Meeting Minutes

Date: 01/29/20, 6:00pm – 7:00pm  
Meeting Board Meeting  
Location Keystone Montessori  
Chair Stacy Burnett (President)

Members Present: Stacy Burnett (Vice-President), Amie Allor (Staff), Tricia Fuller (member) and Martha Silva (Secretary).

Members Not Present: Robert Raimondo (Member), Travis Childs (President) and Ed Stock (member).

Other Attendees: Laura Hertzler (Head of School), Stefan Linder (Associate HS), Kristin Morgan (Aspire Accounting), Cindy Maschoff (Admin Advisor).

Agenda Items

1. The meeting was called to order at 6:03 pm by Stacy Burnett.

2. Mission Moment: Amie Allor shows a video of first and second grade students showing collaboration while working outdoors.

3. Minutes from 12-04-19 were reviewed. Action Items were reviewed and changes were made. Minutes were not approved because not quorum to approve. They will be approved next board meeting.

4. Call to Public: No Public.

5. Classroom Miscellaneous. Discussed lower elementary year end trips. Amie discussed 3rd grade students only trips. This year 3rd and 2nd grade, next year 3rd graders only. All classes will have an overnight experience at school.

   Adding bank account for AZ Eagles’ Marketplace. School acts as a trustee. Tricia Fuller makes a motion to open a bank account to manage funds for AZ Eagles Marketplace. Stacy Burnett seconds the motion and it passes 4:0. Motion passed by: Stacy Burnett, Amie Allor, Tricia Fuller and Martha Silva.


7. Fundraising Committee Report: Laura Hertzler goes over fundraising report, See attachment.


The meeting is adjourned 7:33 pm by Stacy Burnett.
Meeting Minutes

Next Meeting Date will be **March 18, 2020.** Location **Keystone Montessori School.**
### 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 Strategic Planning</td>
<td>Set up a meeting date in March. Contact possible facilitator.</td>
<td>Martha Silva, Cindy Maschoff</td>
<td>10/2019</td>
<td>date confirmed 2/21/19</td>
</tr>
<tr>
<td>#2 Discuss revision of the bylaws re: hiring process of HS and Assistant HS</td>
<td>Document an outline of the overall process</td>
<td>Martha Silva, Stacy Burnett</td>
<td>12/2019</td>
<td>Travis Childs will work on draft.</td>
</tr>
</tbody>
</table>
Fundraising Report

January 29, 2020
Prepared by Melissa Sutton, Director of Events and Development

Campaign Updates

2019 AZ Tax Credit

2018 Totals

Raised as of 1/23/19 = $39,226.27
Donors by this date = 113
% of $58,000 Goal = 68%

Last of the donations was on 1/23/19 until 2/6/19 (through 4/15)

2019 Totals

Total raised as of 1/27/20 = $43,285.19
Left to raise by 4/15/20 = 6,714.81
Donors = 125
% of $50,000 Goal = 87%

2019 Fall Fundraiser

Goal: $180,000
Budget: $28,000
Actual Raised*: $209,344

Notes: Still have three parties left to raise more:
● April Family Campout
● May 2nd Derby Party
● May 3rd Golf Tournament

2019-20 Sustaining Fund

Raised to Date: $120,796
Goal: $170,000
Pledged: $154,208
2020-21 Sustaining Fund

Goal: $170,000
Budget: $1,800

Note: Will be meeting with Stacy next week to devise a plan for this year’s Sustaining Fund
Keystone Montessori
Governance Committee Report

Committee Members

- Laura Hertzler (HS), Robert Raimondo (Member), Cindy Maschoff (Admin Advisor), Amie Allor (Staff Member) and Martha Silva (Chair)

In Attendance

- Laura Hertzler (HS), Amie Allor (Staff Member) and Martha Silva (Chair)

Meeting Summary

1. Meeting with Kelly Rawling to discuss Keystone Montessori 2020-2021 Strategic Planning in preparation to our coming Board Retreat.

2. Some Items discussed:
   - Keep school Vision
   - Review 2017 Update to the Strategic Planning
   - Consultant can be retreat facilitator and consultant
   - Fees to be discussed
   - Understanding Scope
   - Consulting and help with implementation
   - Self-Assessment for board members
   - Set priorities for BOD
   - Real Time Strategic Planning
   - Evaluate Outside factors

3. Consultant will put together a proposal for our review.
Adolescent Play

The AZ Eagles hosted an “Artist in Residence” from the theater group, Childsplay, during late fall. The students learned all the different aspects of producing a play including stage design, sound effects and directing. They performed the endearing tale of “Lost & Foundling” for their parents and peers with lots of laughs.

Winter Solstice

From toddlers and adolescents, the school came together on December 20th for our annual Winter Solstice celebration. Students from four different classrooms, primary – adolescent, presented original representations of the four elements: water, air, earth and fire. A fifth classroom performed an impressionistic lesson of the Winter Solstice.

After School Activities

A wide array of after school activities is offered for our elementary students. These include both private and free activities such as, Chess Club, Music, Art, Hiking Club, and Odyssey of the Mind.

Student Progress Reports

1st semester progress reports were distributed in record time at the end of the second week of January.

AMI Consultation of Elementary Program

The seven elementary classrooms had a consultation from the Association Montessori Internationale for the accreditation of their program. The observations and subsequent individual meetings were rewarding for the lead guides and they are excited to implement the valuable suggestions made by the AMI consultant, Phyllis Pottish-Lewis. We were also fortunate to have Ms. Phyllis present at our January community meeting.

Montessori Journey

We look forward to hosting one of our most popular and in-depth parent education programs this coming Friday and Saturday. Over 25 parents have RSVP’d, many of whom are new Keystone families.

Upcoming Dates

2/4   CH to LE Transition Meeting
2/6   LE to UE Transition Meeting
2/6   UE to Adol Transition Meeting
2/12  Children’s House Annual Peace Program
2/15 – 17  AMI Refresher Course
2/17 - 28  Re-enrollment
3/9 – 13  Spring Break (Extended Care provided)
3/30 – 4/3  AzMerit Testing (3rd – 8th grades)
4/22  Annual Art Show
4/27 – 29  Lower Elementary Class Trip
4/27 – 5/1  Upper Elementary Class Trip
4/28 – 5/8  Adolescent Class Trip