**The CoOp Montessori, Board of Directors Meeting Minutes**

**Meeting held on: July 19th**

**Board Members Present: Abby Poray (AP) & Casey Benavides (CB)**

**Board Members Absent: NA**

**Staff in Attendance: NA**

**Public in Attendance: NA**

**The meeting was called to order at \_\_\_3:00\_\_\_\_\_ by \_\_CB\_\_, seconded by \_AP\_\_\_\_.**

**Acceptance of Agenda**

No Agenda was produced… will have one for August

**Public Comment**

**Approval of Last Months Minutes**

AP approves last months minutes, CB seconds

**Operation Manager (OM) Report**

* Reminders from OM
	+ Review board roles and responsibilities. Will sign during Septembers
* Permission to Donate Blankets

**Committee Reports**

Governance Committee

* OM contract.
	+ AP motion to add 2 hrs / week to OM’s contract for beginning months and end month. Plus the flexibility to add hours as needed with a limit of 15hr per week. CB Seconds.
	+ AP will Confirm OM summer salary or lack thereof.
* OM Responsibilities
	+ CB clarify with OM regarding the newsletter
	+ File under “Operations Manager / Administrative Handbook / Coop Operations Manager Position… Both AP and CB will review and provide any additional comments.
* Discipline form was updated. We removed “Time-out” and changed it to “Time-in” a new form has been distributed.

Financial & Fundraising Committee

* Will keep our Lowes account… need to update info. Need to talk to OM
* Agree to additional line items. Office supply budget line ... should group with PO box and Postage
* With the lose of a 5 day we are now down 3 students (2 -3day, 1-2day). AP motions to use any savings needed to cover the cost of lost tuition. CB seconds

Development Committee

* Correct popsicle party date has been sent in e-mail
* Advertising ideas
	+ Need a folding brochure… something with pictures and color (pictures of the room, pictures of the teaching tools)
	+ How do we get our name on more internet searches (adding search words to our webpage?)
		- if you type in Morehead preschool… we are the 5th listed.
		- type in Child Care… we don’t come up.
		- type in Carteret preschool… we don’t come up.
		- type in Beaufort preschool… we are on the third page.
	+ Put a brochure in Sea&Play, Smart Start. Even asking the owners to maybe spread the word.

Academic Excellence

* Popsicle party - CB will purchase
* Worked on Parent signup sheet… AP will send around for further editing
* CB needs to email teachers about meeting during a work day 8/21 or 8/23 to talk about the future. Board will come up with a list by the 16th.
* CB is planning on contacting the community college “Early education program” in September

**School Expansion**

* AP e-mailed realtor friend and she is going to keep her ears open
* Maybe look into the Boys and Girls club and Morehead CIty community center

**Action Items:**

* Review board roles and responsibilities. Will sign during Septembers
* AP will fine tune hrs for OM and review yearly salary options
* CB will talk with OM about the newsletter
* CB and AP will review OM responsibilities doc found in Share drive
* CB and AP agreed to use whatever CoOp saving needed to cover any potential losses this year
* CB and AP will work on a brochure for distribution and talk to OM about increasing our web visibility
* CB is buying popsicles for the school party
* AP is finalizing the parent volunteer sign up sheet to be distributed
* CB will contact the teachers about a “School’s future” meeting during their work days
* Both CB and AP are going to continue searching for new location options

**Next Board Meeting**

Friday, \_\_\_\_16th\_\_\_ at 5:30pm

**CB adjourned the meeting at \_\_\_5pm\_\_\_\_, motion seconded by AP.**