Date: 02/28/18, 6:00pm – 7:00pm Meeting Board Meeting Location Keystone Montessori Chair Stacy Burnett (Vice-President)

Members Present: Robert Raimondo (Member), Stacy Burnett (Vice-President), Amie Allor (Staff), Dana Castoro (Member) and Martha Silva (Secretary).

 Other Attendees: Cindy Maschoff (Head of School), Laura Hertzler (Staff) and Two Public members (Keystone Parents).

Members Not Present: Travis Childs (President) and Ed Stock (Member)

# Agenda Items

1. The meeting was called to orderat 6:09 pm by Stacy Burnett.
2. **Mission Moment:** A video was presented by Amie Allor showing some highlights of February’s Peace Program.
3. **Minutes** from 1/31/18 were reviewed. Dana Castoro moves to adopt the minutes. Amie Allor seconds the motion and it passes 3:0.

# Call to Public: Two Public Members presented concerns about sanitation due to a recent rodent problem. The board will assign a board member to follow up with an action plan.

1. **Review Action Items from previous Meeting** –Updates were made to the Action items, see action items chart.
2. **Discuss and Approve Website Accessibility Policy** – Laura Hertzler explained the policy. Dana Castoro moves to approve it and Stacy Burnett seconds the motion and it passes 5.0. (See attached copy).
3. **Finance Committee Report** – Cindy Maschoff reviews dashboard and goes over report (see attached copy).

# Fundraising Committee Report – Cindy Maschoff goes over report (see attached copy).

# Governance Committee Report – No meeting this month.

1. **Head of School Report** –Cindy Maschoff goes over report (see attached copy).

 The meeting is adjourned at 7:03 pm by Stacy Burnett

Next Meeting Date will be **March 28, 2018.** Location Keystone Montessori School.

**Open Action Items**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Agenda Item*** | ***Actions*** | ***Assigned To*** | ***Completion******Date*** | ***Status*** |
| BOD Evaluation Results  | BOD assessment action plan | Gov. Committee | March meeting |  |
| Policy Manual | Finalize formatting with Laura Hertzler. | Dana Castoro | March BOD Meeting | Dana Castoro will meet with Laura Hertzler. |
| Strategy | Meet to Reprioritize Strategic Plan per new priority, | Cindy MaschoffLaura HertzlerTravis ChildsStacy Burnett | March meeting |  |
| Strategy | *Action #3* -Finish visualizing and clarification | Cindy Maschoff and Staff | April BOD Meeting |  |
| Finance Committee – Annual Audit | Verify what is the limit time frame to publish board of director’s documents on the web. | Cindy Maschoff will check. | March meeting or before |  |
| Action Plan for identified items from BOD Assessment | Share some of the links and information for training and sessions | Gov. Committee will review and share with the board. | March Gov. Meeting | Martha Silva will email the list. |
| Strategic Plan – Remaining goals | Some members still need to pick an item. | 2 members need to get back to Stacy.Stacy will forward the dashboard for review.20 | Next meeting. |  |
| Alumni Database | Need to create database from old families directories. | Martha will finish cleaning the convert data and pass to Dana. | 3/38/18 | Database will need to match existing Keystone database fields |