

**September School
Board of Directors Meeting**
Tuesday, September 14th, 2010 5:30 PM
September School
1902 Walnut Street
Boulder, Colorado 80302

Action Items

- Board** will write up a policy for board member sabbatical and leave an option for members to use technology
- Board** will hold a financially focused meeting in October
- John** will investigate possible board member candidates from CU's department of Ed.
- Don** will investigate legal representation by speaking with his contacts
- Rachel** will investigate legal representation by speaking with her contacts
- Alexis** will add the board meeting schedule to the monthly newsletter
- Marianne** will send contact info for the grant writing class at CU

-Approved Minutes-

BUSINESS MEETING

I. Call to Order and Roll Call

Attending: Marianne Novelli, Cammie Blais, Rachel Grad, Don Weaver

Staff Attending: John Dunn, Celeste Di Iorio, Erin Miller

Student Attending: Hannah Hochsettler

II. Approval of Agenda: Action Item – Approved

III. Approval of Meeting Minutes and Action Plan from August 17th, 2010: (Action Item) - Cammie motions to approve, Rachel seconds the motion

IV. Old Business

1. Don Weaver - he will be visiting and observing for this meeting

A. No action necessary at this time

2. Final approved copy of board roles, by laws, attendance and conflict of interest policies

A. Celeste will email this document to the board

3. Protocol for board member sabbatical

A. Marianne suggests that we extend the sabbatical protocol to the general board meetings in addition to the executive meetings.

B. Cammie suggests that we use technology to include board members in meetings they cannot physically attend.

i. Board will write up a policy for members and leave an option for members to use technology (*Action Item*).

C. If a board member goes on sabbatical they will not be a part of the quorum.

4. **Board member recruitment (2 parent members & 2 community members?)**
 - A. We need new board members.
 - i. Celeste is concerned about losing board members this year.
 - ii. Celeste recommends that we aim to have 9-11 board members.
 - iii. We are looking for members with marketing, legal and fundraising skills.
 - iv. It would be great to have someone from the CU department of Ed. on our board as a community member. John offered to investigate this further (*Action Item*).
5. **School Attorney**
 - A. Currently we do not have a school attorney.
 - i. It is vital that Sept. School establishes a relationship with an attorney.
 - ii. It was suggested that we setup a retainer agreement with whomever we find.
 - B. How will we find the appropriate person?
 - i. Celeste suggested Dick Lyons
 - ii. There was discussion about having board member Seth Temin act as our attorney, however, there are concerns about a conflict of interest. Celeste and Seth will discuss this further.
 - iii. Don offered to contact his employee who is an attorney (*Action Item*)
 - iv. Rachel agreed to speak with some of her contacts (*Action Item*)

V. **New Business**

1. **Review of September School Board Member Guidelines regarding: Board members acting as “one voice.” It is critical that we do not bring board conversations to individuals outside of the context of our meetings.**
 - A. If someone other than board members is interested in an issue being discussed they should be invited to a meeting instead of having outside, one-on-one, conversations in effort to give these interested parties the whole picture.
 - B. Cammie suggested that we add the board meeting schedule to our monthly newsletter (*Action Item- Completed*)
2. **ACIS Trustee Workshop announcement – handout**
 - A. Celeste proposes that 2 board members attend. Celeste and Rachel are both interested in attending.
 - B. Rachel will pay for herself and the board will sponsor Celeste.
3. **Tax consultant (Baurle) – Cammie**
 - A. Background: Fall 2009 Cammie began working with Sept. School and decided to file for a tax extension. We hired someone who did not uphold communication with us and although we were given an extension we did not find out the deadline until 4 days before it was due. We made a quick decision to work with the accounting firm Baurle and Company. They were able to complete our taxes.

- B. Moving forward, Cammie recommends that we choose a tax firm ASAP.
 - i. Celeste would like us to establish a lasting relationship with whomever we work with.
 - ii. Marianne asks- what is the process for choosing a firm?
 - a. Because the service is under \$2,000 it does not need to be voted on by the board.
 - iii. We need to revisit our past tax record and fix issues from the past fiscal year so that there is consistency in our reporting.
 - iv. It is decided that we will use Baurle as our tax firm

VI. Teacher Representative Report- John

- 1. Family Potluck**
 - A. Great turnout with most of the new families present.
 - B. Great parent feedback and comments.
- 2. Art Slam**
- 3. Fall trip- Genesee Challenge Course on 9/20/10**
- 4. Mid-quarter reports- 10/1/10**
- 5. Senior interviews**
 - A. Interviews have begun
 - i. Students will be creating profiles on collegeboard.com and creating college lists.
- 6. Advisory meetings**
 - A. These will be held once a week in effort to boost goal setting, sense of community and deepen relationships between advisors/advisees.
 - i. Celeste and John will create lesson plans for advisory meetings.
 - B. Hannah suggests that students are paired with teachers that they have.
- 7. Overall Community Update**
 - A. Great team moral.
 - i. High enthusiasm from teachers and students.
 - ii. "Teaching staff is on fire" - John

VII. Head of School Report- Celeste

- 1. Introduce Hannah to Board**
 - A. Hannah's second time attending.
 - i. She believes that is important that students have an awareness of what the board is all about.
 - ii. Hannah has taken on a lot of responsibility by joining the Feed the Future committee and volunteering to create a presentation for the event.
 - B. It was suggested that the board meetings are announced to students at community
 - C. Cammie highlights the board's dedication to the students and points out that the students are the reason we are all involved.
- 2. Feed the Future Committee – Update**
 - A. We will be auctioning off the building.
 - B. Dan Fox will be our auctioneer for the event.
 - C. Hannah and Moriah will be our student representatives.
- 3. October 2nd Fall Clean Up day 9:00 – 3:00: We need you!**
 - A. We would like to have as many volunteers as possible
 - i. Rachel volunteered to call/email parents

4. **Student Count – 31 with a few in the “hopper”**
 - A. In a best-case scenario we will have 35 by the end of the week.
 - B. Oct. board meeting will be financially focused (*Action Item*)
5. **AHA Budget: *We are creating a Memorandum of Understanding with the YMCA, and will revisit the budget in October***
 - A. YMCA has taken on Marketing and HR
 - i. The budget will have to be reworked.
 - B. It is important that we define AHA roles and responsibilities
 - ii. Joy’s responsibilities will be reworked.
6. **Volunteer Coordination**
 - A. Grant writing class at CU is looking for non-profits to write grants for.
 - i. Marianne will send contact info to Celeste (*Action Item*)
7. **Website updates are in progress – having technical difficulties**
8. **Mortgage Addendum**
 - A. No response from Martin Young
 - i. Celeste suggests that we revisit this in Oct. or Nov.
 - B. Our mortgage is supposed to balloon this year
 - i. We have been told that this will be held off for 5 years, however, we do not have this in writing.
9. **Financials- Debrief by Cammie**
 - A. Cammie expressed a concern surrounding the level of detail in the reporting.
 - B. We operate at a loss during the summer, therefore, we need to have a surplus of cash during the school year.
 - C. Many assets were only listed as expenses
 - D. Our fiscal year is September 1 to August 31.
 - E. Significant sacrifices are being made to balance the budget.
 - i. Teacher salaries, building updates, etc
 - ii. Hannah expressed an appreciation to the staff/administration that despite the lack of resources she has never noticed any shortcomings of September School
 - F. Celeste is concerned that if we reach our enrollment goal, although, it will ease our financial situation, it could also put a strain on class capacity.
 - i. Cameron’s music class, and other additional class offerings will help alleviate this issue.