Meeting Minutes

Date: 07/14/2020, 6:00pm – 7:00pm  Meeting Board Meeting  Location Keystone Montessori  Chair Travis Childs (President)

Members Present: Travis Childs (President), Stacy Burnett (Vice-President) via conference, Tricia Fuller (Member) via conference, Amie Allor (Staff), Ed Stock (Member).

Other Attendees: Laura Hertzler (Head of School), Stefan Linder (Associate Head of School) and Heather Bonacorda (Admissions and Marketing Director), Melissa Sutton (Development Director), Cathleen Dooley (Attorney), and Kristin Morgan (Aspire Accountant).

Agenda Items

1. The meeting was called to order at 6:07 pm by Travis Childs.

2. Mission Moment: N/A

3. Minutes from 07-01-2020 were reviewed. Travis Childs makes a motion to adopt minutes with a minor change. Tricia Fuller seconds the motion and it passes 5:0. Motion passes by: Stacy Burnett - Y, Travis Childs - Y, Tricia Fuller - Y, Amie Allor – Y, and Ed Stock – Y.

4. Call to Public: No Public.

5. Review of Legal Liabilities: Cathleen Dooley discussed the potential legal liabilities for the school and the board related to COVID-19.

6. Discussion and possible action re: Board Resolution to allow Head of School Implement safety protocols related to COVID-19: Cathleen reviews attached resolution granting HOS to make school COVID-related decisions, such as opening/closings, health and safety protocols in conjunction with State guidelines. Travis Childs motions to pass resolution Amie Allor 2nds. Motion passes 5:0. Travis Childs - Y, Stacey Burnett - Y, Amie Allor - Y, Tricia Fuller - Y, and Ed Stock - Y.


9. Miscellaneous: Travis Childs makes a motion to approve Amie Allor as the interim Secretary, Stacy Burnett 2nds, Tricia Fuller-Yr, Ed Stock -Y Amie Allor-abstains. Stacy Burnett moves to approve change in list of Board Members. Travis 2nds, Tricia Fuller-Y Ed Stock - Y, Amie Allor-Y.

The meeting is adjourned 7:51 pm by Travis Childs.

Next Meeting Date will be 7/29/2020.  Location Keystone Montessori School.
Meeting Minutes
KEYSTONE MONTESSORI

RESOLUTION

WHEREAS, Keystone Montessori (“Keystone”) closed effective March 16, 2020, pursuant to orders from the Governor of Arizona (the “Governor”) and the Arizona Superintendent of Public Instruction; and

WHEREAS, subsequent orders and legislation called for the closure of schools for the remainder of the 2019-2020 academic year due to the outbreak of COVID-19 in Arizona; and

WHEREAS, the Governor’s Executive Orders 2020-18, 2020-24, 2020-33, and 2020-44 (the “Closure Orders”) established certain restrictions on public activities in response to the COVID-19 outbreak; and

WHEREAS, the Governor’s Executive Order 2020-36 (the “Return Order”) and Executive Orders 2020-41 and 2020-44 (“School Reopening Orders”) were issued outlining requirements to assist in mitigating the spread of COVID-19 as entities reopened;

WHEREAS, the Governing Board has determined that Keystone may resume activities, including distance learning and, when permissible by Executive Order, in-person learning, safely and in compliance with guidance from the CDC and in compliance with the Governor’s Orders by implementing the safety precautions described herein;

NOW, THEREFORE be it resolved by the Governing Board of Keystone that:

Section 1. The Governing Board authorizes the Head of Schools to develop Health and Safety Protocols relating to COVID-19 and authorize the Head of School to revise those Protocols as needed or appropriate during the 2020-2021 school year to address the ongoing COVID-19 pandemic, the Head of School will inform the Governing Board of substantive changes to the Protocols at the next regularly scheduled meeting;

Section 2. The Governing Board authorizes the Head of School to determine which activities may resume safely and when such activities may resume, subject to the Protocols; the Head of School will provide advance notice to the Governing Board prior to taking action pursuant to this Section.

Section 3. The Governing Board authorizes the Head of School to work with local and state authorities to comply with all laws, regulations, orders and guidelines designed to prevent the spread of COVID-19 as Keystone resumes activities. The Head of School may implement regulations to support such compliance.

Section 4. The Governing Board authorizes the Head of School to execute any further documentation to effectuate this Resolution, including but not limited to any requisite notices required by the Arizona Department of Education or legal authorities with jurisdiction over Keystone.
Passed and adopted: July 14, 2020. The Governing Board hereby authorizes the Governing Board President to sign this Resolution on behalf of the Governing Board.

Keystone Montessori

By: ______________________________

Its: Governing Board President
1. Day to Day Operations
   
   A. Toddler & Children's House
      
      i. Enrollment total
         
         TO FD- 4 TO AY- 8
         CH HD- 1 FD- 28 AS- 8 AY-26
      
      ii. COVID Update
         
         1. According to recent Executive Orders, we are allowed to remain open
         2. The July “soft opening” has gone well with the new protocols and parents’
            has been positive
         3. Purchasing HEPA filters for the TO & CH classrooms
      
      iii. Future Planning
         
         1. 4 TO and 6 CH Inquiries since June 15th
         2. Accepted 5 TO applications for 2021-22
         3. 6 TO students are currently on the waitlist (4 waiting for COVID #s to get
            better and 2 are waiting for October start date)
   
   B. Elementary
      
      i. Enrollment Total
         
         LE- 95 UE- 86 ADOL- 29
      
      ii. COVID Update
         
         1. Dept of Education is updating guidelines regarding +COVID cases in
            school
         2. Waiting on State for AOI application
         3. Elem/Adol Team is working on online program for when we offer distance
            learning in conjunction with on campus instruction
      
      iii. Change Updates
         
         1. Several new students starting in the new year. 6 new inquiries for
            enrollment.
C. Staff

i. Morale
   1. *TO & CH guides and assistants have all enjoyed being back on campus with the children and have all reiterated their commitment to being on campus in August*
   2. *Elementary and Adolescent guides are embracing distance learning and excited about the methods that they are acquiring from webinars and fellow Montessori colleagues.*

ii. Change Updates
   1. Interviewing: *Sag FT Asst, Sag PT Asst, GM FT Asst*
   2. Hiring: *TO FT Asst, PV PT Asst, SPED Support Staff*

iii. During staff week, we will have training in suicide prevention, First Aid, COVID safety protocols and trauma care

D. Parent Communication

i. Overview of communications sent
   1. *Sent reopening plan to parents of charter students on July 3rd*
   2. *Will send start of school plans to TO/CH parents this week to confirm attendance and remind of protocols*
   3. *Will send timeline of events for the next several weeks to all parents this week*
   4. *Will send overview of first grade transition class and office hour availability*

ii. Report on overall feedback from Parents
   1. Receiving positive feedback from parents, clarifying questions

E. Montessori Leadership

i. Networking with other schools
   1. *Continue to work with Creo and Villa Montessori for best practices*

ii. HOS Continuing Education
   1. *Will continue to Module 2 with Whole School Leadership*
   2. *Planning on hiring a leadership coach who has worked with many Montessori HOS including Kathy Minardi (founder of Whole School Leadership)*

iii. Staff Meetings
   1. *Continuing to meet via Zoom to prepare for staff week, online learning and safety protocols*
2. COVID UPDATE

A. Executive Orders from Governor's Office
   
i. $200 million grant that public districts and charters, otherwise known as local education agencies (LEAs), can tap into to make up the difference in funding. LEAs can use monies from that fund to be made whole from the reduction due to classifying students as AOI.

   ii. LEAs will not need to wait for approval from ADE. Once LEAs submit a distance learning plan, they are eligible to begin participating in distance learning per Executive Order 2020-41. Public school districts must submit their distance learning plans prior to their planned start date or no later than August 14, 2020.

   iii. By the end of August, the Arizona Department of Education is required to conduct an analysis of the need to waive the number of days that schools are required to provide instruction. However, at this time, schools must meet the 180-day requirement.

   iv. Childcare programs that operate on public school campuses and were already open must continue to provide the same services.

3. LOOKING AHEAD

A. Upcoming events
   
   Meet the Teacher

   Open House

   Classroom Meetings for Parents

   Virtual Trivia Night?