Meeting Minutes

Date: 02/27/19, 6:00pm – 7:00pm
Meeting Board Meeting
Location Keystone Montessori
Chair Travis Childs (President)

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

Members Not Present: Ed Stock (Member)

Other Attendees: Cindy Maschoff (Head of School), Laura Hertzler (Staff) and Jody Hattendorf (BOD prospect).

Agenda Items
1. The meeting was called to order at 6:06 pm by Travis Childs.

2. Mission Moment: Amie Allor showed a presentation about current play season at school. Each class is presenting a different play. Students build stages, perform and work with all aspects involving presenting a play. There are many important aspects involve with these performances that engage Montessori learning. Primary students presented the Peace Program.

3. Minutes from 01/30/19 were reviewed. Robert Raimondo makes a motion to adopt the minutes with a minor change. Stacy Burnett seconds the motion and it passes 4:0. Motion passed by Amie Allor, Robert Raimondo, Stacy Burnett and Martha Silva. Travis Childs abstained.

4. Call to Public: Jody Hattendorf attended to observe board meeting to learn format and meet board members as a board prospect.

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. Cindy explains bank requirements to be followed and searching for a new loan to lock an interest rate. A comparison will be done of what’s available.

7. Fundraising Committee Report – Stacy gives an update from the sustained fund meeting. Kick off will be in March with guests’ speakers and a Spirit Week will follow. The Keystone newsletter will include an update from the board of directors mentioning some of the accomplishments for the year. Some calls may be made to new school families to make sure they get involved or if questions. Tax Credit deadline is April 15, and hoping to increase the tax credit dollars.


Meeting Minutes

Robert Raimondo makes a motion to an Executive Meeting. Executive Meeting was called to order at 6:39 pm, Travis Childs seconds the motion and it is voted 4:0 to Executive Session by Stacy Burnett, Robert Raimondo, Travis Childs and Martha Silva.

Executive Meeting was adjourned at 6:53 pm by Robert Raimondo.

The public meeting was called to resume by Travis Childs at 6:54 pm.

The meeting is adjourned 6:55 pm by Travis Childs

Next Meeting Date will be March 27, 2019. Location Keystone Montessori School.
<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>Executive Meeting</td>
<td>Follow up agenda to publish</td>
<td>Martha Silva</td>
<td>3/3/19</td>
<td>Publish and send agenda</td>
</tr>
<tr>
<td>#1 Gov. Committee</td>
<td>Confirm New date with board for Retreat</td>
<td>Martha Silva</td>
<td>Before 9/2019</td>
<td>On Hold Until September date for board retreat.</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>Completed</td>
<td>Shared with BOD – If any feedback to be discuss. C</td>
</tr>
<tr>
<td>#3 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</td>
<td>On hold</td>
<td>Stacy B. will follow up with Cindy. On Hold.</td>
</tr>
<tr>
<td>#5 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>#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>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

Discuss new BOD members candidates status
• Discussed possible candidates recommendations status. Committee will follow up with them and invite to attend next board meeting.
• Discussed new possible candidates.

Discuss BOD Retreat.
• Next retreat will be planned in September in order to include new board members.

Follow up with HS job description and other personnel roles documentation.
• Head of school will send an email to board President and Secretary.

Discuss 2019 Parent Survey Questions
• Committee will review last year’s questions, and then decide what needs to be evaluated this year. Format needs to be change to measure results.
• Survey needs to be sent in March.
Peace Program
The Annual Children’s House Peace Program was held on February 13th. It was standing room only! The audience was privileged to watch students from each class share what peace means to them including many presentations in Spanish as well as other languages. The finale song, “Teaching Peace” was presented by the entire Children’s House Community. Thank you to the Children’s House Staff and Specialists for hosting this tradition.

Transition Meetings
Transition meetings were held for parents of students that will be moving from Children’s House to Lower Elementary, Lower Elementary to Upper Elementary and Upper Elementary to Adolescents. The meetings were hosted by the Elementary and Adolescent guides who shared an overview of the benefits and theory of the Montessori Experience.

Enrollment
Keystone’s on-line enrollment period for current students was completed last week. We are currently tabulating any openings for outside enrollment.

AMI Refresher Course
This year the Refresher Course/Professional Development was February 15th through February 18th. Two Elementary Guides, one Toddler Guide and one administrator attended. The staff will be sharing the knowledge they gained with their colleagues during the level staff meetings.

Elementary Overnight
The Lower Elementary classrooms have completed the scheduled overnight “camp outs” in the Keystone gymnasium in preparation of their upcoming End of the Year trips. Many thanks to the Elementary guides and assistants for the extra time it takes and to the parents who presented classes for the students.

Elementary PE
The Elementary students are out and about. All this month the classes have taken advantage of and are the local trails and are hiking as part of the Physical and Outdoor Education program.

Odyssey of the Mind
Keystone’s Odyssey of the Mind teams will be attending the regional tournament on March 2nd! Members are from Lower Elementary and one from Upper Elementary. They have been working diligently and are excited to show off their big ideas. Thank you to Keystone parent, Jess Morales Run, for heading up and leading this endeavor and our parent volunteers, David Sadowski, Sommer Meadows and Barbie Childs!

Thespians in Elementary
The elementary classrooms are presenting original plays to the community.

Upcoming Events
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/11-15</td>
<td>Spring Break</td>
<td>Extended Care provided</td>
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<tr>
<td>3/19</td>
<td>Community Meeting</td>
<td>Sustaining Fund kick-off</td>
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<tr>
<td>4/1-5</td>
<td>AZ Merit</td>
<td>3rd – 9th grade students</td>
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<tr>
<td>4/29-5/3</td>
<td>Class Trip</td>
<td>Upper Elementary</td>
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<tr>
<td>5/1-9</td>
<td>Class Trip</td>
<td>Adolescent Classroom</td>
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<tr>
<td>5/15-17</td>
<td>Class Trip</td>
<td>Lower Elementary</td>
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