

Flagstaff Montessori
Regular Governing Board Meeting
Address: 850 N Locust St. Flagstaff, Arizona 86001
Date: Tuesday, January 10th at 6:00 PM
Location: B3 Classroom
Virtual Link:
<https://meet.google.com/rux-vkxg-acd>

Minutes

1. Call to Order Ms. Beya Thayer called the meeting to order at 6:06 pm

2. Roll Call of Members

Dr. Sara Clancey took roll

Members	
Dr. Sara Clancey	Present
Dr. Kyler Kuehn	Present
Dr. Anne Newland	Present
Ms. Beya Thayer	Present
Mr. Andy Vaughan	Present

*Quorum Requirement met. .

Administrators in Attendance:

Ms. Whitney Owens

Ms. Nicole Burkhardt

Mr. Mark Gallo

Others in Attendance:

Mr. Kevin Bowling-Swan

Via Zoom:

Ms. Claudina Douglas

3. Approval of previous board meeting minutes

The board will review the 12/13/22 board meeting minutes prepared by Sara Clancey, Secretary of the board.

Presentation, discussion, and possible action to accept the previous board meeting minutes

Motion to approve the December 13, 2022 minutes as prepared by Sara Clancey.	Dr. Kyler Kuehn
Seconded	Dr. Anne Newland
Dr. Sara Clancey	Aye
Dr. Kyler Kuehn	Aye
Dr. Anne Newland	Aye
Ms. Beya Thayer	Aye
Mr. Andy Vaughan	abstains
Final Resolution:	Approved

4. Celebrations

Whitney Owens to present school celebrations

Presentation, no action needed:

The school administration has been working on establishing committees. One of the committees is updating the Parent Handbook. A draft will be shared with staff on Wed 1/11/23 and then a final draft will be released in Feb.

The Sexual Health and Hygiene committee has met and heard a presentation from a representative from Coconino County. They have started the 60 day review of the curriculum.

There is an All-Staff meeting on 1/11/23 which will focus on creating a feeling of unity amongst the staff. They are working on forward planning for the next school year. Fourteen staff members will be starting 'LETRS Training' through the Coconino County Educational Service Agency.

'Jump in January' is the motto that the administrators and staff are using to start projects.

5. Administrator Evaluations

Whitney Owens will present the administrator evaluation tool for possible adoption Presentation, discussion, and possible action:

Ms. Whitney Owens presented the Executive Appraisal Instrument (EAI) as a tool that will be used to assess school administrators and is asking the governing board for approval.

Motion to adopt site director evaluation criteria	Dr. Anne Newland
Seconded	Mr. Andy Vaughan
Dr. Sara Clancey	Aye
Dr. Kyler Kuehn	Aye
Dr. Anne Newland	Aye
Ms. Beya Thayer	Aye
Mr. Andy Vaughan	Aye
Final Resolution:	Passed

6. Teacher Evaluations

Whitney Owens will present on the teacher evaluation plan. Including qualitative data and performance criteria

Presentation, discussion, and possible action.

The board previously adopted a teacher evaluation tool. This tool will be used to determine 80% of teacher evaluation. The other 20% for evaluation will come from student growth as measured on benchmark assessments. The Middle School will also start to track students' performance. Mr. Gallo is researching possible tools that they can use at the middle school.

Motion to adopt the teacher evaluation criteria as presented.	Dr. Anne Newland
Seconded	Mr. Andy Vaughan
Dr. Sara Clancey	Aye
Dr. Kyler Kuehn	Aye
Dr. Anne Newland	Aye
Ms. Beya Thayer	Aye
Mr. Andy Vaughan	Aye
Final Resolution:	Passed

5. Budget Update

Claudina Douglas will present an update on the FY23 budget Presentation, discussion, no action needed

Ms. Claudina Douglas presented on the updated budget. The current budget deficit is \$3042.00.

6. Paid Leave Budget Implications

Claudina Douglas will present the budget implications for increasing paid leave for employees as outlined in the lawyer-reviewed proposed policy Presentation, discussion, and possible action

Ms. Claudina Douglas presented that if staff members were given 10 days of paid sick leave it would cost \$21,000 for FY2023. The current policy provides employees 5 days of sick leave and in the FY23 budget there is not a line item for 5 days of substitute teacher compensation.

Claudina and Whitney are working together to update the leave policy including the number of hours of sick leave that could be carried over each year.

Dr. Anne Newland expressed that the benefit to the teachers that this would create would be worth the increased expense. She also reported that it would be beneficial to differentiate sick leave vs leave. She suggested that Ms. Whitney Owens ask for advice regarding whether or not employees can earn sick leave benefits in different ways (lump numbers of days vs accrual)?

Ms. Whitney Owens is going to pursue advice from the Arizona School Board Association regarding the leave policy and will present another draft at the next board meeting.

7. Summary of Audit and Legal Compliance Questionnaire (LCQ)

Whitney Owens will present audit and LCQ for public acceptance by the board Presentation, discussion, and possible action

Whitney reported that the charter board has required a corrective action plan regarding the transfer of funds between MSF and Eric. Whitney and Claudina are working on a draft of the corrective action plan.

Brett Backlund completed the FY22 Flagstaff Montessori audit and LCQ. The Governing Board is required to publicly accept both the audit and LCQ.

Motion to publicly accept both the Flagstaff Montessori audit and LCQ	Dr. Anne Newland
Seconded	Dr. Kyler Kuehn
Dr. Sara Clancey	Aye
Dr. Kyler Kuehn	Aye
Dr. Anne Newland	Aye
Ms. Beya Thayer	Aye
Mr. Andy Vaughan	Aye
Final Resolution:	Passed

10. Enrollment Update:

Enrollment has increased to 157 students.

9. Date and Time of Next Board Meeting

Discussion and possible action to set the date and time of the next board meeting.

The next meeting will be held on February 14, 2023.

10. Public Comment (3 mins per/person, total of 30 mins time allotment)

Mr. Kevin Bowling-Swan offered his gratitude to the board.

11. Adjournment Ms. Beya Thayer adjourned the meeting at 7:16pm.