



**GEIST MONTESSORI ACADEMY
BOARD OF DIRECTORS
MEETING MINUTES**

Meeting Location

**6058 W. 900 N.
McCordsville, IN 46055**

**Tuesday, February 16, 2020
5:30 pm**

BOARD OF DIRECTORS

Uriah Ellis – President | Lacey Willard – Secretary | Andrew Cavallaro – Treasurer
Mark Clark – At-Large Member | Karen Swan – At-Large Member

STAFF

Jen Gosch – Interim Executive Director

Guest

Michelle Hartman – Clifton Larson Allen
Tina Spencer – Bookkeeping Plus

1. Opening
 - Welcome: Uriah Ellis welcomed the meeting to order at 5:34 PM ET
 - Roll Call - Board of Directors: Uriah Ellis – President; Lacey Willard – Secretary; Andrew Cavallaro – Treasurer; Mark Clark – At-Large Member; Karen Swan – At-Large Member
 - Guest acknowledgment: Michelle Hartman – Clifton Larson Allen; Tina Spencer – Bookkeeping Plus
2. Consent Agenda: **Karen Motioned to Approve; Andrew Seconded; Unanimous approval.**
 - Approval of January Minutes
 - Approval of January Vouchers
3. Comments from Michelle Hartman regarding SBOA Audit: Michelle Hartman presented a summary of the SBOA Audit. The audit is commissioned by Ball State University for all charters, including GMA, commencing with Clifton Larson Allen in August (normal process commences in May and concludes in November). *Financial statement* audit findings rendered an “unmodified opinion”—the highest quality level finding available, with no material changes to the statements. A positive cash flow and net income resulted from 2020, indicating a positive health in the organization, especially given placing a new building in service during the audit period. *State Board of Health* audit findings 40 general disbursements selected for testing contained no conclusions on 13 items from prior bookkeeping company; one nominal \$39 late fee on the credit card testing and a \$49 interest on purchase; for ADM testing on enrollment 4 of the 75 tested were missing one form for enrollment; Annual update of employment agreements and agreeing payments for staff completed; Form 9 file for 2019 was tardy, but remedied with 2020

filings. *Governance communications* will be forthcoming, noting no difficulties or disagreements were encountered from performing the audit from GMA staff.

4. Office of the Executive Director
 - Interim Executive Director Report: Staff 360 reviews completed and actioned; Streamlined weekly GMA Newsletter is issued now Sundays at 4PM; Current enrollment is at 263, with a marketing plan for increased enrollment in conjunction with a new GMA family; Staff coursework on Montessori certification continues to be underway; COVID-19 procedures will be updated for board approval; Clubs are very active; Possible upcoming events watching the weather and community pandemic spread
5. Finance Committee: Andrew Cavallaro
 - Finance Report: Strong cash balance recognized, and measured control of expenses with expanded pursuit of grants
 - Charter: Finance Committee Charter, made up of Treasurer, school staff representative, board member, BK+, and financial oversight expert; Responsibilities include budgeting, financial planning, financial controls, audit support, and investment strategy; First meeting convened to gather recommendation for charter formation. **Andrew Motioned to Approve Charter; Uriah Seconded; Unanimous approval.**
6. New Business:
 - Board Member Andrew Cavallaro – Treasurer resigned effective immediately. The board thanks Andrew for his effective service to the school.
 - Conflict of Interest documents: Board members must sign and submit fully completed COI forms to the Board Secretary
 - Search Committee: Committee interest statements are underway for membership, available <https://www.surveymonkey.com/r/GMASearchCommittee>. Selections will occur over the next few business days.
 - 2021-2022 school calendar: **Karen Motioned to Approve; Mark Seconded; Unanimous approval.**
7. Adjournment. **Lacey Motioned to Adjourn; Andrew Seconded; Unanimous approval to adjourn at 6:21 PM ET.**