KEYSTONE MONTESSORI
A foundation for a lifetime of learning.

Meeting Minutes

Date: 08/28/19, 6:00pm – 7:00pm Meeting Board Meeting Location Keystone Montessori Chair Travis Childs (President)

Members Present: Travis Childs (President), Stacy Burnett (Vice-President), Amie Allor (Staff) via conference, and Martha Silva (Secretary) .

Members Not Present: Robert Raimondo (Member) and Ed Stock (Member).

Other Attendees: Cindy Maschoff (Admin Advisor) via conference, Laura Hertzler (Head of School), Stefan Linder (Associate Head of School) and Heather Bonacorda (Admissions and Marketing).

Agenda Items

1. The meeting was called to order at 6:06 pm by Travis Childs.

2. **Mission Moment:** Amie Allor shared the Adolescence's class experience to the Grand Canyon. It was a great learning and community opportunity. Some of the activities included: working with volunteers, hike, camp, cook, learn about nature, etc.

3. **Minutes** from 07/10/19 were reviewed. They will be review again next board meeting to be approved, we are missing one vote member to approve.

4. **Call to Public:** No Public

5. **Finance Committee Report**– Travis Childs went over dashboard. School will continue working with bank requests as needed.

6. **Fundraising Committee Report**– Stacy Burnett reviews the Finance Committee Report forward by Melissa Sutton. See attachment.

7. **Governance Committee Report –**Martha Silva gives status for the committee. Parent survey will be sent to families that attended last school year with fundraising questions. Need to arrange a meeting with Cindy Maschoff to review last year's goals and create goals for new HS. Need to recruit new board members.

8. **Head of School Report** – Laura Hertzler goes over report. See attachment.

The meeting is adjourned 7:06 pm by Travis Childs.

Next Meeting Date will be **September 17, 2019.** Location Keystone Montessori School.

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Meeting Minutes

Open Action Items

	Agenda Item	***Actions***	***Assigned To***	***Completion Date***	***Status***
#1	Discuss revision of the bylaws re: hiring process of HS and Assistant HS	A draft will be created to be review with board	Martha Silva Stacy Burnett	9/2019	Paragraph will be written to be review and approve.
#2	Discuss revision of the bylaws re: hiring process of HS and Assistant HS	Document an outline of the overall process	Martha Silva Stacy Burnett	9/2019	Martha will follow up with Stacy
#3	Governance Committee Report	Review and send parent survey	Martha Silva	9/2019	It was discuss to be sent last year parents and Fundraising questions only.
#4	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	On hold	Stacy B. will follow up with Cindy. On Hold.
#5	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.	On hold until #3 item.	On Hold
#6		Need to create database from old families directories.	Martha will clean the convert data and pass to Cindy & Laura.	8/29/18 – Martha emailed to Cindy for review	Lisa & Laura work on this. In Progress

Fundraising Report

August 28, 2019

Prepared by Melissa Sutton, Director of Events and Development

Campaign Updates

2019 AZ Tax Credit

Goal:	$50,000
Budget:	$1,300

2019 Fall Fundraiser

Goal:	$180,000
Budget:	$28,000

2019-20 Sustaining Fund

Total Collected To Date:	$92,006
Total Pledged To Date:	$154,245
Goal:	$170,000
Budget:	$1,800

Keystone Montessori
Head of School Report August 28, 2019

Faculty
Keystone hired 8 new staff members for the 2019-20 school year.

Heather Bonacorda – Admissions & Marketing Director
Saundra Strobridge – Administrative Assistant
Anny Aziz – Children's House Bilingual Assistant
Janelle Bredenkamp – Lower Elementary Assistant
Adalia Briones - Children's House Bilingual Assistant
Arleth Felix – Toddler Bilingual Assistant
Erika Huerta – Upper Elementary Assistant
DeNisha Mattox - Lower Elementary Assistant

Classroom Meetings
The first classroom meetings were held on August 6th and 7th and were very well attended. The main focus was on the introduction to the classroom routines, curriculum and staff.

Upper Elementary Camp Outs
All 3 Upper Elementary classes will be taking team building and educational camping excursions. The classrooms will spend 2 nights camping and hiking up north at Spillway Campground northeast of Payson during the first 2 weeks of September.

Adolescent Retreat
The Eagles classroom spent last Wednesday through Friday at the Grand Canyon. For many of the students it was their first time seeing our state's natural wonder. They learned about the geology of the canyon and enjoyed some hiking below the rim to see some ancient fossils, had a scavenger hunt to learn the history of the canyon & bonded as a community.

African Drum Session directed by Keith Johnson earlier this month.

Facilities
We completed the following over the summer and the first month of school: repaired a main water line break; replaced HVAC in Diamondbacks, AZ Eagles, and front lobby and repaired Agaves HVAC; cleaned the kitchen, lobby and administrative floors/carpet; completed semi-annual tree trimming and pest control; installed NEST thermostats in 2 more classrooms and the gym to reduce cooling costs. Ms. Ana has repainted the front lobby and displayed new student photos. Mr. Quintin is working diligently under Mr. Mark's guidance to stay on top of all necessary repairs.

Key Parent Meeting
Laura Hertzler, 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.

Professional Development
Whitney Stockhauser completed her Montessori Orientation to Adolescent Studies. Ms. Blanca graduated from SIMS training center with her AMI Primary Certification.

Theme for professional development at Keystone this year is "Tending the Light".