Meeting Minutes

Date: 04/24/19, 6:00pm – 7:00pm  Meeting Board Meeting  Location Keystone Montessori  Chair Stacy Burnett (Vice-President)

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

Members Not Present: Travis Childs (President),

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

Agenda Items

1. The meeting was called to order at 6:05 pm by Stacy Burnett.

2. Mission Moment: Amie Allor presented a video showing the Annual Art Show by the lower elementary classes at the Keystone gym. The art show included: ceramics, paintings, mix media, drawings, watercolor, etc. These are pieces of art done by students during the school year.

3. Minutes from 03/27/19 were reviewed. Stacy Burnett makes a motion to adopt the minutes. Amie Allor seconds the motion and it passes 4:0. Motion passed by Amie Allor, Robert Raimondo, Stacy Burnett and Martha Silva. Ed Stocks abstains.

4. Call to Public: No Public

5. Directors and Officers Liability Review: Cindy Maschoff discussed document about legal liability coverage to make board aware of what is cover. Robert Raimondo will read the complete document and share the highlights with the board.

6. Finance Committee Report – Kristin Morgan went over dashboard and finance reports. Laura Hertzler talks about enrollment breakdown of students. Kristin Morgan also explains the revised budget; it was required because budget was below what is budget by a very small percentage. It will be upload to the Department of Education by May 15. Amie Allor makes a motion to approve the revised budget and Ed Stock seconds the motion and it passes 5:0. Motion passed by Amie Allor, Robert Raimondo, Stacy Burnett, Ed Stock and Martha Silva. Kristin Morgan reviewed Form 990/990EZ Return Summary to file for compliance with IRS by May 15. Cindy Maschoff and Travis Childs continue working with the bank for a new mortgage loan, they keep providing documents as requested.

7. Fundraising Committee Report – Cindy goes over Finance report. See attachment.

8. Governance Committee Report – No meeting was held last month. Martha Silva gives status for the committee, Staff survey needs to be sent, finalizing parents survey and need to be review before sending. A Head of school meeting will be set up in the next days to discuss HD school year accomplishments prior to evaluation.
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10. **Head of School Report** – Cindy Maschoff discussed this month’s activities: Testing was completed, all went well. Plays were presented by students. Upper elementary are ready to go on their trip. Bees and birds talk coming for adolescents. Annual art show presented by lower elementary classes, class trips coming next month, graduation happening next month. Odyssey of the mind students group made it to Nationals.

The meeting is adjourned 7:18 pm by Stacy Burnett.

Stacy Burnett makes a motion to an Executive Meeting. Executive Meeting was called to order at 7:21 pm, Martha Silva seconds the motion and it is voted 3:0 to Executive Session by Stacy Burnett, Robert Raimondo, Martha Silva and Cindy Maschoff.

**Executive Meeting** was adjourned at 7:32 pm by Stacy Burnett

The public meeting was called to resume by Stacy Burnett at 7:33 pm.

The meeting is adjourned 7:42 pm by Stacy Burnett.

Next Meeting Date will be **May 22, 2019.** Location **Keystone Montessori School.**
### Meeting Minutes

<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 Executive Meeting</td>
<td>Follow up agenda to publish Meeting 4/2/19</td>
<td>Martha Silva</td>
<td>3/30/19</td>
<td>Publish and send agenda Completed---</td>
</tr>
<tr>
<td>#2 Meeting Law</td>
<td>Create a sent Folder from Keystone Mail</td>
<td>Martha Silva</td>
<td>5/22/19</td>
<td>Share info with board members</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>
Fundraising Report

April 23, 2019
Prepared by Melissa Sutton, Director of Events and Development

Campaign Updates

**AZ Tax Credit**
- Total Collected To Date: $47,856
- Goal/Budget: $57,500
- Difference: $(9,644)

**2018 Fall Fundraiser**
- Total Raised: $180,479
- Goal: $180,000
- Budget: $165,000
- Difference: $15,479

**2018-19 Sustaining Fund**
- Total Collected To Date: $144,209
- Outstanding Pledges: $13,050
- Goal: $170,000

**2019-20 Sustaining Fund**
- Total Pledged To Date: $140,845
- Goal: $180,000
- Difference: $(39,155)