

**Flagstaff Montessori  
Regular Governing Board Meeting  
Address 850 N Locust, Flagstaff, AZ 86001  
Date: Tuesday, April 5, 2022 at 6pm  
B3 Classroom**

**Zoom Link:**

<https://zoom.us/j/3760868797?pwd=OXNpWTVmTUFzZWNOm0ViRGtjMWZ4UT09>

**DRAFT** Minutes

**1. Call to Order**

Dr. Sara Clancey called the meeting to order at 6:05 pm.

**2. Pledge of Allegiance** - Dr. Sara Clancey

**3. Roll Call of Members**

Dr. Sara Clancey took roll.

<b>Members</b>	
Dr. Sara Clancey	Present
Dr. Kyler Kuehn	Present
Dr. Anne Newland	Present, <i>left at 6:35</i>
Ms. Beya Thayer	Present
Mr. Andy Vaughan	Present

\*Quorum Requirement met. 5 members present.

*Administrators in Attendance:*

Ike Ozis, Head of School  
Nicole Burkhardt, Asst. Head of School for Charter  
Caroline Brothers, Westside Campus Director

*Others in Attendance*

Cheryl Mango-Paget, Coconino County Superintendent  
Lisa Kirkwood, teacher  
Chris Vercillo, teacher  
Whitney Owens

*Via Zoom:*

Eric Alexander, owner of MSF (Private)  
Tracey Benson, ASBA (Arizona School Board Association)  
Ashley Spear (Carter Law Firm)  
Jennifer Haremza, teacher  
Michelle Despain, teacher

#### 4. Initiation of Board Members / Oath Of Office / Presentation of Certificates

Cheryl Mango-Paget, Coconino County Superintendent, expressed gratitude to Eric Alexander for supporting the Flagstaff Montessori transition to a Non-Profit organization and addressed the Board Members. Cheryl Mango-Paget read the Certificate of Appointment and led each board member through individually stating the Oath of Office: Anne Newland, Sara Clancey, Kyler Kuehn, Beya Thayer, Andy Vaughan. Cheryl Mango-Paget noted that board members will need to have the documents signed and notarized.

*Anne Newland recited the Oath of Office first, and then left the meeting at 6:35.*

#### 5. Elections

##### a) Board President

Motion that <b>Beya Thayer be President</b> of the Flagstaff Montessori Governing Board	Dr. Sara Clancey
Seconded	Dr. Kyler Kuehn
Dr. Sara Clancey	Aye
Dr. Kyler Kuehn	Aye
Dr. Anne Newland	Absent
Ms. Beya Thayer	Recuse
Mr. Andy Vaughan	Aye
Final Resolution:	Motion Carries

*Dr. Sara Clancey handed the meeting over to newly elected Board President, Beya Thayer.*

##### b) Board Treasurer

Motion that <b>Andy Vaughan be Treasurer</b> of the Flagstaff Montessori Governing Board	Dr. Kyler Kuehn
Seconded	Dr. Sara Clancey
Dr. Sara Clancey	Aye
Dr. Kyler Kuehn	Aye
Dr. Anne Newland	Absent
Ms. Beya Thayer	Aye
Mr. Andy Vaughan	Recuse
Final Resolution:	Motion Carries

c) Board Vice President

Motion that <b>Kyler Kuehn be Vice President</b> of the Flagstaff Montessori Governing Board	Andy Vaughan
Seconded	Dr. Sara Clancey
Dr. Sara Clancey	Aye
Dr. Kyler Kuehn	Recuse
Dr. Anne Newland	Absent
Ms. Beya Thayer	Aye
Mr. Andy Vaughan	Aye
Final Resolution:	Motion Carries

d) Board Secretary

Motion that <b>Dr. Sara Clancey</b> be Secretary of the Flagstaff Montessori Governing Board	Beya Thayer
Seconded	Kyler Kuehn
Dr. Sara Clancey	Recuse
Dr. Kyler Kuehn	Aye
Dr. Anne Newland	Absent
Ms. Beya Thayer	Aye
Mr. Andy Vaughan	Aye
fFinal Resolution:	Motion Carries

**6. Flagstaff Montessori By-Laws and Articles of Incorporation**

Ashley Spear from Carter Law Firm presented the Flagstaff Montessori By-Laws and Articles of Incorporation. Additional policies have been prepared by the lawyers for application to IRS for tax-exemption. The additional policies will be placed on the May Governing Board meeting.

Discussion and possible action to approve the By-Laws and Articles of Incorporation as presented:

Motion to approve the Articles of Incorporation and By-Laws as drafted.	Dr. Sara Clancey
Seconded	Mr. Andy Vaughan

Ms. Beya Thayer	Aye
Dr. Kyler Kuehn	Aye
Mr. Andy Vaughan	Aye
Dr. Sara Clancey	Aye
Dr. Anne Newland	Absent
Final Resolution:	Motion Carries

**7. Presentation by Arizona School Boards Association (ASBA)**

Tracey Benson, ASBA, presented a description of services offered with membership with ASBA. She explained policy services are compliance based policy services and include policy templates and models for implementation. She presented the associated costs.

Discussion and possible Action for Flagstaff Montessori to become a member of ASBA, including policy services:

Motion for Flagstaff Montessori to become a member of the Arizona School Boards Association, including Policy Services.	Dr. Kyler Kuehn
Seconded	Mr. Andy Vaughan
Ms. Beya Thayer	Aye
Dr. Kyler Kuehn	Aye
Mr. Andy Vaughan	Aye
Dr. Sara Clancey	Aye
Dr. Anne Newland	Absent
Final Resolution:	Motion Carries

*7:08 Beya Thayer called for a 5 minute break. Return at 7:13.*

*7:13 Beya Thayer re-convened the meeting.*

**8. Financial Report**

Eric Alexander, former owner of the school, presented the financial report. He described the change in software and transition to a third party accounting firm that has occurred during the 2021-2022 school year. He explained state payment timelines and amounts.

Bayer Thayer requested balance sheets be presented in future financial reports.

Discussion and possible action to accept the financial report as presented:

Motion to table acceptance of the financial report and include in the May 2022 Board Meeting agenda.	Dr. Kyler Kuehn
Seconded	Dr. Sara Clancey
Ms. Beya Thayer	Aye
Dr. Kyler Kuehn	Aye
Mr. Andy Vaughan	Aye
Dr. Sara Clancey	Aye
Dr. Anne Newland	Absent
Final Resolution:	Motion Carries

**9. Business Services Proposal**

Presentation by Eric Alexander with Montessori West Inc. to continue providing business/financial services to the school in conjunction with services through ADI.

Discussion and possible action to accept the contract between Flagstaff Montessori and Eric Alexander with Montessori West, Inc. as presented:

Motion to accept the contract between Flagstaff Montessori and Eric Alexander with Montessori West, Inc. as written through the end of FY23.	Mr. Andy Vaughan
Seconded	Dr. Kyler Kuehn
Ms. Beya Thayer	Aye
Dr. Kyler Kuehn	Aye
Mr. Andy Vaughan	Aye
Dr. Sara Clancey	Aye
Dr. Anne Newland	Absent
Final Resolution:	Motion Carries

**10. Building Lease Proposals**

Eric Alexander presented Lease Agreements for the Switzer Mesa Campus between Flagstaff Montessori and Switzer Mesa, LLC and for the Cedar Avenue Campus between Flagstaff Montessori and Cedar Avenue, LLC.

Discussion and possible action to accept the lease agreements as presented:

Motion to table the acceptance of the Lease agreements	Dr. Kyler Kuehn
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pending legal review.	
Seconded	Dr. Sara Clancey
Ms. Beya Thayer	Aye
Dr. Kyler Kuehn	Aye
Mr. Andy Vaughan	Aye
Dr. Sara Clancey	Aye
Dr. Anne Newland	Absent
Final Resolution:	Motion Carries

### 11. 2022-2023 School Calendar

Ike Ozis presented the 2022-2023 calendar.

Discussion and possible action to accept the 2022-2023 school year calendar as presented:

Motion to accept the 2022-2023 school year calendar as presented.	Mr. Andy Vaughan
Seconded	Dr. Sara Clancey
Ms. Beya Thayer	Aye
Dr. Kyler Kuehn	Aye
Mr. Andy Vaughan	Aye
Dr. Sara Clancey	Aye
Dr. Anne Newland	Absent
Final Resolution:	Motion Carries

### 12. Head of School

Presentation by Ike Ozis for Whitney Owens to be Head of School beginning for the school year 2022-2023. He noted plans for transition of leadership.

Discussion and possible action to appoint Whitney Owens as the next Head of School starting with the 2022-2023 school year:

Motion to appoint Whitney Owens as the next Head of School starting with the 2022-2023 school year.	Dr. Sara Clancey
Seconded	Dr. Kyler Kuehn

Ms. Beya Thayer	Aye
Dr. Kyler Kuehn	Aye
Mr. Andy Vaughan	Aye
Dr. Sara Clancey	Aye
Dr. Anne Newland	Absent
Final Resolution:	Motion Carries

### 13. Date and Time of Next Board Meeting

Discussion and possible action to set date and time of next general board meetings:

Motion to hold the next General Board meetings Tuesday, May 3, 2022 at 6pm and Tuesday, June 14, 2022 at 6pm.	Dr. Sara Clancey
Seconded	Mr. Andy Vaughan
Ms. Beya Thayer	Aye
Dr. Kyler Kuehn	Aye
Mr. Andy Vaughan	Aye
Dr. Sara Clancey	Aye
Dr. Anne Newland	Absent
Final Resolution:	Motion Carries

### 14. Public Comments

- a) Mr. Chris Vercillo, teacher - Offered thanks for board members' service. He presented ideas for future consideration: staff pay scale/schedule, participation in AZ State Retirement.

### 15. Adjournment

Ms. Beya Thayer called the meeting to a close at 8:25PM.