# Dixie Montessori Academy Board of Directors Meeting Agenda 20 November 2013 7:45PM 249 E Tabernacle Suite 200

**Vision**

At DMA, our vision is to awaken within each child their unique potential that will enable them to make a valuable contribution to society.

**Mission**

The mission of Dixie Montessori Academy (DMA) is to provide a child-centered, individualized grade K-7 education founded upon the philosophy of Dr. Maria Montessori. DMA will foster a structured environment of freedom and discovery in which each child can reach his or her full academic, social, and personal potential. Graduates of DMA will demonstrate creative thinking, self-discipline, respect, and cooperation, and will build a solid foundation for future success.

**Call to Order -** Kevin Groke

**Training** - Kevin Groke GBOT Module 13 – [Policy Development](http://www.schools.utah.gov/charterschools/Training/Governing-Board-Online-Training.aspx)

**Review minutes from previous meeting** – Jacque Newman

**Standing Committee Reports**

**Finance** - Paula D. Nelson

Bid form, purchase form internal controls on getting bids and making purchases

CPA bids for Tax Filing

Revise start-up grant

Payroll services 3 bids

Review and Vote on revised Policy and procedures for procurement (PP&P)

**Facility** – Tracy Mitchell

Ground breaking ceremony

Flyers to residents

Keyless entry

Furniture Bids

**Marketing & Public Relations** - Michael C. Currie

Marketing Update

Enrollment Update

Passive marketing email, radio, postcards

Help plan ground breaking event as a media notice

**Curriculum** - Julie M. Wand

Montessori Material 3 bids

Family handbook ready for February Lottery

**Teacher Development and Hiring** - Julie M. Wand

Job description for teachers

Hiring and training time line for teachers

**Special Committee Reports**

**Special Orders**

Burndown Chart – Brian Poe

**Unfinished Business**

**New Business**

**Adjourn**