

DRAFT OSCS Board Meeting Minutes

March 28, 2016

Members Present: David Thompson, Sue Woltanski, Joe Thompson, Beth Kamenstein, Kim Carter, Bridget Dangel, Ariel Pohlek

Principal: Jennifer Flores

Guests: Danielle Castellaccio, Marilyn Arias, Kristen Giordano

5:00 pm Dave called meeting to order.

A) Consent Agenda

Sue motioned to approve consent agenda (January financials, amended January minutes, and February minutes) Beth seconded the motion. Motion passed. February financials were tabled. Jenn explained that our accounting software became corrupted during the transition to Windows 10, so she has been unable to do the monthly account reconciliations and backups were not done by the accountants as she had expected, but the situation is currently being remedied. Joe suggested that Jenn investigate automatic backups, which are low cost and alleviate the need for monthly or weekly backups.

B) Action Items

- I. Discussion ensued regarding the wording of the new lease. It was decided that the base rent for years three and four should include a “first right of refusal” for the use of the fifth classroom and the words “as the board sees fit” should be added to clarify our intent to use the fifth classroom as we wish. Additionally the lease erroneously names Sarah Smith as Administrator of OSCS, and is missing exhibits A & B, which need to be included because they reference actual areas of the property that are pertinent to the lease. Dave said that he would like to send a request for the revisions to Steve, the landlord. Sue motioned to approve Dave’s suggested changes to the lease verbiage, as well as his suggestion to send the lease revision request to Steve immediately. Beth seconded the motion. Motion passed. Dave sent the requests via email from his phone.
- II. The board discussed the quote from landlord for awnings. Dave said that he met with the awning contractor that our landlord has selected to do the work. During the meeting Dave found out that OSCS can save a significant sum of money by renegotiating the painting and awning portions of the work. Jenn will contact Steve to discuss options to make OSCS portion less, such as hiring our own painters or recruiting volunteers for the job.
- III. Jenn said that she is working on obtaining a line of credit for OSCS, but the bank has requested the March 7, 2016 OSCS “special call” board meeting minutes that contain the motion to approve Jenn to obtain the credit line. Kim said that she will complete the minutes as soon as possible.

- IV. Beth expressed concern that not enough candidates with Montessori credentials have applied for the principal position. She also mentioned that she feels that not enough candidates from the state of Florida have applied. Jenn replied that no additional Montessori qualified candidate resumes have been received, other than the one currently being scheduled for interviews. Discussion ensued regarding the process by which the board will select the final candidate from the selection committee's top picks.
- V. Candidate interviews were tentatively planned for April 4th, 11th and 19th.

David motioned to adjourn at 7:23. Kim seconded the motion. Motion passed.

Respectfully submitted by: Kim Carter