

# Minutes

## Camino Montessori Board of Directors

### Board Meeting

Tuesday Sep 17, 2013 @ 6:30 PM at Camino Montessori-44301 W. Maricopa/Casa Grande Hwy.,  
Maricopa, AZ 85138

#### **Board Members Present**

C. Hoover, 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 Sep 17, 2013 @ 6:42 PM at Camino Montessori-44301 W. Maricopa/Casa Grande Hwy., Maricopa, AZ 85138.

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

##### **Approve Minutes**

K. Webster made a motion to approve minutes from the Board Meeting on 07-09-13.

M. Mulligan seconded the motion.

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

#### II. Finance

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

##### **Liability and D & O Insurance Update**

General Liability and D & O insurance obtained through Philadelphia. Judy will upload the certificate of coverage to the board docs.

##### **Budget update**

Marianne reviewed the balance sheet through 8/31/13 and monthly profit and loss statements, July 13 - Aug 13 and one from the year Aug 2012- 2013.

K. Webster made a motion to accept the financial info presented by ADI.

C. Hoover seconded the motion.

The board **VOTED** unanimously to approve the motion. Judy abstained from voting.

##### **Personnel changes**

##### **AZ CSP Grant update**

Finance committee consisting of Marianne and Kevin has been developed & first priority will be to continue development of Camino's financial policies & procedures.

##### **Prop 301 site fund**

Judy will upload documents pertaining to Classroom Site Fund & guidelines so the Board can review by next meeting for possible vote on how to allocate the funds appropriately.

K. Webster made a motion to table discussion about Prop 301 pending further research & information.

R. Brandon seconded the motion.

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

### III. Governance

#### **Parent handbook update**

##### **Employee Policies & Handbook**

Judy will pursue an HR person for assistance with HR issues. The Board has established a task force consisting of Marianne and Rebecca to draft the Employee Handbook. Framework of handbook will be done by 01/06/14. Judy will send materials to committee members and contact the attorney by 9/27/13 to determine if they have existing template or guidelines we can use.

##### **Revised FAPE Policy**

FAPE policy was revised to comply with additional Medicaid requirements and the Board unanimously passed this updated policy via email.

C. Hoover made a motion to accept the FAPE policy as revised.

R. Brandon seconded the motion.

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

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

Review between now and next meeting and come with any recommendations regarding changes/revisions. Judy shared that advice has been given to consider establishing LLC for tuition based programs. To discuss a future meeting.

##### **Policy and procedure drafts**

R. Brandon made a motion to table approval of policies in order to allow the Personnel Task Force the opportunity to review as related to employee handbook then make recommendations for revision and/or approval.

J. Webster seconded the motion.

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

##### **Open Meeting Policy**

J. Webster made a motion to table voting on open meeting policy to next meeting.

K. Webster seconded the motion.

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

### IV. Facility

#### **Certificate of Occupancy 7/31/2013**

##### **ADHS licensing update**

Camino's application is complete & Judy has attended the required class. The initial inspection visit is scheduled for Monday 9/23/13.

##### **Outdoor Environment update**

Due to limited time, Judy will give an update to ODE development at the next board mtg.

### V. Development

##### **Charter Expansion**

Discussion tabled to next meeting.

##### **ECA Tax Credit**

Assigned to Finance Committee to learn more about how to implement & regulatory guidance.

### VI. CEO Support And Eval

##### **CEO Evaluation Tool & Process**

Table discussion.

## **Teacher Evaluation tool & process**

Table discussion.

## **VII. Other Business**

### **PTO for first year--discuss & vote**

K. Webster made a motion to not provide PTO (Paid Time Off) this year.

M. Mulligan seconded the motion.

The board **VOTED** unanimously to approve the motion. Upon review of current budget and staffing changes, it was determined that we can't afford this.

### **Classroom Site Fund (CSF)-Prop 301**

This agenda item is a clerical error made by Judy with apologies to the Board. The item was covered in Section 2.F of these minutes.

### **High Bar--Agenda process**

we will open the agenda after the meeting is held. It will be in Draft form so we can all add to the agenda as needed.

## **VIII. Closing Items**

### **Call to Public**

No public in attendance.

### **Adjourn Meeting**

R. Brandon made a motion to adjourn.

C. Hoover seconded the motion.

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

**Confirm next board mtg 10/15/13 at 6:30 p.m.**