Meeting Minutes

Date: 09/23/20, 6:00pm – 7:00pm  Meeting Board Meeting  Location Via Zoom  Chair Travis Childs (President)

Members Present: Travis Childs (President), Stacy Burnett (Vice-President), Tricia Fuller (member), Ed Stock (member), Shahnaz Currim (staff representative),

Other Attendees: Laura Hertzler (Head of School), Stefan Linder (Associate Head of School) and Heather Bonacorda (Admissions and Marketing Director), Kristin Morgan

Agenda Items

1. The meeting was called to order at 6:05 pm by Travis Childs.
2. Mission Moment: Laura Hertzler shows the video that was sent out to the Community and Shahnaz Currim shares some follow up work from students.
3. Call to Public:
5. Fundraising Update: Laura shares the information that was presented to the community during the Community Meeting.
6. Minutes: Review and adopt from prior meetings.

8/5/2020  Travis Childs makes a motion to adopt minutes. Tricia Fuller seconds the motion and it passes 3:0. Motion passes by: Stacy Burnett - Y, Travis Childs - Y, Tricia Fuller – Y.
8/10/2020  Tricia Fuller makes a motion to adopt the minutes with the notion to check with the lawyer if all the public needs to be named in the minutes. If that is not needed, we can remove the names. Travis Childs seconds the motion and it passes 3:0. Motion passes by: Stacy Burnett - Y, Travis Childs - Y, Tricia Fuller – Y.
8/26/2020  Tricia Fuller makes a motion to adopt the minutes with the notion to check with the lawyer if all the public needs to be named in the minutes. If that is not needed we can remove the names. Travis Childs seconds the motion and it passes 3:0. Motion passes by: Stacy Burnett - Y, Travis Childs - Y, Tricia Fuller – Y.
9/4/2020  Tricia Fuller makes a motion to adopt the minutes with minor changes to point 8. Travis Childs seconds the motion and it passes 4:0. Motion passes by: Stacy Burnett - Y, Travis Childs - Y, Tricia Fuller – Y, Shahnaz Currim – Y.
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7. **Head of School Report**: Laura went over the Head of School report.

Meeting adjourned at 7:06 pm.

Next Meeting Date will be 10/14/2020. Location: Via Zoom.
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Keystone Montessori
Head of School Report

September 23, 2020

Faculty
Keystone hired 10 new staff members for the 2020-21 school year.

Erika Andrus – Elementary Support Staff
Francisco Bailon – Upper Elementary Lead Guide
Silvia Castellanos – Toddler Bilingual Assistant
Caroline Clock – Special Education Support Staff
Marcela Erramuzpe – Children’s House Bilingual Assistant
Maile Joseph-Griego - Children’s House Assistant
America Lozoya - Children’s House Bilingual Assistant
Jess Morales Ruan – Lower Elementary Lead Guide
Yanitsa Ramirez – Children’s House Assistant

Classroom/Community Meetings
The first classroom meetings were held on July 28th at 30th and were very well attended. The main focus was on the introduction to the classroom/distance learning routines, curriculum and staff.

Pastor Yoo, founder of The Faithful City and Arizona Trauma Informed Faith Community, held a Zoom presentation/training for parents on trauma informed care on August 20th.

We held parent meetings the week of September 6th for both those with students continuing with distance learning and those who returned to campus on September 14th.

The first community meeting was held on September 22nd. The main focus was on the introduction of staff and the Fall Festival. We had over 100 parents attend. Classroom meeting topics were Toddler – Toilet Learning; Primary – Reading; Lower & Upper Elementary – Independence; and Adolescent – Q&A.

Facilities/IT
We completed the following over the summer and the first months of school: replaced HVAC in Agaves, Iguanas, Red-tailed Hawks, and Saguaro and repaired Palos Verdes HVAC; semi-annual tree trimming and pest control; replenished landscaping rocks in courtyard and front of school; made necessary plumbing repairs. To support distance learning and our mitigation plan, we installed touchless faucets, purchased HEPA filters, web
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Cameras, conference speakers/microphones, 30 computers, PPE, additional cleaning supplies, and installed plexi-glass dividers. New carpeting will be installed in the administration area and the lobby tile flooring will be extended to the Children’s House hallway over Fall Break.

Key Parent Meeting
Heather Bonacorda, Melissa Sutton and Lisa Harris hosted the Key Parent Meeting on August 20th. They discussed the different methods of fundraising at Keystone Montessori, the methods of communication, how to welcome new families and the general role of a Key Parent. Melissa went into detail about the changes to the Fall Festival in light of not being able to host the usual festivities in person.

Professional Development
Erika Huerta and Rosario Davila completed AMI 0-3 Assistants Training (60 hours).

Staff Retreat
Last Thursday and Friday over 40 Keystone Staff attended the annual Staff Retreat on campus with the theme, “Refresh, Rediscover and Refine”. The retreat included Professional Development, team-building activities, a creative art project and more.

Parent/Teacher Conferences
They will begin after Fall Break in all levels and will continue through November via Zoom.

AMI Recognition
We are in the process of renewal of our AMI recognition status for Toddler – Elementary.