

## Montessori de Santa Cruz Charter School Board Minutes

Location: 18 Calle Baca, Tubac, AZ 85646

Date: July 25, 2014

Time: 12:00 pm

In attendance: Celeste Wisdom, Todd Harrison, Susan Weckwerth and Rori Wailes

No Call to the public

- 1) Curriculum Status - *The teachers were given a deadline to have curriculum completed by grade level for math / language / social studies /science by 7/28/14  
They were going to implement Word Study and new math study methods  
Assessment schedules given to the teachers by Susan  
They are set to monitor the GATS and JRT's  
Susan asked for the scope and sequence to be in alignment*
- 2) Classroom Aid – *One aide had been interviewed and Rachel was added to the list and Rori will ask her for her resume*
- 3) Administrative Assistant – *Rori said four prospects had applied and she is waiting for their paperwork which has been over a few weeks. Mary Ann was interviewed and a new applicant will be interview the following week.*
- 4) Business Manager consultant contract – *Tabled for next agenda*
- 5) Palmer Grant – *Celeste had sent an email and is waiting to hear back*
- 6) Janitorial services – *The current janitorial employees A&G had preformed a deep clean on the restrooms in which we inspected prior to the board meeting and they smelled and were not fully up to clean standards. The exterior was also cleaned and inspected. It was decided after the inspections to have another worker clean up the areas again to see the difference. Celeste and Leah were to meet with A&G to tell them that their cleaning standards have not been up to ours and that they would have two weeks on a trial basis to raise their level to ours. Rori will monitor their cleaning.*
- 7) School aftercare debts – *Aftercare debts need to be collected. Rori will email the board the aftercare A/R and a sample collection letter for review. This will be added to the next agenda as well to determine how to handle the collections*
- 8) Facility repairs – *Rori was thanked for her work on the facility. The work is continuing*
- 9) Special Education Consultant- *Rori said the team was in place other than the speech therapist*
- 10) Speech Therapist Consultant - *Rori will email the board the pros and cons for the two applicants*
- 11) Financial Audit –*Rori had given the financial information to Frank for review and Mara was to audit on Monday. Mara's bill is \$8,000.00*
- 12) Latest P&L's – *A set of P&L's were given to the board*
- 13) SPED Audit – *Rori said the 6 year review SPED audit is scheduled for December 2&3*
- 14) School lease –*Todd reported the Landlord was forgiven the month of august as an abatement*
- 15) John White – Contract – *a motion was made by Todd to approve John White's contract, Celeste seconded it, motion carried ( Note: Julie gave a proxy to Celeste and Laurinda gave her proxy to Todd for voting)*
- 16) Gabrielle Pour Toujours – Contract - *a motion was made by Todd to approve Gabrielle Pour Toujours contract, Celeste seconded it, motion carried ( Note: Julie gave a proxy to Celeste and Laurinda gave her proxy to Todd for voting)*
- 17) Susan Weckwerth - Authorized signor for petty cash account – *Todd made a motion to approve Susan Weckwerth as a signor on the petty cash account, it was seconded by Celeste, motion carried*
- 18) Start of School preparation status –*The preparation was in full swing, some of the faculty was not completing their contractual hours and each faculty member would be spoken to individually*
- 19) Adjourn – *Todd made a motion to adjourn, Celeste seconded, motion carried at 2:45pm*