

NEW LEAF PREP ACADEMY

Public Board Meeting Minutes

Board Meeting – October 11th 2022

Present: Dan Christoff, Nicole Siedel, Brianna Simoens, Natasha Vandembush

Not Present:

Also Present: Paige Christoff, Matthew Christoff, Ashley Moll, Shea Willmann
Brianna Simoens called the meeting at 2:03pm Roll Call

Started at 2:03pm There had to be an adjustment to the meeting adjourning time on the prior minutes to reflect 7:28pm. A MOTION was made by Natasha to approve the prior minutes with the adjustment. Seconded by Nicole. A vote was taken on the motion; 4-Yes; MOTION CARRIED.

Started at 2:03pm A MOTION was made by Natasha to adopt the agenda. Seconded by Nicole. A vote was taken on the motion; 4-Yes; MOTION CARRIED.

Community Input - Started at 2:04 pm Sarah Chaney gave input to the board. Topics that were voiced were to give more information on the teachers trainings.

Community update - Started a 2:07 pm Brianna gave an updated on the community input updates and progress from the last board meeting.

Building updates – Started at 2:09 pm Matthew Christoff gave building updates, including timeframe for addition construction. Paige Christoff gave a culinary and nutrition update. Some discussion took place. No vote required.

Fiduciary oversight process and monthly approval – Started at 2:11 pm Matthew gave an overview of the process and approval. Brianna explained the process further. Board was presented with the invoices, purchase orders, and transactions for approval. A MOTION was made by Nicole to approve the invoices, purchase orders, and transactions. Seconded by Brianna. A vote was taken on the motion; 4-Yes; MOTION CARRIED.

Reading program and ESSER III Grant Budget – Started at 2:13 pm Paige gave an overview of the reading program to the board and presented a budget for

the ESSER III grant funds. A MOTION was made by Natasha to approve the budget. Seconded by Nicole. A vote was taken on the motion; 4-Yes; MOTION CARRIED.

Enrollment options – Started at 2:26 pm Paige gave an overview of the enrollment issues with ongoing immediate enrollment all year long. There was discussion. The new proposal included having multiple periods of specific start dates for children to join the school during the year in classrooms that are not full. There was also discussion to have school supply drop off in the beginning of August to help secure spots to confirm students starting the following month, as well as a monthly reminder email throughout the summer. A MOTION was made by Nicole to approve the updated policy. Seconded by Dan. A vote was taken on the motion; 4-Yes; MOTION CARRIED.

Accounting Policy Review – Started at 2:45 pm Matt gave an overview of the updated accounting policy. Matt answered any of the boards questions. A MOTION was made by Natasha to approve the accounting policy. Seconded by Dan. A vote was taken on the motion; 4-Yes; MOTION CARRIED.

Percentage cost basis policy review – Started at 2:46 pm Matt gave an overview of the cost basis of shared employees and expenses. Matt answered any of the boards questions. A MOTION was made by Brianna to approve the percentage cost basis policy. Seconded by Nicole. A vote was taken on the motion; 4-Yes; MOTION CARRIED.

400 AMS Ct building amendment – Started at 2:47 pm Matt gave an overview to add the 400 AMS Ct building to the lease at no cost. Matt answered any of the boards questions. A MOTION was made by Nicole to approve the amendment. Seconded by Natasha. A vote was taken on the motion; 3-Yes; MOTION CARRIED.

Open Board Seat Candidate Vote - Started at 2:48 Paige gave an overview of the two candidates, Ashley Pamperin-Sexauer, Erin Stutzman. The board each wrote their vote. Paige counted the votes and it was a tie. Paige had to break the tie and vote for the new board member. Ashley Pamperin-Sexauer was voted on as the fifth board member.

Future Agenda Items - Started at 2:51 pm Paige and the board talked about the adding a new board seat in the future to increase the board to six members and increase the amount of votes to carry to 5/6. The board also discussed to have a school information session and explain more about the Montessori teacher training programs they are currently enrolled in.

Meeting is adjourned 2:55 pm