

Minutes

Camino Montessori Board of Directors

Board Meeting

Tuesday Nov 19, 2013 @ 5:30 PM at Camino Montessori--44301 W. Maricopa/Casa Grande Hwy.,
Maricopa AZ 85138

Board Members Present

J. Webster, K. Webster, M. Mulligan

Board Members Absent

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 Nov 19, 2013 @ 5:49 PM at Camino Montessori--44301 W. Maricopa/Casa Grande Hwy., Maricopa AZ 85138.

Read & Review Mission Statement

Judy read Camino's mission.

Approve Minutes

M. Mulligan made a motion to approve minutes from the Board Meeting on 10-15-13.

K. Webster seconded the motion.

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

II. Finance

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

Accounts Payable Vouchers 10-16-2013 through 11-7-2013 reviewed/approved Payroll Vouchers 10-18-2013 & 11-5-2013 reviewed/approved.

Financial Reports: October, 2013

Kevin reviewed details from meeting with ADI held 11/12. At meeting the budget was reviewed and revised to indicate more closely actual monthly costs versus hypothetical.

M. Mulligan made a motion to accept the October Financials as presented by ADI.

K. Webster seconded the motion.

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

Current Enrollment Figures

At cap and building a Wait List Current enrollment at 41 actual students and 31 state equalization Kinder = 18 actual/9 state equalization 1st-2nd grade = 22 state equalization 3rd grade = 1 private pay.

Personnel Update

Currently 7 staff: ExD; Admin. Asst.; 2.5 teacher assts.; 2 Lead teachers 1 open teacher asst. position to fill.

AZ CSP Grant Updates

Finance & instruction monitoring visits went well. Need to revise finance policies; create admin. asst. job description; get student assessments completed. Should receive last draw soon. Will need to submit

several amendments due to over expenditures. Need to prepare budget for next grant cycle (beginning April 1st).

Classroom Site Fund (Prop 301 monies)

Criteria information uploaded to Board Documents/Finance.

ECA Tax Credit Update

Tax credit information and donation forms distributed to members.

Finance Policies--Revisions

Per AZ CSP finance monitoring visit, the following revisions will be made to policies: Petty Cash--federal monies may not be used for petty cash expenditures Loans--federal monies may not be used for collateral Inventory--add "disposition" procedures Accounts Receive--typo "sign" change to "endorse" Board agreed to revisions.

III. Governance

Employee Policies & Handbook-status

Handbook currently being reviewed/revised by attorney. Should have draft ready for board review & approval prior to December board meeting.

Annual review of Bylaws

Continued discussion--Judy to seek attorney's input regarding options for organizational structure/LLC, etc; Term limits; Termination of members. Also, can founding members be exempt from proposed term limits, i.e., members in perpetuity?

Board Calendar

Kevin recommended that calendar development becomes part of strategic planning process. All agreed.

Board Expansion

Would like to recruit 4-6 new board members to start in January-February of 2014. Six possible candidates for board membership were proposed in addition to recruiting one parent member. Will contact each and present findings at December meeting.

Adding Consent Agenda rule of order item

M. Mulligan made a motion to add Consent Agenda item per Robert's Rules guidelines effective at January 2014 meeting.

K. Webster seconded the motion.

The board **VOTED** unanimously to approve the motion. Judy will upload applicable rules to Board Documents.

IV. Facility

Lease Agreement

Per October meeting, copy of lease agreement is now in Board Documents.

Outdoor Environment update

No changes in status. Judy pursuing various options & will report at next meeting.

V. Development

Charter Expansion

Discussion about possible expansion of Kinder to include 4 year olds; presented general finance scenarios related to securing second site to expand elementary. Trinity property viable--Judy to meet with owner next week. Agreed to continue with plan to expand through 4th grade & discuss further at next meeting.

Camino Activity Fee-status

All affected parents have been reimbursed. Judy & Kevin provided personal loan to school to cover

expenses.

VI. CEO Support And Eval

CEO Evaluation Tool & Process

Marianne researched high bar's resources. Likes calendar and process. High Bar's eval tool is available and Kevin and Marianne will meet to familiarize. Will discuss further at next meeting.

CEO Goals

Goals should be part of Director's evaluation tool and process. More discussion as the evaluation tool is developed.

VII. Other Business

School Attorney-update

Camino has engaged Barbara McCloud Law Firm as primary attorney. Will handle every day business needs. Will keep retainer with Snell & Wilmer also.

VIII. Meeting Amendments

Amend 04-17-2013 Minutes

M. Mulligan made a motion to amend the 4/17/13 board minutes to include the formal review and adoption of Director of School job description.

K. Webster seconded the motion.

The board **VOTED** unanimously to approve the motion. Amendment will be attached to 4/17/13 minutes.

Amend 02-19-2012 Minutes

K. Webster made a motion to amend the 2/19/12 board minutes to reflect that the board agreed to leave the final decision to contract with ADI Business Services to the director.

M. Mulligan seconded the motion.

The board **VOTED** unanimously to approve the motion. Amendment will be attached to 2/19/12 minutes.

IX. Closing Items

Call to Public

No public in attendance.

Confirm next board mtg

Agreed to hold a short meeting December 17, 2013 (5:30p-6:30p) for following agenda items: Handbook approval Bylaws & membership Expansion discussion Approve November financials.

Adjourn Meeting

K. Webster made a motion to Adjourn at 7:39 p.m.

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 07:39 pm.

Respectfully Submitted,

J. Webster