

Montessori de Santa Cruz Charter School
Board Agenda
Location: 2221 E. Frontage Road, Bldg J, Tubac, AZ 85646
Date: July 11, 2014
Time: 9:00 am

Minutes

In attendance: Todd Harrison, Laurinda Oswald, Celeste Wisdom and Rori Wailes

- 1) Administration roles, job descriptions – *Rori spoke about the roles being divided into three positions and that they would amend the positions accordingly as they move forward. Ads had gone out for the Administrative Assistant and one prospect had applied*
- 2) Business Manager Position – *Rori Wailes spoke about the position to remain as a consultant. Rori said she is at the school on a daily basis and would eventually only be at the school as needed. Rori said she was creating the operations manual for the school for each position and task that it takes to operate the school in an efficient and be legally sound way. Celeste said the board had wanted to have a review of the financials on a quarterly basis. Rori said she was looking to find the best auditor sources for the future once we get through our audit at the end of the month. Rori stated that the auditor gives a full audit of the books, bank reconciliations and reports to the State. It's a very thorough process and report.*
- 3) Palmer Grant – *Celeste was going to track down Ms. Palmer and set up a meeting with the board*
- 4) Staff / Faculty / Board Retreat – *Todd was creating the agenda for the retreat and the Kenyon Ranch had been secured by Rori. Dr. Hope Farr was traveling to the retreat for a communication workshop*
- 5) Special Education Consultant – *Rori reported she was able to find a team that was very professional and worked together at many different schools and would be able to pool their resources to better serve our school along with an attempt to cut down on fees.*
- 6) Speech Therapist Consultant – *Two applicants had been interviewed and one was part of the SPED team mentioned above and the other independent. The Team member charged travel time and the independent did not. Rori was going to send the board more information to determine whom to choose*
- 7) Facility review – *Rori stated she had carpet being installed the next day, painting had been completed and the school thoroughly cleaned. It was an effort of many and a lot of work. Also repairs were needed on doors windows, HVAC, electrical and other items. Rori was on top of it and getting it completed prior to the start of school. The board thanked her for her work*
- 8) Start of School preparation – *Rori stated that Susan had been creating a schedule for the teachers return and was going to work on the responsive classroom and other in-service items*
- 9) Adjourn – *Todd made a motion to adjourn, it was seconded by Laurinda, motion carried at 2:15pm*

Minutes submitted by Todd Harrison