

**OAK HILL MONTESSORI COMMUNITY SCHOOL
BOARD OF DIRECTORS MEETING – VIRTUAL
Monday, February 27, 2023 – 7:00 P.M.**

Board Members Present: Lillyan Hoyos, Juli Rubin, Matt Howell, Anne Wussler, Jason Eggers, Chris Kindler, Mary Wilcox, Kim Vappie

Board Members Absent: Erin Doan (non-voting, ex-officio),

Other Attendees: Brad Blue (MOChA), Joseph Sovine (EdFin), Heidi James (teacher), Dave Anderson (parent)

Meeting called to order by Lillyan Hoyos, Board Chair, at 7:02 pm.

AGENDA

Public Comment Period:

No public comments.

Consent Agenda

- Previous Meeting Minutes (January 23, 2023, and January 30, 2023 Special Session)

JULI MADE A MOTION TO APPROVE DISCUSSION OF THE CONSENT AGENDA EMAILED TO BOARD ON FEBRUARY 24, 2023. MATT SECONDED THE MOTION.

Board Member	Aye	Nay
Hoyos	X	
Wussler	X	
Rubin	X	
Howell	X	
Eggers	X	
Wilcox	X	
Kindler	X	
Vappie	X	

- Consent Agenda packet was sent to members for review via email.

Juli pointed out typo in the motion for the ED posting of the January 23, 2023 minutes.

Anne asked for clarification in the January 30, 2023 minutes regarding the “2% increase” to state that it is related to the staff salary increase.

JULI MADE A MOTION TO APPROVE THE CONSENT AGENDA EMAILED TO THE BOARD ON FEBRUARY 24, 2023 WITH AMENDMENT TO THE JANUARY 23, 2023 MINUTES TO CORRECT THE TYPO IN THE MOTION DESCRIPTION and ADD CLARIFICATION TO THE JANUARY 30, 2023 MINUTES TO CLARIFY THE %2 INCREASE IS RELATED TO STAFF SALARY. ANNE SECONDED THE MOTION. THE MOTION PASSED. THE VOTES WERE:

Board Member	Aye	Nay
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Hoyos	X	
Wussler	X	
Rubin	X	
Howell	X	
Eggers	X	
Wilcox	X	
Kindler	X	
Vappie	X	

Financial Packet Review –Matt

Matt reviewed changes and recommended updates to the financials. Corrected assumptions related to number of staff, before/after care revenue, lunch revenue, state grant funding, tuition assistance, fundraising, benefit allowances, and cleaned up state funding assumptions. Identified additional gaps in funding.

Kim asked about lessons learned and are there things we need to put in place based on this review. Matt provided feedback on lessons learned and implemented improvements (records and additional checks put in place). Mary discussed additional complexities due to OHMCS also having a fee-based lower house.

Reviewed ED action plan to address budget gaps.

MATT MADE A MOTION TO APPROVE A DRAW OF \$19,098 FROM THE FOUNDER’S FUND IN SUPPORT OF THE OVERNIGHT TRIPS EXPENSES. MARY SECONDED THE MOTION. THE MOTION PASSED. THE VOTES WERE:

Board Member	Aye	Nay
Hoyos	X	
Wussler	X	
Rubin	X	
Howell	X	
Eggers	X	
Wilcox	X	
Kindler	X	
Vappie	X	

EdFin emailed financial review of Balance sheet, Income Statements, Fund Level Details, Check Register, Cash Flow for January 2023.

MATT MADE A MOTION TO ACCEPT THE JANUARY 2023 FINANCIAL PACKET SENT TO THE BOARD ON FEBRUARY 24, 2023. KIM SECONDED THE MOTION. THE MOTION PASSED. THE VOTES WERE:

Board Member	Aye	Nay
Hoyos	X	
Wussler	X	
Rubin	X	
Howell	X	
Eggers	X	

Wilcox	X	
Kindler	X	
Vappie	X	

Executive Director Updates

No updates.

Executive Director Search Updates – Lillyan and Mary

Lillyan walked through status and KA feedback. KA will recommend 3 for further interviews. Posting to AMI did not get posted, which we feel was a miss. Search Committee would like to recommend extension to the application deadline to allow for additional applications.

Kim asked for information related to options if we don't find a suitable ED before next school year. Lillyan discussed potential options.

LILLYAN MADE A MOTION TO EXTEND THE TIMELINE FOR THE EXECUTIVE DIRECTOR SEARCH, AMMEND THE PROCESS TO INCLUDE AN INTERVIEW BY THE SEARCH COMMITTEE PRIOR TO PRESENTING THE CANDIDATES FOR THE BOARD TO INTERVIEW, AND AMMEND THE TIMELINE TO READ "ED SEARCH UPDATE PRESENTED TO BOARD" ON 4/24. ANN SECONDED THE MOTION. THE MOTION PASSED. THE VOTES WERE:

Board Member	Aye	Nay
Hoyos	X	
Wussler	X	
Rubin	X	
Howell	X	
Eggers	X	
Wilcox	X	
Kindler	X	
Vappie	X	

Facilities

Juli presented updates on initial information gathering for Junior High expansion. Recommended recruitment of additional stakeholders. Reviewed committee membership questionnaire response from Kate McWilliams, current OHMCS parent.

JULI MADE A MOTION TO APPROVE THE APPOINTMENT OF KATE MCWILLIAMS TO THE OHMCS FACILITIES COMMITTEE. KIM SECONDED THE MOTION.

Board Member	Aye	Nay
Hoyos	X	
Wussler	X	
Rubin	X	
Howell	X	
Eggers	X	
Wilcox	X	
Kindler	X	

Vappie	X	
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Discussed space constraints. Juli recommended temporarily freezing capacity for JH spots in which students voluntarily vacate (eg. decide not to return in the fall).

Kim asked if the school is required to backfill from waitlist. Lillyan confirmed that there is not requirement to fill from waitlist, only to ensure a spot for existing students.

Anne asked about impact to the budget. Matt provided feedback on range of potential impacts to budget, but indicated he would need to run a few models. Mary asked if we should put a cap on how many vacant spots we would freeze. Juli will take an action item to work with Finance Committee to come back with a preliminary estimate for impact to budget. To be presented at the 3/27/2023 board meeting.

Chair Updates – Lillyan

Discussed new private Montessori-inspired school coming to White Bear Lake.

Authorizer Comments

Offered support during ED search.

Adjourn

Since there is no outstanding business Lillyan adjourned the meeting 8:50 p.m.

The next OHMCS Board Meeting is Monday, March 27, 2023 at 7:00 p.m.

Respectfully Submitted by Juli Rubin, OHMCS Board Secretary