

*Approved by Board on March 31, 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, March 3, 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 5:33 pm

### **A. ORGANIZATION**

**1. Roll Call:** A quorum was established with the following members present: Judd Balmer, Constance Ewing, Danette Green, Joan Sando, Christopher Steele, and Marlo Tsuchiyama. Absent: Rebecca Eng. Others in attendance: an interested parent and a potential teacher.

**2. Adoption of Agenda:** Joan asked to clarify Item F (1) as “procedures for adopting board policies” instead of the “State Board Manual”. Judd made a motion to accept the agenda with that change. Chris seconded the motion. Vote: all ayes, none opposed, motion carried.

### **3. Approval of Minutes:**

**February 12<sup>th</sup>:** Constance moved and Judd seconded a motion to approve the minutes from the February 12<sup>th</sup> meeting as presented. Vote: all ayes, none opposed, motion carried.

**February 19<sup>th</sup>:** After discussion on Item E(1), Joan suggested changing the wording on the motion to “adopt the by-laws as originally approved by the State Department of Education.” Joan made a motion and Judd seconded it, to approve the minutes as amended. Vote: all ayes, none opposed, motion carried.

### **B. REPORTS**

**1. Enrollment:** Danette and Marlo reported that we have 38 registrations from our first parent information meeting, plus two from the web site. Two more meetings are scheduled for March 8<sup>th</sup> and March 22<sup>nd</sup>, which will be advertised on the web site and other community buildings like libraries and recreation centers.

### **2. Committee Reports:**

**Marketing:** Ideas: work on a brochure, consider table at the Mall, RJ View article or announcement, tell your friends

**Private School:** Joan has contacted Dr. Nutting, but believes the deadline for approval is May 1<sup>st</sup> for opening in the fall.

**Fund-raising:** Idea suggested of a “founding family recognition program”, such as a plaque or tile for a donation.

**Staff Training:** Constance has people to contact for information

### **3. Board Member Reports:**

Marlo: Information meeting held on Feb. 22<sup>nd</sup> was very encouraging; seems many people are interested, plus they are volunteering their time and expertise.

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### **C. PUBLIC COMMENT on Agenda Items**

The parent in the audience asked questions regarding enrollment

### **D. RESPONSE TO PUBLIC COMMENTS**

Marlo answered the questions and referred the public to the website for up-to-date information.

### **E. OLD BUSINESS (Possible Action Items)**

#### **1. Facilities:** Christopher presented a report on six potential properties:

- Letter of interest submitted on 701 Valley Verde. A response is due back.
- Arlene has a LOI ready to submit on the Ethan Allen Building.
- We are waiting for responses on the 2020 Olympic Building.
- The subcommittee met with the director of a private school this afternoon to review the possibility of how that facility might meet our needs.
- We have received a response back from a private school in the Silverado Ranch area that might have an interesting in leasing all or a portion of their existing facility. We will seek to view that building before week's end.
- Arlene Nehls has been calling existing school facilities over the last week and continues to do so.

No action taken.

**2. By-laws amendments:** After review and discussion, it was agreed to not change the language on item 4.2(g) because it was the same as in NRS 386.580. Clarifications to this item should be in the policy that implements the statute, and not in the by-laws. After further discussion on the possible amendments discussed at the last meeting, it was agreed that the changes were not amendments, but clarifications of language. Judd made a motion, seconded by Chris, for Joan to send the changes to Tom McCormack, Charter School Consultant for the State Department of Education. Vote: all ayes, none opposed, motion carried.

#### **3. Board of Trustees/Officers Insurance**

Danette reported an estimate of the cost, but needs more information to be specific. Marlo suggested keeping it on the agenda for the next meeting and all agreed.

### **F. NEW BUSINESS**

#### **1. Procedures for adopting board policies:**

After Joan presented sample policies from the State Dept. of Education for state sponsored schools, Judd suggested a flow chart of the procedures, including identifying the need for the policy, drafts, discussion, and adoption. Marlo and Joan volunteered to bring this to the next meeting. Joan also presented a calendar and suggested prioritizing the policy topics. Everyone agreed to help, according to his or her expertise.

#### **2. Proposed Policies on Purchasing:**

Joan presented a draft of policies on purchasing that included purchasing authority, petty cash, bidding requirements, personal service contracts, and credit cards. This will be on the agenda for a possible action item at the next meeting.

#### **3. Selecting a financial institution to open school accounts:**

Marlo explained that we would need a bank account for fund-raising money and donations, even though we will not receive state funds until we have a full charter and are ready to begin operations. Danette and Christopher made suggestions from positive

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experiences they have had in the past. After discussion, it was decided to invite representatives from the two institutions to present a ten-minute overview at our next meeting. Danette will invite Community Bank and Christopher will invite Bank of North Las Vegas. Marlo will develop a few questions to ask both of them, for consistency of information.

**G. Agenda Planning:**

- Policies on purchasing, enrollment, attendance
- Financial Institutions
- Board of Trustees Insurance
- Facilities

Next Meeting: March 17, 2009, 5:00pm, same place

Adjournment: 6:58pm

*Submitted by Joan Sando, Board Appointed Secretary*