

Five Acre School

Board of Directors Meeting – Public Minutes

Date: Sep 23, 2026 7:00 PM

Time: 7pm to 8pm

Location: Google Meets [This was a virtual meeting, closed to public]

I. Attendance

Present Directors: 6 directors in virtual attendance. Sneha Couvillion, Muir Peterson, Shahida Shahrir, Kristin Smith, Theresa Churchill, Emily Perkins

Irie Brown was absent

II. Call to Order & Welcome

The meeting was called to order at 7:09 PM by Muir Peterson, Chair.

The Board of Directors approved the meeting agenda as presented.

- *Moved by:* Shahida Shahrir
 - *Seconded by:* Muir Petersen
 - *Outcome:* Motion carried unanimously
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III. Public Comment Period Excluded for this meeting

IV. Approval of Previous Minutes

The minutes of the board meeting held on 08/19/26 were reviewed.

Resolution 26-03: The Board of Directors approved the public minutes of the previous board meeting as presented.

- *Moved by:* Kristin Smith
 - *Seconded by:* Shahida Shahrir
 - *Outcome:* Motion carried unanimously
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V. Financial Updates

1. Update on Sound Bank transition- Kristin travelled to the Oly Fed bank and withdrew money to CD to checking. Moved \$50K to First Fed. Will move remaining funds to Sound Bank
2. Phase 3 (final): Shelby Miller has been added to operational account.
3. Finalized budget presentation and adoption

The Board adopted the budget

- *Moved by:* Shahida Shahrir
 - *Seconded by:* Muir Petersen
 - *Outcome:* Motion carried unanimously
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VI. Executive Director's Report

- Enrollment
 - Primary class:
 - We have 1 2-Day spot open. Otherwise full.
 - Elementary
 - Same numbers: Disco: 16 (enrollment cap at 18?), Adventure: 10, Explorer: 15
 - 64 FTEs, 74 students

- Staffing
 - Aftercare: Solas McGruther: leaving us October 9th, Alexa Mackin (new on October 1st). Will interview a candidate to replace Nora
 - Soundwaves
 - Substitutes/PTO policy
 - Policies
 - Anti-retaliation policy for community- will send out addendum
 - Additions to staff handbook: employment law attorney
 - Communication pipeline reminders
 - Events
 - Soup Social/Back to School Night: Oct 16th
 - Barn Dance - TBD
 - School property
 - Fence relocation
 - Storage areas: trailer/event shed
 - Trip to see Juanita
 - New platform/website/marketing
 - Brightwheel
 - EOM Media day/Amber
 - Website/Amber
 - Budget
 - Savings: Gusto, Brightwheel vs. QB
 - Expenses: Insurance, substitutes, staffing for Bridges curriculum, furnishings
 - PSO funds
 - Fundraising
 - Giving Tuesday: Jevne Tuition Assistance Fund
 - Other “drives”
 - Capital Campaign
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VII. Committee Updates

Advisory: Guidelines for committee before they meet for the first time

Fundraising: Circle back on signing physical CCV agreement with Theresa/EOM.

PSO: Tentative first meeting Sept 24 with babysitting, will take on Soup Social in October

Board Vetting: Halden Petersen for new applications

VIII. New & Unfinished Business

Item A: Executive Committee within the Board (Chair & VP)

1. ED check in (setup)

Item B: Board Bio's and pictures

Item C: Communications with and amongst families (forums/platforms). Notice to families about board meetings with 2 weeks notice.

IX. Executive Session

At [08:17 PM], the Board entered into a closed Executive Session to discuss proprietary personnel matters and confidential legal counsel.

The Board returned to open session at [08:37 PM].

X. Adjournment & Next Meeting

The Board Chair adjourns the meeting at 8:37 PM.

- **Next Scheduled Meeting:** Tentatively Wednesday, October, 21, 2026 at 6:00pm at Five Acre School/ Google Meets
- Addendum to minutes: Next meeting was subsequently moved via email to Thursday, Oct 15, 2026 at 6pm at Five Acre School/ Google Meets