Meeting Minutes

Date: 05/17/18, 6:00pm – 7:00pm    Meeting Board Meeting    Location Keystone Montessori    Chair Travis Childs (President)

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

Other Attendees: Cindy Maschoff (Head of School), Laura Hertzler (Staff), Kristin Morgan (Business Manager) and Amy Jones (Staff).

Members Not Present: Ed Stock (Member).

Agenda Items

1. The meeting was called to order at 6:07 pm by Travis Childs.

2. **Mission Moment**: Amie Allor shared a short movie presenting a year in review at Keystone.

3. **Minutes** from 3/28/18 were reviewed. Travis Childs moves to adopt the minutes with a minor typo change. Dana Castoro seconds the motion and it passes 5:0.

   **Minutes** from 4/24/18 were reviewed. Travis Childs moves to adopt the minutes. Stacy Burnett seconds the motion and it passes 4:0.

4. **Call to Public**: No Public.

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

6. **Finance Committee Report** – Kristin Morgan reviews dashboard. Cindy Maschoff proposes a staff and teachers’ compensation increase. Robert Raimondo makes a motion to increase all lead teachers a 9% in accordance to state law and include parity for all levels. Travis Childs seconds the motion and it passes 5:0. Motion passed by Stacy Burnett, Travis Childs, Robert Raimondo, Dana Castoro and Martha Silva. Amie Allor abstains to vote.

   Robert Raimondo also makes a motion to increase 1099 hourly employees up to 4% discretely to head of school. Dana Castoro seconds the motion and it passes 5:0. Motion passed by Stacy Burnett, Travis Childs, Robert Raimondo, Dana Castoro and Martha Silva. Amie Allor abstains to vote.

7. **Open Meeting Law** – Cindy Maschoff reviewed changes in Public Meeting Law as per H.B. 2065 Fact Sheet document. Changes will be effective July 1, 2018.

8. **Fundraising Committee Report** – Stacy Burnett and Amy Jones shared Fundraising committee will evaluate ways to share data with parents.
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9. **Governance Committee Report** – Martha Silva gave status from the Governance Committee. Head of school performance review is ongoing, committee met with Head of school to review last year’s goals and accomplishments. Staff survey was sent and this year a new Parent survey will be sent. Performance review will be finalized in the next weeks.

10. **Head of School Report** – Cindy Maschoff talked about end of year activities including students’ trips.

The meeting is adjourned 7:44 pm by Travis Childs

Next Meeting Date will be **June 30, 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>#1 BOD Evaluation Results</td>
<td>BOD assessment action plan – A 2017-2018 survey will be sent to Board.</td>
<td>Gov. Committee</td>
<td>June BOD meeting</td>
<td>Dana Castoro will send the survey.</td>
</tr>
<tr>
<td>#2 Strategy</td>
<td>Action #3 -Finish visualizing and clarification – Need to prioritize</td>
<td>Cindy Maschoff and Staff</td>
<td>June BOD Meeting</td>
<td>Will continue to edit.</td>
</tr>
<tr>
<td>#3 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>On Going</td>
<td>Martha Silva will email the list.</td>
</tr>
<tr>
<td>#4 Strategic Plan – Remaining goals</td>
<td>Some members still need to pick an item.</td>
<td>Stacy Burnett</td>
<td>Next meeting.</td>
<td></td>
</tr>
<tr>
<td>#5</td>
<td>Need to create database from old families directories.</td>
<td>Martha</td>
<td>June BOD meeting</td>
<td>On going</td>
</tr>
<tr>
<td>#6 Facilities</td>
<td>Sanitation Concern</td>
<td>Travis Childs</td>
<td>Completed</td>
<td>Company was contacted and they will visit twice a week with tramps outside and then a monthly service. There was a follow up with parents.</td>
</tr>
</tbody>
</table>
