

Phantom Knight Board of Directors, Inc
Board Meeting Minutes

5:00 pm, Tuesday, September 13, 2011
PKS: 400 Reid Street, Conference Room

- I. Board Meeting Attendees
 - a. Board Members: Maribeth Grzywa, Jim Begotka, Danielle Ness, Steve Correia, Nancy Konecny, Maureen Leonard
 - b. School District Representative: Jason Lau
 - c. PKS Representatives: Jenny Wassenberg, Mary Ann Barbeau

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

- III. Agenda was amended to move the Treasurer's Report discuss to closed session
 - a. Motion to approve agenda made by Danielle Ness; motion seconded and carried.

- IV. District Resident Questions/Concerns
 - a. PKS Open House
 - i. Maribeth has names she would like included on the invitee list; she will provide these to Jenny
 - ii. The open house is scheduled for October 19 from 5:00 to 6:30 pm
 - 1. Jason, Jenny and Aaron will arrange for someone to supervise the kids between the early release time and event start, including feeding them
 - iii. Jenny to get last year's invite from Buckley and update for this year
 - b. What is the board doing to continue and expand on the post-secondary educational preparedness effort?
 - i. There have been past discussions about taking the students on campus visits and encouraging post-secondary
 - ii. Can bring in admissions reps from post-secondary to talk to students about the enrollment process
 - iii. Provide juniors with the opportunity to shadow a freshman college student is also insightful for them
 - iv. Have college students come in and talk one-on-one or in small groups (4 max) with the PKS students can be very impactful
 - v. Jim and Steve to work with Jenny, Aaron and Jason on the logistics of getting this idea off the ground with a written plan that has some core metrics for making sure that the program is effective

- V. Staffing Update
 - a. Formal board approval for Mary Anne's full-time contract will be next week

- b. Hazel has been hired as the aide and her contract will be approved next week as well

VI. Soda Machine

- a. Taylor is working on finding a used machine for the school; Taylor will reach out to Danielle if he needs another contact for a machine

VII. Additional items needed at the school

- a. The space is good and set up
- b. Any smaller item can be discussed directly with Jason for purchase approval

VIII. Future board meeting dates and time

- a. Second Tuesday of each month, starting at 5:15 pm
- b. Danielle will send the reoccurring calendar appointment
- c. At the end of each meeting the next meeting date will be confirmed with all attendees, and adjusted if necessary

IX. Closed session

X. Meeting adjourned at 6:56 pm

NEXT MEETING IS CONFIRMED FOR TUESDAY, OCTOBER 11 AT 5:15 PM