

Montessori de Santa Cruz Charter  
School Board Meeting Minutes  
January 13, 2015 at 3:30 p.m.  
18 Calle Baca, Tubac, AZ

Board Members: Todd Harrison, Laurinda Oswald, Julie Grounds, and Lee Stevenson

Others: Susan Weckwerth, Leah Karam, Kim Langhorst, Rori Wailes, Geri Figueron, Esmeralda Marroquin, Christina Romero, Tere Costa, Venessa Duarte, Honey Wilkinson, Amos Wilkinson, Cherri Dyorich, Doug Stalnaker, Heather Faley, Rosanna Denmon, Tina Bartsch, and Rachel Delap.

#### Call to the Public

The following people signed into the call to the public: Geri Figueron, Esmeralda Marroquin, Christina Romero, Tere Costa, Venessa Duarte, Honey Wilkinson, Amos Wilkinson, Cherri Dyorich, Doug Stalnaker, Heather Faley, Rosanna Denmon, Tina Bartsch, and Rachel Delap to discuss the music program, issues with communication, and the school budget. Todd stated that the Board and Staff have been working on the music program. The children are still receiving music in the curriculum. The Board will be informing parents of the upcoming changes and direction of the music program. Todd will be sending home a survey for parents to fill out. The Board has asked for help with grants, fundraising, and any efforts to support the school. Parents were asked to attend a PTA meeting that took place on 1/14/15. Julie Grounds signed into the Call to the Public to discuss the White Elephant Grant. This grant has been added to the calendar for next year.

#### MdSC Positive Statement

Laurinda stated the kids have such an open heart and are so caring. She has received positive comments from teachers with how willing the kids are to learn.

Todd thought it was great to have such a support system within our school and the positive feedback we have received.

#### Approval of minutes for 12/2/14

Todd motion to approve meeting minutes for 12/2/14- Lee seconded motion- Motion carried.

#### Administrative and Academic Coordinator's Report

See handout- Kim discussed Personal Time Off and the ways to track. No decisions were made. Kim discussed the square credit card processor. Kim will gather more information on the device to operate the square processor and present at the next Board Meeting on 2/10/15. Susan discussed communication with the University of Arizona in grant writing. Susan is still working on getting a list of available grants. Rori did state that we have received a number of grants and have history that would need to be placed in resume format. Susan requested to have the Board approve the OT contract for Gracy Gonzalez. OT contract was tabled. Celeste will contact Oscar to come look at the internet issues.

#### Curriculum Coordinator's Report

Leah informed the Board the teachers are still working on Grade Keeper.

#### Business Manager Consultant's Report

- Financials
- Transition and Responsibilities

Rori informed the Board of the transition. Kim has been working on filing, deposits, and communicating with Lori. Lori will have an electronic signature to produce checks. All checks will be approved by Todd. Rori proposed a recommendation to split responsibilities and change job titles. See attachment. Staff handbook will be assigned to the Leadership Team. Rori informed health insurance premiums and the rising costs. The previous accounting was not itemized. Detailed items are standing out because there are no comparables from previous years. Faculty will be required to have next year's budget in by 3/15/15. April meeting will show financials for the current school year. Business manager transition is at 50%. Rori will continue to assist with the transition for another cycle.

#### Music Program

Board will be putting out a letter to the parents to inform them in the direction we are going. Susan has contacted the University of Arizona.

#### Communication Meeting

Todd informed this will take place in the next 30 days at the school.

#### 2015 Festival of the Arts Parking

Todd is having new signs made. Gravel will be moved on 1/16/15. Parking lots have been graded on 1/15/15.

#### Staff/Administrative Survey

Todd is putting together an online survey for the staff and Admin that will be completed online to remain anonymous.

#### Leadership Team Update

See attachment for Business manager responsibilities. Leadership team has divided to assist with the Business manager responsibilities. Tina and Lee have been requesting school handbooks from other schools to have material for updating the Montessori Faculty Handbook. Next Leadership Team meeting will be 1/27/15 at 3:30. Meetings are no longer than 90 minutes.

Adjourn to Executive Session by Todd at 6:30 p.m.

#### Executive Session

- John White

Meeting Minutes prepared by Kim Langhorst