

# Board Meeting NOTES

Thursday, July 14, 2011—5:00-6:00 p.m.

Location: Tempe Montessori School Office

Attendees: Jill Smith, Libby Spanovich, Kristin Allocca, Irma Letson, Sam Perez



## Meeting Objectives:

1. Clarify roles of the board members.
2. Identify TEMPO board and parent meeting dates.
3. Determine action plan for work needed prior to first PEG mtg (8/6) and start of school year.
4. Resolve decisions regarding scholarship distribution concern, required funds for TEMPO and teach training, volunteer requirements, etc.
5. Plan for next meeting.

## Agenda

#	Topic	Notes / Actions / Decisions
1.	TMS Updates--Irma to share key information possible topics--enrollment, budget, first day of school needs, staff changes, classroom changes, support TMS needs this year, etc.	<p><i>Irma shared possible staffing changes and room assignments. She'll confirm the change at the next meeting on July 26.</i></p> <p><i>T-shirts—make these available at TEMPO meeting on Aug. 17</i></p> <p><i>Diane to send t-shirt vendor names to Irma</i></p> <p><i>Jill asking Callen Shuttles if she'd be willing to lead a t-shirt activity with the kids.</i></p> <p><i>Irma and/or Lauren to attend TEMPO board meetings.</i></p>
2.	<p>Determine dates for parent and board meetings.</p> <p>Finalized Board Mtg and Parent Mtg Dates (5:00-6:00 p.m. on Wed unless noted otherwise)</p> <ul style="list-style-type: none"> <li>• July 14 (Thurs) board mtg</li> <li>• July 26 (Tues) board mtg</li> <li>• Aug 10 and 17</li> <li>• Sep 14 and 21</li> <li>• Oct 11 (Tues) and 19</li> <li>• Nov 9 and 14</li> <li>• Dec--no mtg scheduled</li> <li>• Jan 11 and 18</li> <li>• Feb 8 and 15</li> <li>• Mar 8 (Thurs) and 21</li> <li>• Apr TBD based on fundraiser date</li> <li>• May 9 and 16</li> </ul>	<p><i>If we need to make decisions outside of normal meeting dates, we'll use email.</i></p> <p><b><i>Please add these dates to your calendars.</i></b></p> <p><i>Remember the first date of each month is a board meeting in the office at TEMPO and the second is the parent meeting.</i></p> <p><i>Jill getting tax credit info from Rachel.</i></p> <p><i>Need to post that info on TMS and TEMPO</i></p> <p><i>Diane to follow up with Rachel on holding a class or training for parents on tax credit process</i></p>

#	Topic	Notes / Actions / Decisions
3.	<p><b>Prep for PEG and first day of school</b></p> <ul style="list-style-type: none"> <li>• TEMPO website updates</li> <li>• Bulletin Board</li> <li>• Letter from TEMPO to parents</li> <li>• TEMPO PEG mtg topics--how many mtgs will there be? One for each level? all at the same time? Who can be there to share about TEMPO?</li> </ul>	<p><i>Sam getting credit card processing site access from Libby</i></p> <p><i>Libby to send Diane Lynn's (accountants contact information)</i></p> <p><i>Dale to get a PayPal account for TEMPO</i></p> <p><i>Jill getting jump drive from Jodi</i></p>
4.	<p><b>Board Decisions</b></p> <ol style="list-style-type: none"> <li>1. Parent Concern--Scholarship Distribution--refer to email--What action do we want to take?</li> <li>2. Donation requests for TEMPO</li> <li>3. Volunteer Requirements</li> </ol>	<ol style="list-style-type: none"> <li>1. <i>Response to Rosalee—if a child that received this scholarship doesn't return for the 2011/12 school year, we'll award that money to the Gonzalez family—Diane sent email on 7/15</i></li> <li>2. <i>We'll ask for a \$20.00 donation to offset the children's food and activity cost for TEMPO meetings throughout the year</i> <ul style="list-style-type: none"> <li>○ <i>We won't ask for teacher training money now, we'll wait until the training in the spring.</i></li> </ul> </li> <li>3. <i>Volunteer requirements will be the same this year—10 hours per family (excluding board participation) and need to be logged in the book to be eligible for TEMPO scholarships under 5 yrs old</i></li> </ol>
5.	<p><b>Next Board Mtg</b> Tues-July 26 board mtg, 5-6pm in TMS office</p> <p><b>Agenda Topics</b></p> <ul style="list-style-type: none"> <li>• Update on action items from last meeting</li> <li>• Update from Irma on TMS changes</li> <li>• STO filing by Sep 30</li> <li>• Prep for PEG mtg</li> <li>• 501 c3 requirements—MIS partnership</li> <li>• Prep for First Parent mtg on Aug. 17</li> <li>• TEMPO letter to parents</li> <li>• TEMPO website updates</li> <li>• Bulletin Board--\$25 limit</li> </ul>	