



Camino Montessori Board of Directors

FY17 Revised Budget Review

Date and Time

Tuesday April 18, 2017 at 4:30 PM

Location

Camino Montessori-44301 W. Maricopa/Casa Grande Hwy., Maricopa, AZ 85138

Meeting Notice

OPEN MEETING NOTICE AND AGENDA Pursuant to Arizona Statute 38-431.02, notice is hereby given to the members of the CAMINO MONTESSORI Board of Directors and to the general public that the Board will hold a meeting open to the public on **Tuesday, April 18, 2017 beginning at 4:30 p.m.** The meeting will be held **Camino Montessori-44301 W. Maricopa/Casa Grande Hwy., Maricopa, AZ 85138.**

Pursuant to A.R.S. 38-431.03.A2 and A.3, the Board may vote to go into Executive Session, which will not be open to the public, to discuss matters outlined in the agenda or to review, discuss and consider records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law. The board reserves the right to change the order of items on the agenda, with the exception of public hearings set for a specific time. One or more members of the Board may participate in the meeting by telephonic communications. It is the policy of the CAMINO MONTESSORI School Board to only discuss, consider, or decide those matters listed on the agenda pursuant to A.R.S. 38-431.02(H).

DATED AND POSTED ON THE CAMINO MONTESSORI WEBSITE AND AT THE MAIN OFFICE this 17th day of April, 2017 by Judy Webster, Board President & CEO.

Agenda

	Purpose	Presenter	Duration
I. Opening Items			
A. Record Attendance and Guests		Judy Webster	1

B.	Call the Meeting to Order		Judy Webster	2
C.	Approve Minutes	Approve Minutes	Judy Webster	2
II. Finance				
A.	March, 2017 Financial Report	Vote	Kevin Webster	5
B.	Payroll and AP Vouchers Review	Vote	Judy Webster	3
	Review & approve current vouchers.			
C.	Tuition & Enrollment Update	FYI	Judy Webster	5
	1. Current enrollment and tuition status			
	2. FY18 projections for current space			
D.	FY17 ADE Revised Budget	FYI	Judy Webster	20
	Board to review and approve FY17 Revised Budget at April Meeting			
	Also, review information regarding "estimated increase" (information provided by Claudina in attachment)			
III. Facility				
A.	Lease Update	FYI	Judy Webster	5
B.	Land Purchase	FYI	Judy Webster	3
	Copy of revised & executed purchase documents for Board records & reference			
C.	New Site Update	FYI	Judy Webster	5
	Purchase of land-Closing documents-for Board files and reference			
D.	Promissory Note for FY18 Current Facility-Tenant Improvements	Discuss	Judy Webster	5
IV. Academic Excellence				
A.	Screening Assessment Data	FYI	Judy Webster	3
	Suggest holding off review until May's end of the year assessments completed and data collected.			
V. CEO Support And Eval				
A.	Evaluation Committee & Process	Discuss	Marianne Mulligan	3
VI. Development				
A.	Employee Survey & Feedback	Discuss	Judy Webster	10
	Review employee survey results for "authentic" Montessori Indicators and incorporate into strategic planning process.			
B.	Marketing & Advertising Plan	Discuss	Judy Webster	5
VII. Governance				
A.	Charter Contract & Procedural Updates	FYI	Judy Webster	3
	Board Professional Development			
B.	Special Education Services	FYI		3

Board Professional Development

C. Policies & Procedures	Discuss	Judy Webster	3
Annual review/revision of required policies			
New policies to draft			

VIII. Other Business

IX. Closing Items

A. Next Meeting	Discuss	Kaitlin Perkins	1
Tuesday, May 16, 2016 at 4:30p			
B. Adjourn Meeting	Vote		

Agenda Cover Sheets

Section: II. Finance
Item: A. March, 2017 Financial Report
Purpose: Vote
Key Result:
Submitted by: JWebster
Related Material: March 2017_FINANCIALS.pdf

RECOMMENDATION:
Approve March Financial Report as prepared & submitted by ADI.

Section: II. Finance
Item: B. Payroll and AP Vouchers Review
Purpose: Vote
Key Result:
Submitted by: JWebster
Related Material:

RECOMMENDATION:
Approve AP and Payroll Vouchers as presented by Judy Webster.

Section: II. Finance
Item: C. Tuition & Enrollment Update
Purpose: FYI
Key Result:
Submitted by:
Related Material: FY17 & FY18 ENROLLMENT LIST.xlsx

Section: II. Finance
Item: D. FY17 ADE Revised Budget
Purpose: FYI
Key Result:
Submitted by: JWebster
Related Material: FY18 Estimated Increase Info_Claudina_2017-04-03.pdf
budget17_Revised1.xls

BACKGROUND:
ADE requires annual approval and submittal of current fiscal year budgets

RECOMMENDATION:
Review and comment for final board approval.

Section: III. Facility
Item: A. Lease Update

Purpose: FYI
Key Result:
Submitted by:
Related Material: LEASE AGREEMENT_2013-01.pdf
Rental Addendum_April 1, 2017-June 30, 2018.pdf

Section: **III. Facility**
Item: B. Land Purchase
Purpose: FYI
Key Result:
Submitted by:
Related Material: Closing Certificate EXECUTED 03-01-17.pdf
Escrow Agreement Fully Executed.pdf
Irrevocable Pledge EXECUTED 03-01-17.pdf
Loan Agreement EXECUTED 03-01-17.pdf
Promissory Note EXECUTED 03-01-17.pdf
Security Agreement EXECUTED 03-01-17.pdf

Section: **III. Facility**
Item: C. New Site Update
Purpose: FYI
Key Result:
Submitted by: JWebster
Related Material: Feasibility Study 17-0327r.pdf

BACKGROUND:
Feasibility study as required to procure financing for expansion project

RECOMMENDATION:
For Board review and reference

Section: **VI. Development**
Item: A. Employee Survey & Feedback
Purpose: Discuss
Key Result:
Submitted by:
Related Material: Essential Elements Survey_2017-01.xlsx
Essential Elements of Montessori Rubric.pdf

Section: **VI. Development**
Item: B. Marketing & Advertising Plan
Purpose: Discuss
Key Result:
Submitted by:
Related Material: Camino Marketing Plan Outline_12-08-2016.docx

Section: VII. Governance
Item: A. Charter Contract & Procedural Updates
Purpose: FYI
Key Result:
Submitted by:
Related Material: CM_CHARTER CONTRACT_2013-01-11_opt.pdf

Section: VII. Governance
Item: B. Special Education Services
Purpose: FYI
Key Result:
Submitted by:
Related Material: Individuals With Disabilities Education Act.pdf