

Montessori de Santa Cruz Charter School Board Meeting  
August 5<sup>th</sup>, 2014 @ 3:30 p.m., 18 Calle Baca, Tubac, AZ

Board Members Present: Todd Harrison, Celeste Wisdom, and Julie Grounds

Board Member Absent: Laurinda Oswald

Others in attendance: Susan Weckwerth, Leah Karam, Rori Wailes, and Lee Stevenson

**Call to the Public** – No one signed in on the Call to the Public

**MdSC Positive Statement**

Rori is in awe of how beautiful the classrooms are and how everything has come together. Todd said he noticed the positive energy, and that parents commented on the uplifting energy as well.

**Prospective Board Member**

Lee Stevenson introduced himself to the Board. He has looked at other school systems, and has decided to volunteer his time and talent at MdSC. Discussion centered on his qualifications, his desire to help, and the process of becoming a Board member.

**Approval of minutes for Board Meetings on 6/13/14, 6/21/14, 6/27/14, 6/30/14, 7/3/14, 7/11/14, 7/18/14, 7/25/14**

Todd motioned to approve the minutes from 6/13/14, 6/27/14, 6/30/14, 7/3/14, 7/11/14, 7/25/14 and to table approval of the minutes from 6/21/14 and 7/18/14. Celeste seconded the motion. Motion carried.

**Speech Therapist Consultant – Hiring**

Todd motioned to approve hiring Kristen Conyer as the new Speech Therapist. Celeste seconded the motion. After discussion, the motion carried.

**Approval of Teacher contract Amendment – Approval**

Todd motioned to amend the teacher contract dates to read 7/21/2014 to 7/20/2015. Celeste seconded the motion. After discussion, the motion carried.

**Administrative Coordinator and Academic Coordinator's Report**

Susan had emailed the Board a copy of her report (see handout) prior to today's meeting. She provided the Board with the two exit interviews with names redacted that were mentioned in the report. The only change to the report is that a second grader will enroll August 6, thus increasing enrollment.

**Administrative Coordinator Assistant**

The Board discussed current Administrative Assistant candidates. Todd will meet with one of the candidates this week. Celeste will post the advertisements on social media again. Susan will add the employment opportunities posting to the front porch bulletin boards and to this week's news letter.

**Classroom Aide**

Rori will set up an interview with Lee this week.

**Responsive Classroom training / Communication / Curriculum / MRX / Classroom set up – Report**

The Responsive Classroom training was covered in the Administrative and Academic Coordinator's report. Rori is going to give the faculty a comment form when she meets with teachers tomorrow.

**Curriculum Coordinator report**

Leah reported that the MRX information Adam sent to the teachers didn't download the way it should have. She recommended that MRX for math and language be implemented over the month of August to give teachers the needed time to get together and input the data correctly. Leah has scheduled a meeting on Monday for Adam to meet with a few teachers to help work out some issues in MRX. Leah informed the Board that math and language are aligned to the Common Core. Todd asked if the current MdSC cultural, science and social studies curriculum is on track. Leah reported that Upper Elementary and Preprimary are finished and that Lower Elementary just needs to finish the word processing of the work already compiled.

**Business Manager Report**

Rori did not provide the Board with a hard copy of the profit and loss report. Rori wanted to speak about collections (see next agenda item).

**Aftercare Collection Process**

Rori mentioned a sample letter dealing with accounts receivable for aftercare that she had emailed to the Board. She stated that \$20,000 is currently in accounts receivable. Julie asked Rori how much of the \$20,000 was in past due amounts and Rori did not have that answer at that moment. Rori stated that she would like movement from the Board on how to collect past due amounts. After discussion, it was decided that Rori would inform the Board when an account is 60 days delinquent so the Board can take action.

**New Auditor Search**

The Board discussed the rules centering on who can audit and what can be charged. Rori reported that the audit is going well this year and is being completed quickly. Rori will solicit proposals from new companies as long as it's within the rules and guidelines of AZ Charter Department of Education and report back to the Board.

### **MdSC Computer configurations / Access / Data Collection**

Rori reported that Elaine cleaned up the computers, set up printers, set up an administration shared folder and a teacher shared folder. Elaine also separated administrative rights on computers so that students couldn't accidentally download malicious software. She also insured all computers used the same software so that one would be able to communicate better.

### **Review / interpretation of the "B" letter grade**

The "B" letter grade shows that MdSC continues to improve in reading and language arts and that math remains an area of opportunity. Leah reminded everyone that Charter Schools are held to a higher standard than regular public schools. Discussion of how to earn an "A" letter grade centered on improving math proficiency.

### **MdSC Lunches**

Leah mentioned that no one has a break during the day. She stated that in the past, faculty could leave early or come in late to help balance not having a break. It was mentioned that teachers could take turns monitoring student lunches or an Aide could help cover lunch time in order to offer a regular break time. Rori will check the legal side of this situation and will ask teachers for comments during tomorrow's meetings.

### **Tubac Villager article**

Todd motioned to table the Tubac Villager article. Celeste seconded. Motion carried.

### **Business Manager Consultant - contract**

Todd motioned to table the Business Manager Consultant contract. Celeste seconded. Motion carried.

### **Janitorial services – status**

Celeste and Leah have met with the school custodians to discuss the sanitation standards set this year. Leah has reported that it has been much cleaner since the discussion. Celeste has asked the teachers to notice the cleanliness of each environment and restroom. Celeste reminded the Board that the two week trial period began yesterday.

### **Palmer meeting and grant application – status**

Rori would like to follow up on the Palmer meeting and grant application to include scholarships. Julie informed the Board of her parents' desire to help fund MdSC scholarships. Rori will give Julie information about the scholarship needs to share with her parents. Discussion then centered on a math and science related grant. Susan mentioned implanting Science, Technology, Engineering and Math (STEM) after school programs with grant money. Leah mentioned that the teachers would like to incorporate more art or project centered math and science in the future if we could receive the fund to support the needed supplies or guest speakers.

### **Rotary Club presentation**

Todd and Rori reported that there has been no feedback to date.

### **John White – Contract status**

Todd reported that John White's contract should be worked out by the end of the week.

### **Gabrielle Pour Toujours – Contract status**

Todd reported that Gabrielle Pour Toujours' contract will be finalized tomorrow.

### **Faculty Reviews**

Todd asked if the faculty reviews needed revision and what the timeline will be for implementation. Susan stated that the current evaluations could use some slight revision to account for the positive teacher language and classroom discipline being implemented. In coordination with Leah, Susan will set up a schedule and timeline of the informal and formal observations. Susan also mentioned the benefits of having the two different perspectives from her and Leah during the observations.

### **Faculty / Staff / Board – Communication agreements**

The Board has noticed that the communication agreements set at the retreat are not being upheld. Rori will speak with faculty tomorrow. Todd suggested asking the teachers how best to communicate with everyone.

### **Appreciation / Solutions language**

Todd mentioned that everyone is working so hard and that he feels it is important to acknowledge and appreciate each person's efforts.

### **After School Programs**

Todd motioned to table the After School Programs discussion. Julie seconded. Motion carried.

### **Schedule Board strategic planning meeting**

Todd motioned to table scheduling the Board strategic planning meeting. Celeste seconded. Motion carried.

**Adjourn** - Todd motioned to adjourn the meeting at 6:00 p.m. Julie seconded the motion. Motion carried.

Minutes submitted by Susan Weckwerth.