

# Perea

## Elementary School

### Perea Elementary School

## Minutes

### Board of Directors

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#### Date and Time

Thursday February 21, 2019 at 4:30 PM

#### Location

1350 Concourse Ave., Suite 142, West Atrium, 3d Floor, Memphis, TN 38104

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#### Mission

Perea Elementary School will prepare all students academically, socially, and emotionally for success by creating and maintaining a classroom and school environment that is student-centered, with high academic expectations and where all students feel welcomed, appreciated, and valued.

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#### Directors Present

K. Perry, M. Boyd, M. Sturdivant, S. Elswick

#### Directors Absent

D. Moses, J. Maclin

#### Ex Officio Members Present

A. Norman

#### Non Voting Members Present

A. Norman

#### Guests Present

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B. Polk, Cody Stephenson

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## **I. Opening Items**

### **A. Record Attendance and Guests**

### **B. Call the Meeting to Order**

M. Sturdivant called a meeting of the board of directors of Perea Elementary School to order on Thursday Feb 21, 2019 at 4:35 PM.

### **C. Approve Minutes**

K. Perry made a motion to approve minutes from the Board of Directors on 01-24-19 Board of Directors on 01-24-19.

S. Elswick seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **II. Committees**

### **A. Finance**

- January 2019 financial statements were shared and discussed
- Audit discussed

### **B. Development**

- No updates
- Need to set date for welcome party to invite individuals who might serve on committees, Board of Directors, advisors, etc.

### **C. Facilities**

- Should have lease from SCS by April
  - Further discussion
- Discussion about visit from Omaha, NE architect and HVAC costs and maintenance contract

### **D. Human Resources**

- 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

#### **E. Governance**

- 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

#### **F. Education**

- 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

### **III. New Business**

#### **A. Commitment Letter and Meeting Dates**

- 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

### **IV. Other Business**

#### **A. Special Programs**

- 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

### **V. Closing Items**

#### **A. Adjourn Meeting**

No further discussion

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:25 PM.

Respectfully Submitted,  
M. Boyd