

Minutes

Camino Montessori Board of Directors

Board Meeting

Tuesday Oct 15, 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, R. Brandon

I. Opening Items

Call the Meeting to Order

J. Webster called a meeting of the board of trustees of Camino Montessori Board of Directors to order on Tuesday Oct 15, 2013 @ 5:40 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 09-17-13.

M. Mulligan seconded the motion.

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

II. Finance

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

A/P & Payroll Vouchers were reviewed and signed.

Financial Reports: Balance Sheet; P & L statements

K. Webster made a motion to approve the financial reports as submitted by ADI.

R. Brandon seconded the motion.

The board **VOTED** unanimously to approve the motion. Decision made to schedule a meeting with ADI to get more info about budget codes/categories. Judy to schedule meeting for 1st week of Nov. Significant improvement noted since previous month.

Liability and D & O Insurance

Insurance information has been uploaded to Board Documents for board review & reference.

Personnel Update

Currently, all positions are filled.

AZ CSP Grant Update

Classroom Site Fund (Prop 301 monies)

Judy reviewed prop 301 fund-40% Teacher Performance allocation. Recommended that this year allocations be based on percentage of completion of student progress reports and parent/teacher conference attendance for both fall & spring reporting/conference cycles with 25% of eligible amount paid in Dec. & remaining 75% paid in June. Judy to provide final draft of allocation guidelines as approved by the board.

M. Mulligan made a motion to accept Prop 301 25%/75% allocation & criteria as recommended.

R. Brandon seconded the motion.

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

ECA Tax Credit

K. Webster made a motion to table this agenda item to allow for time for further clarification from attorney regarding setting fees, etc.

M. Mulligan seconded the motion.

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

Finance Policies

J. Webster made a motion to approve current draft of Camino Fiscal Policies and Procedures Handbook with further revisions as necessary.

R. Brandon seconded the motion.

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

III. Governance

Board Resignations & Recruitment

The board has respectfully accepted the resignation of Board Member Carol Hoover effective 10/1/2013. Recommendation was made that each board member provide 2-3 candidates as potential new board members for consideration at next meeting.

Employee Policies & Handbook

Huge thank you to Marianne & Rebecca for their work in drafting initial handbook! Handbook has been submitted to the attorney for review & revision. Board to review for approval/adoption when complete.

Annual review of Bylaws

Will keep on agenda for next month. Board should specifically review Section III of Camino's bylaws, titled Purposes and Character of Affairs, of the bylaws. Also, need further review & discussion of officer terms, etc. Suggested reviewing High Bar's resource "Overview of Charter School Bylaws" to aid in next month's discussion.

Board Calendar Development

K. Webster made a motion to table this item for next meeting.

M. Mulligan seconded the motion.

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

IV. Facility

ADHS licensing update

Camino successfully passed its initial ADHS review & received its license as "part time child care provider" effective 9/23/2013.

Outdoor Environment update

No progress has been made on the Outdoor Environment. J Webster is pursuing other options.

V. Development

Charter Expansion

J Webster has started researching. Will pursue adding 3rd & 4th grade for next school year. The Board will vote next month. Discussion to be held regarding Camino expansion at November mtg. & board will vote on whether to proceed as planned, or not. As of today, current enrollment is at 39 actual students and at 28.5 for state equalization funding.

Camino Activity Fee

This item discussed as part of ECA tax credit. Judy explained this was a non-compliance item found during the AZ Charter Board's first compliance visit in Sept, 2013. Non compliance items have been remediated. A copy of the report will be uploaded to the Board Docs.

VI. CEO Support And Eval

CEO Evaluation Tool & Process

Item tabled.

Teacher Evaluation tool & process

Item tabled - J Webster will complete one observation for each teacher prior to the end of the 1st semester.

VII. Closing Items

Call to Public

No public in attendance.

Adjourn Meeting

K. Webster made a motion to adjourn the meeting at 7:50PM.

R. Brandon seconded the motion.

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

Next board mtg. scheduled for 11/19/2013 at 5:30p