

Prairie Song Board Meeting

February 25th, 2022

6:00 p.m. CST via Zoom

Board members present: Kelsey Aurand de Razo (president), Madeline Nash (treasurer), Joyce Carnes (fundraising co-chair), Peggy Clement (fundraising co-chair), Lindsay Leckbee (at large)

Others present: Ginger Nolker (head of school)

Minutes prepared by: Kelsey Aurand de Razo

1. Student Enrollment

Staff report: 3 open slots currently; 1 upper elementary and 2 lower elementary

MOTION by Peggy to offer enrollment to students on waitlist to fill current vacancies.

Madeline seconds. **Motion carries**

2. Secretary Replacement

- President reported that the following secretarial duties needed to be reassigned:
- Check PO Box weekly - Peggy volunteered
- Background checks for employees and volunteers - Kelsey will communicate with former Secretary for information
- Form 1023 and 501(c)3 status - Madeline volunteered to monitor

MOTION by Madeline to become a 7-member board with all current members being voting members. Peggy seconded. **Motion carries**

3. Employment

Staff report: additional assistant guide needed for Wednesdays. Cost to cover current need would be \$546

Board Q&A + discussion:

- Temporary guide position defined as 90 days or less
- Head of School and/or other current guides will recruit for applicants
- Head of School to meet with candidates of interest
- Head of School to present candidates to board
- Board may approve temporary guide position (90 days or less)
- Employee hired as temporary guide is eligible to apply for permanent or longer term positions at PSA, if/when positions become available.

MOTION Madeline moved to allocate \$546 to fill a potential temporary guide opening beginning March 16, 2022, through June 1, 2022. Joyce seconded. **Motion carries**

4. The treasurer updated the board regarding families currently in arrears.
5. Next meeting: Tuesday, March 1 at 6:00 pm