

Approved by Board on April 28, 2009

SILVER SANDS MONTESSORI CHARTER SCHOOL MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

The Board of Trustees of Silver Sands Montessori Charter School held a public meeting on Tuesday, April 14, 2009 at the office of Christopher Steele, 2831 St. Rose Parkway, Suite 200, Henderson, NV 89052.

CALL TO ORDER:

Marlo Tsuchiyama, Chairperson, called the meeting to order at 4:47 pm

A. ORGANIZATION

1. Roll Call: A quorum was established with the following members present: Danette Green, Joan Sando, Christopher Steele, and Marlo Tsuchiyama. Judd Balmer arrived at 5:45pm. Absent: Rebecca Engh and Constance Ewing. Members of the public were asked to sign in, and the sign-in sheet is attached to the original copy of the minutes.

2. Adoption of Agenda: Marlo asked to add “approval of minutes from the March 24th meeting” to the agenda. Joan made a motion to accept the agenda with that one change and Chris seconded the motion. Vote: all ayes, none opposed, motion carried.

3. Approval of Minutes:

March 17th, 2009: Danette suggested a change on the way we report “others in attendance” and, after reviewing the Open Meeting Law Manual, we agreed to attach the sign-in sheet to the minutes, instead of listing names. Marlo asked for minor changes on wording in the reports for fund-raising and technology. Danette made a motion to approve the minutes with these amendments. Joan seconded the motion. Vote: all ayes, none opposed, motion carried.

March 24th Special Meeting: After correcting two grammatical errors, Chris made a motion to accept the minutes and Danette seconded the motion. Vote: all ayes, none opposed, motion carried.

B. REPORTS

1. Enrollment: Danette presented a chart (attached) showing the number of students registered for each class compared to our goals. After discussion, Marlo asked members to consider the idea of another lower elementary instead of one of the pre-K classes, since we have so much interest in lower elementary grades. She said we would need to decide prior to submitting our final application for a full charter with the state.

2. Financial Report: Marlo reported that she is ready to open a bank account, as soon as she receives the approved minutes from the March 24th meeting. She also reported that SSMCS is not responsible to submit a budget by April 15th as it will be a part of our final application to the state for a full charter agreement to operate, and that will be submitted as soon as we have a facility.

3. Committees: (Curriculum, Facility, Finance, Fundraising, Marketing, Private School, Hiring, Technology, and Training)

Fund-raising: Marlo reported that an event is scheduled at Cici’s Pizza for April 29th, date to be verified and posted on web site.

Hiring: Marlo reported that several applications have been received and one interview has occurred. She recommended an AMS (American Montessori Society) membership so we could post job openings on their web site.

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Marketing: Marlo said our web site is being redone with the help of a volunteer so it can handle more information. Also, she has permission to display flyers at a pediatrician's office.

4. Board Member Reports:

Joan reported that she had reviewed the by-laws again, with an updated version, and we still needed clarifications on language, i.e., changing "Clark County School District" to "Nevada Department of Education" as our sponsor. She will resubmit the clarifications to Tom McCormack at the State Department of Education.

C. PUBLIC COMMENT on Agenda Items (none)

D. RESPONSE TO PUBLIC COMMENTS (none)

E. OLD BUSINESS (Possible Action Items)

1. Facilities

Chris reported that the committee is finalizing negotiations with a landlord and he and Marlo had met with City of Henderson staff members to plan the permit process. Documents will be submitted by April 28th for the June meeting of the Planning Commission.

2. Officers/Board of Trustees Insurance:

Danette reported that she had found a company that will work with us, but that there is a one-year minimum. The cost is approximately \$1400/year and the company, Zurich, would require a down payment of \$371.50 and, then, nine monthly payments of \$132. The deductible amount is \$2500. The discussion included ideas about members dividing the cost until we get operating funds and whether the school might reimburse the members later, if we paid the first two months and the down payment out of pocket. Judd made a motion to move forward with the application with Zurich and start the policy immediately. Chris seconded. Vote: all ayes, none opposed, motion carried.

3. Adopting School Calendar

Danette presented a draft of the school calendar for the 2009-10 school year. She said we still needed to consider parent conference days and staff development days. After discussion, Marlo tabled this item until the next meeting, as this will also be a part of our final application for a full charter agreement to the State Department of Education, and is not due on May 1st.

4. Policies and Procedures Flow Chart

Marlo presented a draft of a flow chart for adopting policies. After discussion, and changing the title of the document to include "revised" as well as "new" policies, Danette made a motion to adopt the procedures. Chris seconded the motion. Vote: all ayes, none opposed, motion carried.

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5. Adoption of Policies and Procedures

a. Purchasing: Joan reviewed the draft of this policy that she had presented at an earlier meeting, with suggested changes. After discussion and amendments, Judd made a motion to approve the policy with the changes noted by Joan, Chris seconded, and the vote was unanimous in favor.

b. Enrollment and Attendance

Danette reviewed the policies and procedures she had presented at the March 17th meeting. Joan made a motion to approve them as presented. Chris seconded the motion. Vote: all ayes, none opposed, motion carried.

F. NEW BUSINESS

1. Nevada Charter School Summit

Marlo presented an overview of the summit scheduled for May 8th in Carson City, plus she has arranged for our board members to visit High Desert Montessori School in Reno on May 7th. Chris, Danette, Constance, Marlo, and Joan will participate at their own expense.

G. Agenda Planning:

Enrollment by classes, School Calendar, Personnel Policies, Insurance, Facilities, Job Descriptions

Announcement: Next Regularly Scheduled Meeting: April 28th, 5:00pm, same place. Marlo may request a special meeting before then to approve a lease for a facility.

Adjournment: 7:15pm

Signatures verifying approval:

Secretary _____

Date _____

President _____

Date _____