

Minutes

Camino Montessori Board of Directors

Board Meeting

Tuesday Jul 9, 2013 @ 6:30 PM at Legacy Montessori Preschool--45290 West Garvey Avenue,
Maricopa, AZ 85139

Board Members Present

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

Guests Present

Andy Jamieson, M. Hoover

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 Jul 9, 2013 @ 6:40 PM at Legacy Montessori Preschool--45290 West Garvey Avenue, Maricopa, AZ 85139.

Read & Review Mission Statement

J. Webster read the mission statement.

Approve Minutes

J. Webster made a correction to the minutes - Section II Finance: Corrected heading "FY 2014 Budget Proposal" Corrected motion by K. Webster "K. Webster made a motion to approve the proposed budget as presented by C. Douglas of ADI."

K. Webster made a motion to approve minutes from the Board Meeting on 06-25-13.

R. Brandon seconded the motion.

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

II. Finance

Review and sign A/P vouchers; P/R vouchers

No vouchers for signatures this meeting.

FY2013-2014 Budget Adoption

The only change to the proposed budget and budget for adoption is correction of Maricopa county to Pinal county.

K. Webster made a motion to adopt the proposed FY2014 budget.

C. Hoover seconded the motion.

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

Insurance and Liability

J. Webster thought she'd have a proposal to present for D&O and liability insurance from Camino's insurance broker, Craig Machon, PIM Insurance. Item tabled to next meeting.

III. Governance

The High Bar Board Software & Tools

NOTE: Agenda item moved to beginning of meeting to accommodate on-line orientation to The High Bar

presented by Andy Jamieson. J. Webster to contact AZ Charter Assoc. and/or AZ Charter Board for guidelines for keeping minutes and what we can abbreviate.

Open Meeting Policy & Procedure

Currently we need a statement of what is needed for the open meeting law which includes Camino's process for posting notices, agendas, and minutes. Every time we post our agenda prior to the meeting, the verbiage needs to be added. We will comply with the 3 day time line to post the minutes from board meetings. Will need a policy in the future.

K. Webster made a motion to table open meeting policy and procedure to next board meeting.

M. Mulligan seconded the motion.

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

Policy and procedure drafts

Policy drafts are on the high bar site - request all board members review and make comments prior to next meeting. Be prepared to vote at the next meeting.

K. Webster made a motion to table the vote regarding policy and procedure drafts to next board meeting.

M. Mulligan seconded the motion.

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

Employee and Parent handbook update

J. Webster has a working template for the parent/student handbook. A CEO goal is to have the parent handbook completed prior to the first day of school (August 5th). It was clarified that the Parent Handbook does not need to go through board approval. The Employee Handbook will be reviewed by the board for approval since governance related.

IV. Facility

Site Improvements, Inspections, C of O

Hoping to get temporary Certificate of Occupancy by Thur 7/11/13. Then should get permanent Certificate by next week and then we can request a fire inspection. All documents need to be submitted to AZ Charter Board by 5PM 7/20/13, or Equalization Payment for August is withheld until September. Outdoor environment doesn't need to be completed prior to receiving the certificate of occupancy for classroom & office.

ADHS licensing update

Physical Plant Evaluation section of licensing application may not proceed until Cert. of Occupancy received.

V. Development

Sept. 1st cut off date exceptions

C. Hoover made a motion to authorize J. Webster, School Director, to make decisions regarding enrollment exceptions per ARS regarding exceptions to Sept 1st cut off date.

R. Brandon seconded the motion.

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

VI. CEO Support And Eval

Required evaluation process for teachers--CEO goal?

Table to next meeting.

VII. Other Business

PTO for first year--discuss & vote

Discussion regarding paid time off (PTO) benefit--recommendation 3 days off for the first year. J. Webster to assess whether PTO benefit can be supported by current fiscal budget.

M. Mulligan made a motion to table discussion of PTO to next meeting.

C. Hoover seconded the motion.

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

VIII. Closing Items

Call to Public

J. Webster made call to public for comments and/or questions. None received.

Confirm next board meeting date

Confirmed Aug 20, 2013 6:30 PM at Camino.

Adjourn Meeting

K. Webster made a motion to adjourn the meeting at 8:10PM.

C. Hoover seconded the motion.

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