

Montessori de Santa Cruz Charter
School Board Meeting Minutes
November 4, 2014 at 3:30 p.m.
18 Calle Baca, Tubac, AZ

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

Others: Susan Weckwerth, Leah Karam, Kim Langhorst, and Rori Wailes

Action Items:

Call to the Public

Lee Stevenson signed into call to the public and stated internet connection has worked intermittently in the Upper Elementary room for two weeks. He was concerned about the requirement of teachers to communicate by email and students not having the resource. He requested that we have the internet connection fixed properly. Celeste Wisdom signed into the call to the public to inform Board Members she had spoken with Cori about Luminaria Nights. She further explained what MdSC had done on past Luminaria Nights and if there are any questions let her know.

MdSC Positive Statement

Laurinda is happy current enrollment is at 71, which is the highest it's been in awhile. ☺ Celeste thought History Mystery was a great success and she thanked everyone who pulled it off.

New Board Member applicant Lee Stevenson approval

Todd motioned to approve Mr. Lee Stevenson's application as a Board Member of Montessori de Santa Cruz School. Celeste seconded the motion. Motion carried.

Presentation by: Mikayla Hoffmann, RTRP, Operations Manager Clear View Business Solutions, LLC

The presentation was tabled. Mikayla Hoffmann will send a second proposal.

Approval of minutes for 9/2/14, 9/16/14, 10/3/14, 10/7/14, and 10/13/14

Todd motioned to approve the board minutes for 9/2/14, 9/16/14, 10/3/14, and 10/7/14. Celeste seconded the motion. Motion carried. The minutes for 10/13/14 were tabled.

Administrative and Academic Coordinator's Report (see handout)

Susan informed the Board that an employee inquired about discounted preschool tuition for her child. After discussion, it was decided that the Board will come up with an employee preschool discount policy. Susan reported that at the October 29, 2014 faculty meeting, the faculty present unanimously opposed placing their school emails on the website and also opposed giving them to parents. After discussion, the Board decided that the Leadership Team could study the faculty email dilemma. Celeste motioned to approve Facebook for a 30 day trial. Julie seconded the motion. After discussion, Susan will get passwords and administrative information for the Facebook account. Motion carried. Susan presented a draft proposal FERPA Email Policy (see handout). The Board decided to let the Leadership Team study this proposal.

Curriculum Coordinator's Report

Teachers are meeting with Mary this week to update GradeKeeper so we are capable of printing report cards in December.

Business Manager Consultant's Report

Rori asked the Board to adopt a new paraprofessional qualification policy. Rori provided the Profit & Loss report from October 2014. Laurinda noticed the discrepancy between the cost and income of aftercare. Rori added this was due to delinquent accounts and unsuccessful collection attempts. Laurinda suggested gardening and music after school programs to replace the current aftercare; therefore, ECA funds could be used to offset the aftercare costs. The Board decided to let the Leadership Team study alternatives to

aftercare. Susan mentioned parents have been asking to make payments by credit card. Rori will look into credit card machines. Rori informed the Board the Tubac Market is working with us to cater MdSC events on their patio and donate brown bag lunches as needed at school. To raise funds, Rori is selling space on a MdSC discount card to local businesses. Rori reported there was a discount this month on a copy machine that would be better and faster than the one that we have Lee motioned to approve the new copier lease. Todd seconded. Motion carried.

Business Manager Transition

Rori will meet with Susan in regard to the responsibilities of the Business Manager. Rori proposed paying \$55 per hour one day each week to have the financials done offsite. There was expressed concern about the hourly rate and the job not being completed in the timeframe given. Julie suggested we place an ad to see if we are able to find a more affordable, qualified candidate.

Revised Retention/ Promotion Policy- approval

Todd motioned to approve the revised Retention/Promotion Policy. Celeste seconded the motion. Motion carried.

Leadership Team

Todd asked Lee to explain the process for setting up the team. Lee stated that faculty should elect one teacher to represent the faculty. This will insure that each teacher feels they have a voice. Kim will revise and send out the Board invitation for application to the Leadership Team to include parents. Members would be required to meet multiple times per month and no meeting would last more than 90 minutes. Todd will compile the Leadership Team task list and email it to Kim and Susan. Todd motioned to create the Leadership Team to consist of one each teacher, parent, board member, and administrator. Lee seconded the motion. Motion carried. Then Todd motioned to elect Lee as the Board's representative on the Leadership Team. Laurinda seconded the motion. Motion carried.

Operations Manual

Rori reported she is working on this and will report back at a later date.

Employee Handbook

Rori reported she is working on this and will report back at a later date.

Staff, Admin, Board, and Curriculum evaluation policy

The Board delegated this to the Leadership Team

Parking for Nov. Art Festival

Parking permits have already been sent home. Church was not willing to donate their portions to the school, we will be following contract and splitting 50% of proceeds with Church for parking.

Fundraising

Rori is working on having a discount card made with area business discounts on it. Lee suggested asking area restaurants to host a night that they would donate a percentage of restaurant sales to the school.

Curriculum Team discussion

The Board delegated this to the Leadership Team.

Adjourn

Todd motioned to adjourn at 6:07 p.m. Celeste seconded the motion. Motion carried.

Minutes submitted by Kim Langhorst