Meeting Minutes

Date: 11/14/18, 6:00pm – 7:00pm  
Meeting Board Meeting  
Location Keystone Montessori  
Chair Travis Childs (President)

Members Present: Travis Childs (President), Robert Raimondo via phone (Member), Amie Allor (Staff), and Martha Silva (Secretary). Members Not Present: Stacy Burnett (Vice-President) and Ed Stock (Member).

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

Agenda Items
1. The meeting was called to order at 6:00 pm by Travis Childs.

2. Mission Moment: Amie Allor showed a slide show of photos of students exploring pets in the different classrooms. Taking care of pets is a task incorporated to lessons through research and observation. Ms. Amie also read a story written by a student about pets in the classroom.

3. Minutes from 10/3/18 were reviewed. Amie Allor makes a motion to adopt the minutes. Travis Childs seconds the motion and it passes 3:0. Motion passed by 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. Review and Approve Annual Audit – Audit was completed with nothing significant, all it’s clear and standard. Audit is due to the state 11/15/18. Travis Childs makes the motion to approve the 2018 Annual Audit Financial Statement. Amie Allor seconds the motion and it passes 4:0. Motion passed by Travis Childs, Robert Raimondo, Amie Allor and Martha Silva.

7. Finance Committee Report– Travis Childs reviews dashboard. Travis Childs talked to the new contact at the bank to understand and discuss ratio formulas and other school related finances.

8. Fundraising Committee Report– Cindy Maschoff gives status of the Fall Event. It was a great success thanks the community and organizers, this year revenue was above target amount.


The meeting is adjourned 6:43 pm by Travis Childs.
Next Meeting Date will be January 23, 2019. 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 Gov. Committee</td>
<td>Confirm date with board for Retreat</td>
<td>Martha Silva</td>
<td>11/28/18</td>
<td>Send email to board to set date.</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>Martha Silva</td>
<td>11/28/18</td>
<td>Formatting results to be share with Gov. Committee for review.</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>Next 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>On hold until #3 item.</td>
<td>On Hold</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.</td>
<td>On hold until #3 item.</td>
<td>Needs to Prioritize.</td>
</tr>
<tr>
<td>#6 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>
<td>Lisa &amp; Laura work on this. In Progress</td>
</tr>
</tbody>
</table>
Committee Members

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

In Attendance

- Cindy Maschoff (HOS), Amie Allor (Staff Member) and Martha Silva (Chair)

Meeting Summary

1. Followed with new BOD member candidates’ status.

2. Discussed BOD Retreat
   - 2017 BOD retreat survey will be reviewed by committee.
   - Possible dates for retreat 12/1/18 or 1/12/18.
   - Discussed possible topics for retreat.

3. Discussed Head of school structure plan.
   - Head of school will define current tasks in more detail and roles of other admin personnel structure.
Charter School Association
On November 14, 2018 Cindy Maschoff, attended the Charter School Association Advocacy Tour. Topics included new transparency rules, board training and upcoming legislation.

Red Carpet Night
On November 3rd over 400 people attended Keystone’s annual event and auction. Thanks to Melissa Sutton, her team and all those that participated the event was a huge success!

Keystone at the Festival of Lights
On November 24th Keystone will sponsor Santa’s Village at the Festival of Lights. We will distribute Keystone Tote Bags as well as marketing information. Thanks to Lisa Harris, Laura Hertzler and the volunteers for hosting the booth and representing Keystone so well!

Southwest Institute of Montessori Studies
Children’s House and Elementary classrooms have been hosting students from the training center for observations. We are honored to be chosen as a mentor school for these students. Keystone will also be hosting training for parents and assistants regarding the Infant and Toddler program.

Parent Observations
Parent observations and conferences are being completed with a very high participation rate.

Professional Development
One staff member attended professional development over the Fall Break on “Building Partnerships in Support of the Child, Teacher, and Parents” in Columbia, Maryland.

Thanksgiving
Many Thanksgiving feasts and celebrations are taking place this week and next as everyone anticipates the Thanksgiving Break.

Save the Date:

December 19: Adolescent Production
January 25 & 26: Montessori Journey