Meeting Minutes

Date: 03/28/18, 6:00pm – 7:00pm  
Meeting Board Meeting  
Location Keystone Montessori  
Chair Stacy Burnett (Vice-President)

Members Present: Travis Childs (President), Robert Raimondo (Member), Stacy Burnett (Vice-President), Amie Allor (Staff) and Dana Castoro (Member)

Other Attendees: Cindy Maschoff (Head of School), Laura Hertzler (Staff), Kristin Morgan (Business Manager) and Two Public members (Keystone Parents).

Members Not Present: Martha Silva (Secretary) and Ed Stock (Member)

Agenda Items

1. The meeting was called to order at 6:08 pm by Travis Childs.

2. **Mission Moment**: Amie Allor shared highlights of the gardening program as well as samples of tomatoes from the Hawks’ garden.

3. **Minutes** from 2/28/18 were reviewed. Dana Castoro moves to adopt the minutes. Robert Raimondo seconds the motion and it passes 3:0.

4. **Call to Public**: One Public Members noted concerns about a recent rodent problem. The board president stated that the rodent issue is being addressed and that more information will be forthcoming. Two Public Members presented concerns about a fundraising flyer that was distributed the previous Friday. The board will investigate this issue with the Development Coordinator.

5. **Review Action Items from previous Meeting** – Updates were made to the Action items, see action items chart.


7. **Fundraising Committee Report** – Cindy Maschoff reviews report (see attached copy).

8. **Governance Committee Report** – Dana Castoro reviews report (see attached copy).

9. **Head of School Report** – Cindy Maschoff and Laura Hertzler review report (see attached copy).

The meeting is adjourned 7:18 pm by Travis Childs

Next Meeting Date will be **April 25, 2018**. Location Keystone Montessori School.
### Meeting Minutes

#### Open Action Items

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Actions</th>
<th>Assigned To</th>
<th>Completion Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOD Evaluation Results</td>
<td>BOD assessment action plan</td>
<td>Gov. Committee</td>
<td>May meeting</td>
<td></td>
</tr>
<tr>
<td>Policy Manual</td>
<td>Finalize formatting with Laura Hertzler.</td>
<td>Dana Castoro</td>
<td>March BOD Meeting</td>
<td>Complete.</td>
</tr>
<tr>
<td>Strategy</td>
<td>Meet to Reprioritize Strategic Plan per new priority,</td>
<td>Cindy Maschoff</td>
<td>March meeting</td>
<td>Complete, Reviewed at meeting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Laura Hertzler</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Travis Childs</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stacy Burnett</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strategy</td>
<td>Action #3 -Finish visualizing and clarification</td>
<td>Cindy Maschoff</td>
<td>April BOD Meeting</td>
<td>Will continue to edit.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance Committee – Annual Audit</td>
<td>Verify what is the limit time frame to publish board of director’s documents on the web.</td>
<td>Cindy Maschoff</td>
<td>March meeting or before</td>
<td>Complete, Verified with State Board for Charter Schools-no time limit. Laura Hertzler will edit.</td>
</tr>
<tr>
<td>Action Plan for identified items from BOD Assessment</td>
<td>Share some of the links and information for training and sessions</td>
<td>Gov. Committee</td>
<td>May Gov. Meeting</td>
<td>Martha Silva will email the list.</td>
</tr>
<tr>
<td>Meeting Minutes</td>
<td>Strategic Plan – Remaining goals</td>
<td>Some members still need to pick an item.</td>
<td>2 members need to get back to Stacy. Stacy will forward the dashboard for review.</td>
<td>Next meeting.</td>
</tr>
<tr>
<td>-------------------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td></td>
<td>Need to create database from old families directories.</td>
<td></td>
<td>Martha will finish cleaning the convert data and pass to Dana.</td>
<td></td>
</tr>
<tr>
<td>Facilities</td>
<td>Sanitation Concern</td>
<td>Travis Childs Stacy Burnett Cindy Maschoff</td>
<td>March meeting</td>
<td>Meeting complete Met with 2 professional companies awaiting bids.</td>
</tr>
</tbody>
</table>
Fundraising Report

March 28, 2018
Prepared by Amy Jones, Director of Events and Development

Campaign Updates

AZ Tax Credit
Total Collected To Date: $55,997
Goal: $57,500
Difference: $(1,503)

2017 Fall Fundraiser
Total Raised: $174,090
Goal: $165,000
Difference: $9,090

Thanks to matching gifts from Intel Employees and additional ticket sales to the Social Season we exceeded our goal!

2017-18 Sustaining Fund
Total Collected To Date: $148,652
Goal: $200,000
Difference: $(51,348)

Upcoming Campaign

Sustaining Fund 2018-19
I Heart Keystone Week, April 9-13, 2018
Committee Members

• Robert Raimondo (Member), Cindy Maschoff (HOS), Dana Castoro (Member), Amie Allor (Staff Member) and Martha Silva (Chair)

In Attendance

• Cindy Maschoff (HOS), Dana Castoro (member), Amie Allor (Staff Member) and Martha Silva (Chair)

Meeting Summary

1. Discussed Timeline in preparation for Head of School Review.
   • Discussed ideas of items to incorporate to the new Parent Survey.
   • Survey will be developed and sent to all parents.
   • Staff Survey will be sent in preparation to Head of School evaluation.
   • Set up meeting with HS to discuss evaluation items.
Transition Observations and Meetings
In April, parents of students transitioning to Lower Elementary, Upper Elementary and/or Adolescent programs for the first time will begin their observations of the next level’s classrooms followed by a meeting with a member of the elementary administration team.

Transitions and Journeys
Keystone hosted Transitions & Journeys, a two-part class on March 3rd and 24th, led by Rites of Passage’s, Jodi Kaye, RNC, BSN. It was an informative and interactive course designed to celebrate the bond between parents and children (Moms & Daughters, ages 10 - 12)! Transitions & Journeys was developed to help parents tackle the intimidating subjects of this important Rite of Passage and develop tools to make conversations about these subjects both comfortable and meaningful.

Community Meeting and Sustaining Fund
We held our last community meeting of the school year on March 20th. It was well attended and well received. Ms. Cindy presented an update of the school and Ms. Amy reviewed the Sustaining Fund Campaign. Our Sustaining Fund goal is $200,000.

Class Trips
All the arrangements have been finalized for the elementary and adolescent end-of-year trips and the information has been disseminated to the parents. The Upper Elementary classrooms will go to Washington D.C. the week of April 29 – May 4. The Adolescents will be traveling to Scotland from April 25 – May 4. The Lower Elementary will be traveling together to a camp in Payson, May 9 – 11.

AzMerit Testing
AzMerit testing will occur next week April 2nd – April 6th.

Elementary Assistants Course
Ms. Gaby Lopez is teaching an AMI certified Elementary Assistants Course which is being hosted at Keystone. Five of the Keystone staff are attending the course.

Keystone Montessori
This week, Keystone is launching the new website. Thank you to the Board of Directors for approving the website accessibility policy and to Ms. Laura for her hard work and diligence to make this possible!