



Board Meeting Minutes

Date: February 21, 2019
Time: 4:30 PM -5:30 PM CST
Location: Westberg Meeting Room
Church Health at Crosstown Concourse, Memphis, TN 38104; West Atrium- Third Floor

BOARD MEMBERS IN ATTENDANCE: Martha Boyd, Dr. Susan Elswick, Kathryn Perry, Mike Sturdivant, Kelly Nichols

BOARD MEMBER(S) ABSENT: Darnell Moses, James Maclin

EX-OFFICO MEMBER PRESENT: Alicia Norman

GUEST(S) PRESENT VIA PHONE: Cody Stephenson

CALL TO ORDER: 4:35 PM, Mike Sturdivant called meeting to order.

APPROVAL OF PRIOR MINUTES:

The January 24, 2019 meeting minutes were approved without changes. Kathryn Perry moved to approve the minutes as presented. Dr. Susan Elswick seconded this motion. No further discussion and the minutes were approved unanimously.

DISCUSSION:

- Committees Updates
 - Finance – Kathryn Perry and Cody Stephenson
 - January 2019 financial statements were shared and discussed
 - Audit discussed
 - Development – Kathryn Perry
 - No updates
 - Need to set date for welcome party to invite individuals who might serve on committees, Board of Directors, advisors, etc.
 - Facilities – Alicia Norman
 - Should have lease from SCS by April
 - Further discussion
 - Discussion about visit from Omaha, NE architect and HVAC costs and maintenance contract
 - HR – Alicia Norman
 - Official offer has been made to Jamie Kennedy to serve as Dean of Instruction and Curriculum

- Start date established
 - Board members were thanked for volunteering with the Teach901 night held at Crosstown
 - Currently interviews are being conducted for a Director of Operations, a Kindergarten Teacher, Teacher Assistant and a PE teacher. Additionally, a Bridge Classroom teacher and clinician managed by Church Health are being sought
 - Discussion about grant for Bridge Classroom
 - Governance – Martha Boyd
 - Members of Governance Committee (M. Sturdivant, S. Elswick, D. Moses) have been contacted about times convenient for committee meetings. A Thursday noon meeting appears to be best time
 - A meeting will be called soon to discuss job descriptions for board members as well as an orientation program for new board members
 - Conflict of interest forms have been signed by all committee members
 - Education – Kelly Nichols
 - Three goals were presented to be completed by May 1 - (1) educate parents that they can attend Board Meetings to share praise and raise concerns, (2) create a text for shout out opportunities, (3) establish a box for parents to submit anonymous praise, concerns, and suggestions for improvement
- New Business – Mike Sturdivant
 - Board discussed commitment document
 - Board meetings could be moved to the fourth week of the month to help with financial reporting, time of meetings could be reevaluated as well
 - Conversations will be had among Board members about meeting dates
- Other Business – Alicia Norman
 - 80% of Perea families participated in “Walk Your Child to School Day”
 - Over 200 people (children and adults) were present at the Parent- Child Valentines Day event
 - Conversation followed about special programs involving parents at Perea
- Closing Items
 - No further discussion.

ADJOURNED: 5:25 PM