
John Casey, Christi Thompson, Nigel Whittington

VI. Out of Executive Session and into regular session- 8:33

Next Meeting is June 15, 2022 5:30 using Google Meet

video link <https://meet.google.com/yxp-sxrt-swh>

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