

Montessori de Santa Cruz Charter School Board Meeting Minutes
September 2, 2014 at 3:30 p.m.
18 Calle Baca, Tubac, AZ

Board Members: Todd Harrison, Laurinda Oswald, Celeste Wisdom, and Julie Grounds

Others in Attendance: Susan Weckwerth, Leah Karam, Rori Wailes, Mary Gilbert, and Lee Stevenson

Call to the Public

Celeste signed in on the Call to the Public to request a specific fundraising purchase goal from MdSC for the Monsoon Music Fest. Mary will check with John and report back to Celeste. Celeste also informed the Board that the faculty and staff have not reported any recent facility cleaning issues.

MdSC Positive Statement

The MdSC Positive Statement was skipped.

Approval of minutes for 7.18.2014, 8.5.2014, 8.12.2014, and 8.22.2014

Todd motioned to approve the minutes for 7.18.2014, 8.5.2014, 8.12.2014, and 8.22.2014. Celeste seconded the motion. After discussion, motion carried.

Administrative and Academic Coordinator's Report

See the attached Administrative and Academic Coordinator's Report from Susan. Laurinda asked if the eScrip needed to be renewed each year and if there was a more convenient way to renew everyone's eScrip. Susan will check with Heather Faley, MdSC eScrip Coordinator, and report back. Celeste mentioned that MdSC can have a table between Dos! and the Tubac Deli as long as what we sold did not compete with what the Tubac Deli sells. Susan will inform Christina Romero, Parent Volunteer Coordinator, so that she can plan accordingly. Celeste also mentioned Anza Days on October 18 and the possibility of Sarah and a group of students participating in the reenactment. If Darren is not able to volunteer within the next few weeks, it was decided to hire someone to take care of the electrical and plumbing needs. Susan thanked the Board for the opportunity to attend the upcoming Tyler Tech/Schoolmaster Conference training on September 29 and 30.

Curriculum Coordinator's Report

Leah reported that Lower Elementary is partially finished with the social studies and science curriculum and should complete the work tonight. Cori and Mary are dedicating the next five Fridays to get MRX up to date and streamlined starting with the state standards and making it more consistent through each grade level without all the overlap that currently exists. Rosa will help cover as needed. Leah will assist as needed.

Administrative Assistant Status

Rori reported that interviews are in process and there have been seven candidates interested, but not all have returned the required documents. Julie mentioned that she has heard that requiring four letters of reference is excessive. After discussion, it was decided to lower the requirement to two letters of reference.

After School Programs

After School Programs was covered in Administrative and Academic Coordinator's Report. Rori is working at After School Programs budgets.

Business Manager Consultant's Report

Rori provided the Board with a P & L report from July 1 through September 2, 2014. Julie asked questions concerning the line item Repair and Maintenance Building \$9,385.59 which Rori explained for the painting, carpet, door repair, yearly gas line pressure check/inspection, and vent cleaning and installation. Julie said that her painter, Michael, could have done the painting saving the school money as she had offered this summer. Todd mentioned that there was only a ten day period in which to paint before carpeting was installed. Julie also asked questions about the line items Computer \$1,320.00 which Rori said was for Tubac Technologies putting in the network for Admin and for teachers, and for connecting the teacher computers to the copier. Julie inquired about the

Accounting Service \$7,687.58 line item which Rori explained was \$350 for Frank and the rest is for Rori/Tubac Productions. Rori has terminated Frank's monthly contract and he is now on a \$75 per hour as need basis. Rori said he will be working on the Department of Education Budget. Celeste asked about the Director \$656.88 line item and Rori said that it was Phyllis' last payment. Celeste also asked for an explanation of the Fundraising line item of \$7,236 which Rori stated came from a \$7,200 fundraiser from Laurinda and \$36 in t-shirt sales. Laurinda asked if 65 students will be enough to carry us for the year. Rori replied that the state funds will not keep the school open, and that fundraising and grants are needed to supplement. Rori asked for Board approval to write off past due accounts of families no longer at MdSC. Todd said to write off the Alcaraz balance and the Valdiviezo balance. Lee suggested using collections through the District Attorney (DA). Rori will look into the DA collection fees and process. In the meantime, Rori will send a certified letter stating what MdSC's next steps in the collection process will be. Rori is working on language centered on FERPA rights for a scholarship request letter. Julie suggested using generic language in the positive and perhaps attach a schedule of fees such as the cost of one student for the year or a partial cost for the year as different options for the donors. Rori is meeting with Karl very soon to make the marketing video. Rori reported that Department of Economic Security (DES) receipts are required in the preschool, DES billing is cumbersome, and DES will play a little less than half of the daily fee for a child to attend preschool at MdSC. Rori reported that the audit was completed last Friday.

Rotary Club Presentation

Rori is working on a fundraising/marketing package to take to the presentation. Todd will speak about the school for about five minutes and Lower Elementary students will perform two songs.

Business Manager Consultant's Contract

Todd had an amended Business Manager Consultant's contract. Celeste stated she hadn't seen the changed contract from July and that the job description was to be attached. Julie questioned the change in pay as it had not been voted on or approved. After discussion, Todd proposed that Rori email the addendum to the Board. Todd stated that he will email the Board all the documents he has concerning the Business Manager Consultant's contract. Rori reported that she is finished with "old work" and will be moving to current work and going forward. She said after about thirty to sixty days, her next proposal will be a maintenance contract.

Palmer Meeting and Grant Application

STEAM Grant – Mary presented and explained a rough draft of the Science, Technology, Engineering, Art and Math (STEAM) Grant (see handout) to the Board for review. Todd suggested adding more in-kind monies from MdSC to show our support of the grant. It was decided that Mary would introduce the grant proposal to the faculty at the September 3 Faculty Meeting and that everyone would review the draft and provide feedback to Mary and Rori within one week.

REAP Grant – Rori reported that Mary will help review AIMS data, each classroom, and subject area to see if MdSC's improvement plan is just math related or more. The REAP monies could be used for professional development materials and training.

Rori informed the Board that a U of A student is working on a school grant analysis for MdSC and will provide us with a grant package when complete.

Vote to expand July 25, 2014 Board approval of Susan Weckwerth as authorized signor for petty cash account to include debit card on same petty cash account

Todd motioned to expand the July 25, 2014 Board approval of Susan Weckwerth as authorized signor for petty cash account to include a debit card on same petty cash account. Laurinda seconded the motion. Motion carried.

Executive Session – SPED Compliance

At 5:44 p.m. the Board minus Susan, Leah, Lee, and Rori moved to Executive Session.

Adjourn-Todd motioned to adjourn at 6:25 p.m. Celeste seconded the motion. Motion carried.