

**Flagstaff Montessori
Regular Governing Board Meeting
Address 850 N Locust, Flagstaff, AZ 86001
Date: Wednesday 22, 2022
B3 Classroom
Zoom Link:**

<https://zoom.us/j/94930826615?pwd=ZFAvbUM1ZiswZ21PVFdMWUIUeU1LQT09>

Passcode: 5KApa2

1. Call to Order: Ms. Beya Thayer took roll at 6:04

2. Roll Call of Members

Dr. Sara Clancey took roll.

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

*Quorum Requirement met. 4 members present.

Administrators in Attendance:

Whitney Owens

Others in Attendance:

Nicole Burkhardt

Via Zoom:

Eric Alexander

Hannah Moody from ADI

3. Approval of Previous Board Meeting Minutes

The board will review the 6.14.22 board meeting minutes prepared by Sara Clancey, secretary of the board.

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

Edit to 4 members present

Discussion and possible action:

Motion to approve meeting minutes from Jun 14, 2022	Dr. Kyler Kuehn
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Seconded	Mr. Andy Vaughan
Dr. Sara Clancey	Aye
Dr. Kyler Kuehn	Aye
Dr. Anne Newland	Absent
Ms. Beya Thayer	Aye
Mr. Andy Vaughan	Aye
Final Resolution:	Approved/motion carries

4. Review of Services

The board will review services provided by ADI and Montessori West (MWI) Business Office. Eric Alexander will be available to answer questions.

Presentation, discussion, and possible action:

The board reviewed the letter from Eric Alexander regarding the work currently being done by MWI.

Eric made the offer to transition all of the work MWI has been responsible for to other entities (ADI or other options) within the next 2 months for \$3000/month for the next two months and then there will be no payment necessary for the third month. Whitney will make the AP for \$3000 for the next two months.

The board and Montessori administration will work over the next quarter to get a better picture of what bills will need to be paid. The board and administration will look into options for getting the remainder of the services transitioned to either ADI or other options.

Montessori will be getting a new credit card within the next month.

Motion to accept Eric's offer of changing his fee to \$3000/month over at least two months.	Mr. Andy Vaughan
Seconded	Ms. Beya Thayer
Dr. Sara Clancey	Aye
Dr. Kyler Kuehn	Aye
Dr. Anne Newland	Absent
Ms. Beya Thayer	Aye
Mr. Andy Vaughan	Aye
Final Resolution:	Motion Carries

5. Primary Teacher Salaries

The board will review options for paying for Kindergarteners at The Sunnyside and Westside Campuses. Documents for consideration provided by Eric Alexander.

Presentation, discussion, and possible action:

Eric was reminded that there are 4 primary teachers rather than 3. Therefore, the board proposal needs to be revised.

The board is trying to determine whether it is more fiscally responsible to pay the primary teacher full salaries or pay rent (which includes salaries and facilities).

Motion to allow Eric and Whitney to revise the proposal and the topic will be revisited at the next board meeting.	Mr. Andy Vaughan
Seconded	Ms. Beya Thayer
Dr. Sara Clancey	Aye
Dr. Kyler Kuehn	Aye
Dr. Anne Newland	Absent
Ms. Beya Thayer	Aye
Mr. Andy Vaughan	Aye
Final Resolution:	Approved/motion carries

6. Use of Prop301 Money

The board will discuss the use of Prop301 money, particularly related to the carryover of Prop301 funds. A representative from ADI will be available to answer questions on uses for this money.

Discussion and possible action to allocate Prop301 money for FY23 :

Hannah Moody was present to answer questions regarding how the school can use the extra Prop 301 money. Hannah reported that starting on March 18, 2021, changes were made to the spending guidelines. She reported that ADI recommends spending down these monies.

The three spending categories for Prop 301 money are: base salary, performance bonuses (must follow guidelines), other (class size reduction positions).

The idea of using the money for 'direct counseling services expenses' was discussed.

The board agreed to spend the money on counseling services for the upcoming school year.

Motion to modify the budget so that the \$44,000 carry-over prop 301 money be spent for direct counseling services.	Dr. Kyler Kuehn
Seconded	Ms. Beya Thayer
Dr. Sara Clancey	Aye
Dr. Kyler Kuehn	Aye
Dr. Anne Newland	Absent

Ms. Beya Thayer	Aye
Mr. Andy Vaughan	Aye
Final Resolution:	Approved/motion carries

7. FY23 Proposed Budget

A representative from ADI will present and answer questions on the FY23 Proposed Budget Presentation, discussion, and possible action to approve the FY23 Proposed Budget:

Hannah Moody presented a PPT for the revised FY22 and the proposed budget for FY23.

Nicole Burkhardt added that the school will qualify for IDEA funding as well as other grants. The budget expenditures increased for FY23.

The proposed budget will be approved with revision that the \$44,000 carry over from Prop 301 will be dedicated to counseling services.

Motion to accept the proposed FY 23 budget as prepared by ADI.	Mr. Andy Vaughan
Seconded	Dr. Kyler Kuehn
Dr. Sara Clancey	Aye
Dr. Kyler Kuehn	Aye
Dr. Anne Newland	Absent
Ms. Beya Thayer	Aye
Mr. Andy Vaughan	Aye
Final Resolution:	Approved/motion carries

8. Review Lease Agreements

The board will review the redlined lease agreements for the Sunnyside and Westside campuses. These documents were provided by school's attorney Brandon Kavanagh with Mangum, Wall, Stoops & Warden, P.L.L.C.

Presentation, discussion, and possible action to sign lease agreements:

Board members looked over the redline agreements and had no questions.

Motion to approve the leases for Locust St. and Cedar Ave. effective on April 1, 2022	Ms. Beya Thayer
Seconded	Mr. Andy Vaughan
Dr. Sara Clancey	Aye
Dr. Kyler Kuehn	Aye
Dr. Anne Newland	Absent

Ms. Beya Thayer	Aye
Mr. Andy Vaughan	Aye
Final Resolution:	Approved/motion carries

9. Enrollment and Hiring Update

Whitney Owens to present enrollment numbers and a hiring update.

Presentation and discussion:

As of 6/21/22 enrollment is 176-16 (½ day kindergartners) =160

Hiring: A PE teacher and 3 vacancies for assistant teachers (2 possibilities in the works)

1 lead teacher position is also open

10. Discussion of Safety Review

Discussion of steps for review of campus safety procedures. Future steps include possible presentations from site Directors and/or the formation of a Board Safety Committee.

Discussion and possible action to form a Safety Committee:

The board requested that the site directors provide a presentation to the board on safety procedures at an executive session during the Aug meeting.

11. Request for Future Agenda Items

Discussion of future agenda items:

July's agenda items: Approve May minutes

Accept the budget for FY23

Approve the primary teacher salaries

12. Date and Time of Next Board Meeting

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

Jul 12, 2022 @6:00 and Aug 9, 2022 @6:00

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

14. Adjournment:

Ms. Beya Thayer adjourned the meeting 8:13pm.