Meeting Minutes

Date: 06/27/18, 6:00pm – 7:00pm       Meeting Board Meeting       Location Keystone Montessori       Chair Travis Childs (President)

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

Other Attendees: Cindy Maschoff (Head of School) and Kristin Morgan (Business Manager).

Members Not Present: Ed Stock (Member) and Robert Raimondo (Member).

Agenda Items

1. The meeting was called to order at 6:05 pm by Travis Childs.


3. Minutes from 5/17/18 were reviewed. Travis Childs moves to adopt the minutes. Amie Allor seconds the motion and it passes 5:0. Motion passed by Stacy Burnett, Travis Childs, Amie Allor, Dana Castoro and Martha Silva.

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/Review Proposed Budget – Kristin Morgan reviews dashboard. Cindy Maschoff and Travis Childs explain items from proposed budget. Travis Childs makes the motion to approve the Proposed Budget FY2019. Dana Castoro seconds the motion and it passes 5:0. Motion passed by Stacy Burnett, Travis Childs, Amie Allor, Dana Castoro and Martha Silva.

7. Fundraising Committee Report – No report this month.

8. Governance Committee Report – Martha Silva gives status from the Governance Committee. Parent Survey was completed; results will be shared with Cindy Maschoff. Head of school performance review will be finalized in the next days. Dana Castoro’s board term service has been completed as per July 2018. Board received her resignation letter to the board.

9. Head of School Report – Cindy Maschoff talked about completion of Elementary summer school. She is currently working on planning for next school year.

The meeting is adjourned 6:59 pm by Travis Childs

Next Meeting Date will be July 9, 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 Discuss Parent Survey Results</td>
<td>Add to August Agenda- Discuss Parent Survey</td>
<td>Martha Silva</td>
<td>August BOD Meeting</td>
<td></td>
</tr>
<tr>
<td>#2 BOD Evaluation Results</td>
<td>BOD assessment action plan – A 2017-2018 survey will be sent to Board.</td>
<td>Gov. Committee</td>
<td>August BOD Meeting</td>
<td>Dana Castoro will send a link with survey results.</td>
</tr>
<tr>
<td>#3 Strategy</td>
<td>Action #3 - Finish visualizing and clarification – Need to prioritize</td>
<td>Cindy Maschoff and Staff</td>
<td>August BOD Meeting</td>
<td>Will continue to edit.</td>
</tr>
<tr>
<td>#4 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 will review and share with the board.</td>
<td>August BOD Meeting.</td>
<td>Martha Silva will email the list and link to central location.</td>
</tr>
<tr>
<td>#5 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.20</td>
<td>August BOD Meeting.</td>
<td>Needs to Prioritize.</td>
</tr>
<tr>
<td>#6</td>
<td>Need to create database from old families directories.</td>
<td>Martha will clean the convert data and pass to Cindy &amp; Laura.</td>
<td>July -</td>
<td>On going</td>
</tr>
</tbody>
</table>