

**Montessori Academy**  
**Governing Board Committee**  
**Meeting Minutes**

**Wednesday, November 16, 2016, 5:30 PM**

**6050 N Invergordon Rd, Paradise Valley, AZ 85253 Room 11**

1. Call to order
  - a. 5:35pm by Chairperson George Wood
2. Record Member Attendance (roll-call or observed)
  - a. Voting Members: George Wood, Nick Toronto, Maegan Dixon, Debra Berkey, Jeffrey Trent, Jennifer Dunn (phone); quorum present (6 of 7) Kara Tustin accepted. (7 of 8)
  - b. Absent: Henri Cournand
  - c. Non-Voting Member(s) present: Juli Newman (Executive Board Representative)
3. Initial Call for Public Comment on Agendized and Non-Agendized Items (two-minute limit per speaker/topic)
  - a. None
4. Acknowledgments/Introductions – Fred Adamson, school offsite accountant, introduced. Kara Tustin, parent of 4 Montessori Academy students has been appointed to the Governing Board by the Executive Board.
5. Welcome to guest, Fred Adamson and new Advisory Council Member, Kara Tustin.
6. Old Business (actual visitation order to be determined by the Chair – 5d moved to 1<sup>st</sup> item, 7ai, 7aii and 7b moved to 2<sup>nd</sup> – 4<sup>th</sup> items respectively)
  - a. Review/Approval of October 26, 2016 meeting minutes – Maegan Dixon moved to accept the October 26, 2016 minutes as written. Nick Toronto seconded. Approved 7-0.
  - b. Status Check of Strategic Plan – No sub-committee has been formed. Survey is being developed by Juli Newman.
  - c. Cameras- Maegan Dixon reviewed the proposed policy. Discussion regarding how the policy can cover guests and the general campus was had. Juli Newman agreed to have the Executive Board to add a statement to the policy and procedures which will include and guests of enrolled students. They will be responsible for their own guests on campus. Dr. Jeffery Trent moved to accept the new policy on Harassment, Bullying, Hazing, and Threats of Harm as presented. Nick Toronto seconded. Approved 7-0.
  - d. AFR- Fred Adamson, the school's accountant, reviewed the correct AFR FY2016. He explained that the differences that are seen from one year to another are due to differences in "class" codes. The bottom line is accurate and the school is doing well. All Board Member questions were answered. Dr. Jeffery Trent moved to accept the AFR as submitted. Meagan Dixon seconded. Approved 7-0.

7. New Business (actual visitation order to be determined by the Chair – 5d moved to 1<sup>st</sup> item, 7ai, 7aii and 7b moved to 2<sup>nd</sup> – 4<sup>th</sup> items respectively)
  - a. Review status of near term events: Nation Celebration, Turkey Trot, Book Fair. Volunteers are being gathered and all events are moving toward success.
  - b. Nick Toronto would like the Advisory Council to have a bigger presence on campus, as requested by administration. He suggested that each member take on a major project to support a program level. All agreed to write an open letter to the teachers in January. The letter would address the interests of the teachers, the need on campus.
8. Executive Board Report- (actual visitation order to be determined by the Chair – 5d moved to 1<sup>st</sup> item, 7ai, 7aii and 7b moved to 2<sup>nd</sup> – 4<sup>th</sup> items respectively)
  - a. Financial Update: Juli continued with the financial report with Fred Adamson.
    - i. The Audit for FY 2016 was reviewed and accepted. Maegan Dixon moved to accept as submitted, Nick Toronto seconded. Approved 7-0.
    - ii. The 990 Tax return for 2016 was reviewed. Maegan Dixon moved to accept as submitted, Nick Toronto seconded. Approved 7-0.
  - b. Appointments to the Advisory Committee – Kara Tustin. The Executive Board is accepting resumes at this time for one open position.
9. Final Call for Public Comment on Agendized and Non-Agendized Items (two-minute limit per speaker/topic)
  - a. None
10. Set date for next School Governing Board Committee meeting. (typically 3rd Weds of a month)
  - a. George Wood reminded the council that the next scheduled AC meeting is January 18, 2016 at 5:30, and no further discussion is needed.
11. Adjournment
  - a. Nick Toronto moved to adjourn. Debra Berkey seconded. Approved unanimously. Meeting adjourned at 6:35pm.

The next Advisory Council meeting will be held January 18, 2016 at 5:30pm at 6050 N Invergordon Rd, Paradise Valley, AZ 85253, in Room 11 or other such accommodations as may be appropriate. If members interested in attending desire telephone call-in information, please submit such request in writing to the Secretary at least 48 hours prior to the meeting time so that we may ensure a quorum, to the extent possible.

Submitted by Juli Newman, Interim Secretary Revision "A": November 19, 2016