Meeting Minutes

Date: 10/03/18, 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), and Martha Silva (Secretary).

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

Other Attendees: Cindy Maschoff (Head of School).

Agenda Items

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

2. Mission Moment: Amie Allor showed a short video of Ms. Ana practicing Yoga with Primary Class students. Ms. Ana recently completed her Yoga certification and she has been practicing yoga with different classes.

3. Minutes from 8/29/18 were reviewed. Stacy Burnett makes a motion to adopt the minutes with a minor change. Travis Childs seconds the motion and it passes 4:0. Motion passed by Stacy Burnett, Travis Childs, Amie Allor and Martha Silva.

4. Call to Public: No Public.

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

6. Finance Committee Report– Travis Childs reviews dashboard. Travis Childs and Cindy Maschoff will have a meeting with new contact person at bank. Cindy Maschoff reviewed Annual Finance Report as required by state of Arizona. Board approved it and signed it.

7. Fundraising Committee Report– Stacy Burnett reviews the fundraising budget for approval. Amie Allor makes a motion to approve the Fundraising budget. Travis Childs seconds the motion and it passes 4:0. Motion passed by Stacy Burnett, Travis Childs, Amie Allor and Martha Silva. See attach.

8. Adopt Special Education Policies – Cindy Maschoff shows the revised Special Education Policies to reflect new laws. Keystone attorney has already reviewed revisions. Stacy Burnett makes a motion to adopt the revisions. Amie Allor seconds the motion and it passes 4:0. Motion passed by Stacy Burnett, Travis Childs, Amie Allor and Martha Silva.

9. Governance Committee Report – There was no meeting this month. Martha Silva shares the Parent Survey Results to board and some suggestions are made to read data and to revise for next year’s.

Meeting Minutes

The meeting is adjourned 7:03 pm by Travis Childs.

Next Meeting Date will be **November 7, 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</td>
<td>Discuss Parent Survey Results</td>
<td>Explain range, start list with questions for next year’s survey</td>
<td>Martha Silva</td>
<td>11/7/18</td>
</tr>
<tr>
<td>#2</td>
<td>BOD Evaluation Results</td>
<td>BOD assessment action plan – A 2017-2018 survey will be sent to Board.</td>
<td>Martha Silva</td>
<td>11/7/18</td>
</tr>
<tr>
<td>#3</td>
<td>Strategy</td>
<td>Action #3 -Finish visualizing and clarification – Need to prioritize</td>
<td>Cindy Maschoff and Staff</td>
<td>Next BOD Meeting</td>
</tr>
<tr>
<td>#4</td>
<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 will review and share with the board.</td>
<td>On hold until #3 item.</td>
</tr>
<tr>
<td>#5</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>On hold until #3 item.</td>
</tr>
<tr>
<td>#6</td>
<td>Need to create database from old families directories.</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>8/29/18 – Martha emailed to Cindy for review</td>
</tr>
</tbody>
</table>