

## **MINUTES OF NOVEMBER 28, 2011 GENERAL MEETING**

**OF**

### **BOARD OF DIRECTORS**

**OF**

### **MUSEUM SCHOOL COLLABORATIVE**

The Directors of the above corporation held a meeting on November 28, 2011, at 211 Maple Street, San Diego, California 92103, commencing at 4:15pm.

#### 1. Roll Call

The following Directors, constituting a quorum of the Board of Directors, were present: Nick Watson, Kerry Kawamura, Sharon Payne and Gingerlily Lowe-Brisby.

Also present were: Phil Beaumont, Eileen Logue, Aubrey King and Noam Glick.

#### 2. Approval of Minutes

Upon motion duly made, seconded, and unanimously carried, the Minutes of the October 17, 2011, General Meeting of the Board of Directors of Museum School Collaborative were approved.

#### 3. Director's Report

- a. Enrollment update – The Executive Director reported that Grades K-6 are full. There are 4 spaces in 7th grade.
- b. Curriculum – The Executive Director advised the Board that the 6th grade teacher is on medical leave and will remain on leave for the remainder of the school year. The Executive Director will post advertisements for a substitute teacher who could become the permanent 8th grade teacher.
- c. Safety Inspection – The Executive Director has met with a parent who is a fire fighter to go over potential site safety issues.
- d. Fundraising – The Executive Director advised that FOMS' fundraising activities to date have brought in \$40,000 in revenue (which does not include related expenses). Planning for the Spring Gala is underway.
- e. Budget – The Board again discussed the possibility of mid-year budget cuts. The cuts appear almost certain at this time. The anticipated cuts will be somewhat ameliorated by the reduced cost of Special Ed services.

#### 4. Interim Budget

Upon motion duly made, seconded, and unanimously carried the Board approved the Interim Budget with anticipated clerical changes and adjustments reflecting the Annual Audit pending further direction from SDUSD.

5. Annual Report

Aubrey King presented the Annual Audit prepared by Wilkenson, Hadley & King, LLC. The Board reviewed and discussed the audit and the findings. Upon motion duly made, seconded, and unanimously carried the Board approved the Annual Audit.

6. Site Visit – December 7, 2011

- a. Document List – The Executive Director is preparing the required documentation.
- b. Interviews – Board Members Nick Watson and Sharon Payne will represent the Board for the Board member interview portion of the Site Visit.
- c. The Executive Director advised the Board of the schedule for the Site Visit will include observation of classrooms, teacher interviews, Board Member interviews and an interview with the Executive Director.

7. Closed Session: Personnel – Director’s Evaluation

Board members, Nick Watson, Kerry Kawamura, Sharon Payne, Gingerlily Lowe-Brisby met in closed session from 5:50pm to 6:17pm to discuss the Director’s Evaluation.

NEW MATTERS:

The Board heard from potential board member candidate Noam Glick.

There being no further business to come before the Board, upon motion duly made, seconded and unanimously carried, the meeting was adjourned at 6:17pm.

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Secretary

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President