

# Minutes

## Camino Montessori Board of Directors

### Board Meeting

Tuesday Dec 17, 2013 @ 5:30 PM at Webster residence: 2118 E. La Donna Dr., Tempe, AZ 85283

#### **Board Members Present**

J. Webster, K. Webster, M. Mulligan, R. Brandon

#### I. Opening Items

##### **Call the Meeting to Order**

M. Mulligan called a meeting of the board of trustees of Camino Montessori Board of Directors to order on Tuesday Dec 17, 2013 @ 5:35 PM at Webster residence: 2118 E. La Donna Dr., Tempe, AZ 85283.

##### **Read & Review Mission Statement**

##### **Approve Minutes**

M. Mulligan made a motion to approve minutes from the Board Meeting on 11-19-13.

R. Brandon seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### II. Finance

##### **Review & signature approval current A/P vouchers; P/R vouchers**

##### **Financial Reports: November, 2013**

Wall look at P & L in more detail to give comments and suggestions at January meeting. Cash flow looks good comparatively & P & L comparable to last couple of months--will remain challenging through the year.

M. Mulligan made a motion to accept the November financials as presented by ADI.

R. Brandon seconded the motion.

The board **VOTED** unanimously to approve the motion.

##### **Personnel Update**

#### III. Governance

##### **Employee Policies & Handbook-status**

Discussion regarding attorney's suggestion to shorten the discipline & grievance section, as well as shorten other sections. Marianne to meet with Judy to complete highlighted sections requiring final revision.

M. Mulligan made a motion to approve the handbook pending final revisions per attorney & additional information for highlighted sections.

K. Webster seconded the motion.

The board **VOTED** unanimously to approve the motion. Targeted to finalize and hand out to staff beginning of January.

##### **Annual review of Bylaws**

Item tabled for January meeting.

##### **Board Expansion**

Candidates presented and agreed to pursue 5 of the 6 possibilities actively. Will review resumes and make final decisions in January and February meetings.

**Consent Agenda Item-resource & procedure**

Marianne to draft policy and present for approval at January meeting.

IV. Facility

**Possible expansion site**

Tabled discussion for January meeting.

V. Closing Items

**Call to Public**

No public in attendance.

**Confirm next board mtg-January 21st**

Meeting time changed to 6p to accommodate inviting potential new members to join.

**Adjourn Meeting**

J. Webster made a motion to adjourn the meeting.

M. Mulligan seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 06:42 pm.

Respectfully Submitted,

J. Webster