

**OAK HILL MONTESSORI COMMUNITY SCHOOL
BOARD OF DIRECTORS MEETING
Monday, July 22, 2024 – 7:00 P.M.
Held in OHMCS Junior High Room**

Board Members Present: Juli Rubin, Matt Howell, Dave Anderson, Heidi James, Molly Petracca, Vashti Wilson, Mary Wilcox (left at 9:10pm), Mike McCall, Tariq Ibrahim

Board Members Absent:

Other Attendees: Hannah Lundstrom (OHMCS Staff), Kelly Plumbo (OHMCS Staff, virtual), Crystal Hall (OHMCS Teacher, arrived 8:14p, left at 9:13pm), Amanda Cade (OHMCS Teacher, left at 9:13pm), Nancy Lee (OHMCS Teacher, virtual), Lillyan Hoyos (Board Advisor)

Meeting called to order by Juli Rubin, Member-elect at 7:03 pm.

AGENDA

Public Comment Period:

No public comment.

Consent Agenda

- Previous Meeting Minutes
 - 06/18/2024 Minutes

JULI MADE A MOTION TO APPROVE DISCUSSION OF THE CONSENT AGENDA EMAILED TO BOARD ON JULY 18, 2024. DAVE SECONDED THE MOTION. THE MOTION PASSED. THE VOTES WERE:

Board Member	Aye	Nay
Wilson	X	
Petracca	X	
Rubin	X	
Howell	X	
McCall	X	
Wilcox	X	
Ibrahim	X	
James	X	
Anderson	X	

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

JULI MADE A MOTION TO APPROVE THE CONSENT AGENDA EMAILED TO THE BOARD ON JULY 14, 2024. HEIDI SECONDED THE MOTION. THE MOTION PASSED. THE VOTES WERE:

Board Member	Aye	Nay
Wilson	X	
Petracca	X	
Rubin	X	
Howell	X	
McCall	X	
Wilcox	X	
Ibrahim	X	
James	X	
Anderson	X	

Board Officers

Discussed officer roles and answered questions about responsibilities.

JULI MADE A MOTION TO APPROVE MATT HOWELL AS TREASURER OF THE OHMCS BOARD. HEIDI SECONDED THE MOTION. THE MOTION PASSED. THE VOTES WERE:

Board Member	Aye	Nay	Abstain
Wilson	X		
Petracca	X		
Rubin	X		
Howell			X
McCall	X		
Wilcox	X		
Ibrahim	X		
James	X		
Anderson	X		

MARY MADE A MOTION TO APPROVE JULI RUBIN AS CHAIR OF THE BOARD. MIKE SECONDED THE MOTION. THE MOTION PASSED. THE VOTES WERE:

Board Member	Aye	Nay	Abstain
Wilson	X		
Petracca	X		
Rubin			X
Howell	X		
McCall	X		
Wilcox	X		
Ibrahim	X		
James	X		
Anderson	X		

HEIDI MADE A MOTION TO APPROVE DAVE ANDERSON AS VICE CHAIR OF THE OHMCS BOARD. MATT SECONDED THE MOTION. THE MOTION PASSED. THE VOTES WERE:

Board Member	Aye	Nay	Abstain
Wilson	X		

Petracca	X		
Rubin	X		
Howell	X		
McCall	X		
Wilcox	X		
Ibrahim	X		
James	X		
Anderson			X

JULI MADE A MOTION TO APPROVE MARY WILCOX AS SECRETARY OF THE OHMCS BOARD. HEIDI SECONDED THE MOTION. THE MOTION PASSED. THE VOTES WERE:

Board Member	Aye	Nay	Abstain
Wilson	X		
Petracca	X		
Rubin	X		
Howell	X		
McCall	X		
Wilcox			X
Ibrahim	X		
James	X		
Anderson	X		

Finance Updates –Matt

EdFin emailed financial review of Balance sheet, Income Statements, Fund Level Details, Check Register, Cash Flow for June 2024.

MATT MADE A MOTION TO ACCEPT THE DRAFT JUNE 2024 FINANCIAL PACKET SENT TO THE BOARD ON JULY 18, 2024. MARY SECONDED THE MOTION. THE MOTION PASSED. THE VOTES WERE:

Board Member	Aye	Nay
Wilson	X	
Petracca	X	
Rubin	X	
Howell	X	
McCall	X	
Wilcox	X	
Ibrahim	X	
James	X	
Anderson	X	

Matt discussed requirements for COI Policy. Requested members sign COI Form to acknowledge review of the policy. Note: signed forms were turned into Matt at the end of the meeting.

Matt presented the revised procurement policy per new MN statute. Discussed thresholds.
MATT MADE A MOTION TO APPROVE THE PROPOSED OHMCS PURCHASING, PROCUREMENT, AND CONTRACTING POLICY, AS PRESENTED TO THE BOARD ON JULY

22, 2024 WITH AMENDMENTS TO THE CAP ON EXECUTIVE DIRECTOR SPENDING TO \$10,000 FOR BOTH STATE AND FEDERAL FUNDS, AND THE REMOVAL OF THE ASSISTANT EXECUTIVE DIRECTOR SECTION. HEIDI SECONDED THE MOTION. THE MOTION PASSED. THE VOTES WERE:

Board Member	Aye	Nay
Wilson	X	
Petracca	X	
Rubin	X	
Howell	X	
McCall	X	
Wilcox	X	
Ibrahim	X	
James	X	
Anderson	X	

Executive Director Search Updates – Vashti

Presented update on ED search. Need to update the timeline and modify the job description/cover letter. Also discussed community communication providing an update on the search.

VASHTI MADE A MOTION TO APPROVE THE UPDATED EXECUTIVE DIRECTOR SEARCH TIMELINE, AS PRESENTED TO THE BOARD ON JULY 22, 2024. JULI SECONDED THE MOTION. THE MOTION PASSED. THE VOTES WERE:

Board Member	Aye	Nay
Wilson	X	
Petracca	X	
Rubin	X	
Howell	X	
McCall	X	
Wilcox	X	
Ibrahim	X	
James	X	
Anderson	X	

MATT MADE A MOTION TO APPROVE GIVING THE OHMCS EXECUTIVE DIRECTOR SEARCH COMMITTEE DELEGATION AUTHORITY TO APPROVE FUTURE UPDATES TO THE EXECUTIVE DIRECTOR SEARCH TIMELINE, AS PRESENTED TO THE BOARD ON JULY 22, 2024. HEIDI SECONDED THE MOTION. THE MOTION PASSED. THE VOTES WERE:

Board Member	Aye	Nay
Wilson	X	
Petracca	X	
Rubin	X	
Howell	X	
McCall	X	
Wilcox	X	

Ibrahim	X	
James	X	
Anderson	X	

VASHTI MADE A MOTION TO APPROVE THE UPDATED EXECUTIVE DIRECTOR JOB DESCRIPTION AND COVER LETTER, AS PRESENTED TO THE BOARD ON JULY 22, 2024, WITH AMENDMENT TO REMOVE THE “ABOUT” SECTION OF THE JOB DESCRIPTION. MATT SECONDED THE MOTION. THE MOTION PASSED. THE VOTES WERE:

Board Member	Aye	Nay
Wilson	X	
Petracca	X	
Rubin	X	
Howell	X	
McCall	X	
Wilcox	X	
Ibrahim	X	
James	X	
Anderson	X	

Executive Director Updates - Dave

Provided updates on filled staff positions. Summer camp is going really well.

Provided updates on the community discussion plan. There will be two dates available for community attendance to give families and staff the opportunity to provide feedback on how the last year went. Dates will be August 1st in the morning, and August 8th in the evening. There will also be follow on discussions.

Facilities - Juli

Juli provided general updates on landscaping, maintenance, and repairs. Presented Drinking Water Lead Testing Plan recommended by the Facilities Committee.

JULI MADE A MOTION TO APPROVE THE DRINKING WATER LEAD TESTING PLAN, AS PRESENTED TO THE BOARD ON JULY 22, 2024. DAVE SECONDED THE MOTION. THE MOTION PASSED. THE VOTES WERE:

Board Member	Aye	Nay
Wilson	X	
Petracca	X	
Rubin	X	
Howell	X	
McCall	X	
Wilcox (Absent)		
Ibrahim	X	
James	X	
Anderson	X	

Chair Updates – Juli and Lillyan

Lillyan presented the plan for the Interim ED. Proposed a co-ED model with Dave Conrad and Erin Doan.

JULI MADE A MOTION TO APPROVE TO ENGAGE DAVE CONRAD AND ERIN DOAN TO SERVE AS CO-INTERIM EXECUTIVE DIRECTORS FOR THE MONTH OF AUGUST 2024. DAVE CONRAD WILL BE ENGAGED FOR UP TO 20 HOURS PER WEEK AND ERIN DOAN WILL BE ENGAGED FOR UP 20 HOURS PER WEEK. THE DUTIES OF ED WILL BE DISTRIBUTED BETWEEN THE TWO TO ENSURE THE SCHOOL IS READY TO WELCOME STAFF AND STUDENTS FOR THE 2024-2025 SCHOOL YEAR. MIKE SECONDED THE MOTION. THE MOTION PASSED. THE VOTES WERE:

Board Member	Aye	Nay
Wilson	X	
Petracca	X	
Rubin	X	
Howell	X	
McCall	X	
Wilcox	Absent	
Ibrahim	X	
James	X	
Anderson	X	

Discussed committees and committee chair roles and responsibilities. Each position had one person volunteer for the role.

**JULI MADE A MOTION TO APPROVE:
 VASHTI WILSON AS CHAIR OF THE EXECUTIVE DIRECTOR SEARCH COMMITTEE
 MATT HOWELL AS CHAIR OF THE FINANCE COMMITTEE
 MIKE MCCALL AS CHAIR OF THE GOVERNANCE COMMITTEE
 TARIQ IBRAHIM AS CHAIR OF THE STUDENT ACHIEVEMENT (WBWF) ADVISORY COMMITTEE
 AS PRESENTED TO THE BOARD ON JULY 22, 2024.**

Board Member	Aye	Nay
Wilson	X	
Petracca	X	
Rubin	X	
Howell	X	
McCall	X	
Wilcox	Absent	
Ibrahim	X	
James	X	

Anderson	X	
----------	---	--

Juli presented a revised policy on background checks for school employment and board members.

JULI MADE A MOTION TO APPROVE THE REVISED POLICY ON SCHOOL EMPLOYMENT AND BOARD BACKGROUND CHECKS, AS PRESENTED TO THE BOARD ON JULY 22, 2024. DAVE SECONDED THE MOTION. THE MOTION PASSED. THE VOTES WERE:

Board Member	Aye	Nay
Wilson	X	
Petracca	X	
Rubin	X	
Howell	X	
McCall	X	
Wilcox (Absent)		
Ibrahim	X	
James	X	
Anderson	X	

Juli provided an update on 60th anniversary activities.

Authorizer Comments

Authorizer was not in attendance.

Adjourn

Since there is no outstanding business Juli adjourned the meeting 9:38 p.m.

The next OHMCS Board Meeting is Monday, August 26, 2024 at 7:00 p.m.

Respectfully Submitted by Juli Rubin, OHMCS Board Chair.