

PHANTOM KNIGHT BOARD OF DIRECTORS, INC
BOARD MEETING MINUTES

5:00 p.m., Thursday, July 21, 2011

Meeting Location: 400 Reid Street, 2nd Floor

- I. Board Meeting Attendees
 - a. Board Members: Jim Begotka, Danielle Ness, Steve Correia, Maribeth Grzywa
 - b. Advisor Representative: Jenny Wassenberg
 - c. School District Representative: Jason Lau

- II. Meeting called to order at 5:06 pm.

- III. Approve Agenda
 - a. Motion made by Jim to approve, and seconded to approve. Motion carried.

- IV. Treasurer's Report
 - a. Final summary report distributed and reviewed.
 - b. Motion made by Maribeth to approve, and seconded. Motion carried.

- V. Time for District residents to ask questions/raise concerns
 - a. No comments or concerns raised by the district residents in attendance.

- VI. Staffing
 - a. Secretary
 - i. Approval received from WSD Board for full time secretary at PKS.
 - ii. Board discussed how the hours would be divided between PKS and district duties to accommodate the 12 month schedule.
 - iii. Board voted and approved the posting and hiring of the position.
 - b. Special Ed Aide
 - i. WSD Board approved special ed aide position for PKS in 2012. The posting for this 6 hour/day position was posted on July 20.

- VII. Budget
 - a. Distributed and reviewed; Board voted and approved the budget as presented.

- VIII. Building Design Committee
 - a. The parents' group will take the lead on choosing accent colors, gaining approval from Jenny/Aaron, and then coordinating the painting with parents and students.

- IX. Kitchen Cabinet Proposal
 - a. Estimated at \$1400 for new countertops, \$3400 to reface the cabinets and build the island piece

- b. Motion made by Steve to approve up to \$5k completion of the project, and seconded to approve. Motion carried.
- c. NOTE: Maribeth abstained from vote due to conflict of interest on the project.

X. School Calendar

- a. Distributed and discussed; parents' meeting dates will be added to the calendar.
- b. Calendar will be posted on the school's website.
- c. Motion was made by Steve to approve, and seconded to approve. Motion carried.

XI. Board Position Available

- a. There is currently one open parent position and one open student position.
- b. Parent Position
 - i. Maureen Leonard, whose daughter has been at PKS for four years, was seeking appointment to the open parent position.
 - ii. Board approved the appointment of Maureen
- c. The Board will recruit a student member for active participation this year

XII. Board Officers

- a. Officers will be voted in August

XIII. The next Board meeting will take place at 12:00 noon on Wednesday, August 17 in the PKS Conference Room.

XIV. Meeting adjourned at 6:08 pm