

SMS GOVERNANCE BOARD MINUTES SEPTEMBER 13, 2021  
6 PM **FACE-TO-FACE** MEETING AT PAVILION AT SMS

- I. CALL TO ORDER: @ 6PM, Members/Staff in attendance: Nancy Schaitel, Nikki Edmond, Sue James, Rachel Frazee, Alicia Gaunky, Dr. Wendy, Cathy Towne
- II. MINUTES FROM AUGUST 2021 - motion to approve, Nancy, seconded by Rachel, passed
- III. TREASURER'S REPORT & Discussion on protocols
  - a. Given by Sue, 8/30 went to the bank and combined the PTO account into the GB account, so now we have one SMS account, new checks have been ordered. \$5402 was deposited from the PTO account, total in GB account is now \$7874.17
  - b. Working on a request form (Sue) as well as a requisition form (Dr. Wendy) for teachers who have things they would like us to reimburse for.
  - c. Discussed adding below tasks to Treasurer description:
    - i. Spend no more than \$100 on any one item or combination of related items, not included in the budget, without the consent of the GB. (motion made by Sue to approved, Rachel seconded, passed)
    - ii. Responsible for receiving written proposals for reimbursement, authorization (along with a 2nd signature- Dr. Wendy), and payment of all valid Reimbursement Requests. (Motion made by Sue, seconded by Nikki, passed)
    - iii. Create a yearly budget for the upcoming school year and present it to the GB at their first meeting.
    - iv. Present a calendar of events for approval by the GB.
    - v. Present a summary of activities to the GB at each GB meeting during Treasurer's Report
- IV. PRINCIPAL'S REPORT
  - a. Quarantine numbers are high in the district, but we as a building are low
  - b. School board voted to reinstate mask policy
  - c. Free breakfast/lunch available for all students
  - d. Classrooms are using Montessori materials
  - e. High Point has been sending students to help with Children's House in hallways/lunch/recess
- V. Old Business
  - a. Montessori Brochure - done, Dr. Wendy waiting to review
  - b. Montessori Handbook updates-- current updated version is uploaded to district website
  - c. 3YO's - this is being tabled until further notice, need things to get more back to normal before we can move forward
- VI. New Business
  - a. Schedule 2022 Retreat Date-- tabling until Nov meeting due to High Point graduation not yet being scheduled
  - b. New Members, currently have 5 voting members, would like to have at least 7--Alicia and Dr. Wendy have names of a few people who are interested they are passing on to Nancy and Rachel

- c. PTO changes - PTO is now a committee of GB, Rachel and Alicia are co-chairs
- d. Committee Reports
  - i. Committees 2021 - Board Development(ALL), Expansion(on hold due to COVID), Student Performance/Teacher Advisory(Sue/Dr. Wendy), PTO(Rachel/Alicia/Nikki), Parent Relations
  - ii. Parent Relations - Silent Journey - possibly late October, Information Night (would be after Child Development Days), Glass Classroom at Butterfest(Nancy/Daryl)
  - iii. PTO committee
    - 1. Brainstormed a list of fundraising ideas, wanted to review policy on fundraisers, trying to determine what will be allowed
    - 2. Looking into outdoor classroom ideas as maybe a long term fundraising goal
    - 3. Looking into clubs/safety patrol that we could do at our building
    - 4. Discussed writing a check for field trips per student, tabling for now until we find out what will be allowed
    - 5. Approval to spend no more than \$200 for two nights of meals for parent teacher conferences Oct 26/Nov 1 - Motion made by Nancy, seconded by Nikki, passed

VII. Motion to adjourn by Rachel, seconded by Nancy 720pm

**NEXT MEETING VIA ZOOM, MONDAY, NOVEMBER 8, 2021 @ 6PM**