



Meeting type: Regular Special Meeting was called to order at: 6:00

Members present: Pete Larson, Paul Long, Jessica Bergeron, Kenneth Greener, Sacha Muller,
Carolyn Sommers Tillotson, Mary Wolff, Dan Walker, Andrew Carlson

Members absent: Mike Hess, Jim Pearson

Add'l attendees: Mari Bergerson

Invited guests: _____

Key Points Discussed		
	Agenda Item	Highlights
1	Approval of Agenda	Under New Business, addition of discussion/approval of video recording Board meetings.
2	Approval of Minutes Approval of Minutes	
3	Public Comment	None heard
4	Director's Report	Enrollment is at 792; DDI assessments will be given to K-6 in Math and 7-12 in Math and Literacy; there will be an increase in staff to Special Education; Professional Development was discussed; School Climate- K-5 Open House was a success; a master schedule for Lower School classes is being developed for 2nd semester; Facility- the building will be ready for the move on December 17th and 19th; Transportation is being worked on by the Transportation Team, information will be passed on to parents next week.
5	Work Groups Reports	i. Governance- checklist is up to date.
		ii. Budget/Finance- Venture Bank is comfortable with increasing our line of credit to 670,000.
		iii. Human Resources- job descriptions are being developed for Board officers and Working Group liasons
		iv. Search Group- the Org chart was presented with options for an Academic Dean or an Operations Manager (along with the Upper and Lower School Deans); job postings for the new positions were presented
		iv. Policy- the work group will be meeting soon to organize policies (from the binder to the P: drive) and will be looking at older policies

		v. Facilities- the Affiliated Building Company was discussed; 4 task forces were formed; the music teachers presented to the work group to voice their concerns; the attorney to aid in the formation of the Affiliated Building Company has proposed a rate (for approval under New Business)
		vi. Curriculum- an email has been drafted to Friends to request information on the process to investigate a new math curriculum; other deficiencies in Lower School curricula (spelling, social studies) were noted and will be looked into at the work group meeting next week
6	New Business	See motions below

Action Items			
	Motion	First/Second	Vote
1	Move to approve the agenda with the addition of the following item under New Business: using video to record Board meetings	Greener	unanimous
		Wolff	
2	Move to approve the November 10, 2011 Regular Meeting.	Sommers Tillotson	unanimous
		Carlson	
3	Move to approve the hiring of educational assistant for for Kindergarten 2,100 per month	Long	unanimous
		Sommers Tillotson	
4	Move to approve increasing the hours of the current Special Education Coordinator from 3 days to 4 days per week	Long	unanimous
		Bergeron	
5	Move to approve the hiring of an additional FTE Special Ed teacher	Long	unanimous
		Walker	
6	Move to approve the hiring of an hourly District Accounts Payable/Human Resources position at .5 FTE and direct the Director to hire said position at a rate of \$18 per hour	Long	unanimous
		Wolff	
7	Move to authorize the Board Chair to utilize the preliminary ERA strategic plan for 2012-2015 and edit accordingly to meet the	Long	Miller- nav

	requirements of our authorizer for the purpose of the formation of the Affiliated Building Company	Wolff	unanimous
8	Move to authorize the Board Chair to hire attorney for the formation of ERA Affiliated Building Copmpany up to the amount of \$5,000	Bergeron	unanimous
		Wolff	
9	Move to approve addition of Operations Manager to Org Chart	Greener	unanimous
		Carlson	
10	Move to approve Executive Director Job Posting and directive to Search Group to begin Search Process for new Executive Director fo the 2012-2013 school year	Carlson	unanimous
		Greener	
11	Move to approve the Upper School Job Posting and directive to Search Group to begin Search Process for an Upper School Dean for the 2012-2013 School Year	Muller	unanimous
		Sommers Tillotson	
12	Move to approve the Operations Manager Job Posting and directive to Search Group to begin Search Process for an Operations Manager to be filled as soon as possible.	Sommers Tillotson	unanimous
		Muller	
13	Move to approve the video documentation of Board meetings as long as it follows rules and regulations	Carlson	unanimous
		Long	
14	Move to adjourn at 7:45 p.m.	Larson	unanimous
		Carlson	

Assignments			
	Description	Owner	Due
1	Contact Amy Mace to make sure video taping Board meetings is legal	Larson	by Jan. Board meeting

Meeting was adjourned at: 7:45

