

# Flagstaff Montessori

Regular Governing Board Meeting

Address: 850 N Locust St. Flagstaff, Arizona 86001

Date: Tuesday, October 11, 2022

Time: 6:05pm

Location: B3 Classroom

Google Meets Link:

<https://meet.google.com/mes-htuh-kef>

DRAFT

## Minutes

**1. Call to Order** Ms. Beya Thayer called the meeting to order at 6:13pm.

### 2. Roll Call of Members

Dr. Sara Clancey took roll

Members	
Dr. Sara Clancey	present
Dr. Kyler Kuehn	present
Dr. Anne Newland	present/via zoom
Ms. Beya Thayer	present
Mr. Andy Vaughan	present

\*Quorum Requirement met. .

*Administrators in Attendance:*

Whitney Owens

Nicole Burkhardt

*Others in Attendance:*

Mark Gallo

Claudina Douglas

*Via Zoom:*

Anne Newland

### 3. Approval of previous board meeting minutes

The board will review the 9.13.22 board meeting minutes prepared by Sara Clancey, secretary of the board.

Presentation, discussion, and possible action

Motion to approve the board minutes from 9/13/22	Andy Vaughan
Seconded	Kyler Kuehn
Dr. Sara Clancey	Aye
Dr. Kyler Kuehn	Aye
Dr. Anne Newland	Aye
Ms. Beya Thayer	Aye
Mr. Andy Vaughan	Aye
Final Resolution:	Approved

#### 4. Celebrations

Presented by Whitney Owens

There was a Daily Sun Article, and a teacher from the Switzer Mesa Campus was nominated for teacher of the year for Coconino County Teacher of the Year. Discing for kids is coming to the Middle School. There will be two fundraisers; a movie night at the Switzer Mesa school and at Buffalo Wild Wings.

#### 5. Approval of FY22 Annual Financial Report (AFR)

Claudia Douglas to present FY22 AFR

Presentation, discussion, and possible action:

Claudina presented a powerpoint to the governing board. On it she highlighted totals from FY22, FY21 and FY23. There was an increase in FY21 to FY22 of \$190,538. There was a decrease from FY22 to FY23 decreased by \$63,363. This decrease is expected to diminish within the next few months. She also presented the expenses for FY22.

Motion to approve the FY22 AFR	Ms. Beya Thayer
Seconded	Dr. Anne Newland
Dr. Sara Clancey	Aye
Dr. Kyler Kuehn	Aye
Dr. Anne Newland	Aye
Ms. Beya Thayer	Aye
Mr. Andy Vaughan	Aye
Final Resolution:	Approved

## 6. Budget Update

Claudina Douglas to present updated FY23 Budget Presentation, discussion, and possible action:

Claudina Douglas presented the budget update to the governing board. Whitney, Claudina Douglas, and Nicole Burkhardt have been working on the pay scale with a 5% increase for MSF teachers and staff which will leave a net income of \$17,589. They also have been exploring ways to use the 301 Plan money to avoid carrying over money to the next FY. Beya Thayer asked whether the salary increases are retroactive to the beginning of the school year and how the money that is to be paid in the rears will be received. Kyler Kuehn clarified that the money that is going to the salary increases is not coming from the 301 money and asked how the 301 money is being used? Whitney reported that the 301 money will be used for bonus pay and for other purposes such as class size reduction and a reading specialist. Beya Thayer asked what the total for the 5% increase with benefits amounts to. Claudina estimated that it was about \$16,000 without benefits. Kyler Kuehn asked about where the school directors are at looking at the pay scale. Whitney Owens reported that there is a committee working on creating job descriptions which will help define the pay scale.

Motion to approve the FY23 budget and including a 5% pay scale raise.	Ms. Beya Thayer
Seconded	Dr. Anne Newland
Dr. Sara Clancey	aye
Dr. Kyler Kuehn	aye
Dr. Anne Newland	aye
Ms. Beya Thayer	aye
Mr. Andy Vaughan	aye
Final Resolution:	Approved

## 6. FY23 301 Plan

Claudina Douglas to present FY23 301 plan Presentation, discussion, and possible action:

Motion to approve the FY23 301 plan	Ms. Beya Thayer
Seconded	Dr. Anne Newland
Dr. Sara Clancey	aye
Dr. Kyler Kuehn	aye
Dr. Anne Newland	aye
Ms. Beya Thayer	aye
Mr. Andy Vaughan	aye
Final Resolution:	Approved

### 7. Parent Handbook

Whitney Owens to present Parent Handbook

Presentation, discussion, and possible action:

Whitney Owens presented that MSF is undergoing an Audit and Targeted Review by the Arizona State Board for Charter Schools. Nicole Burkhardt presented that in 2019 the AzSBCS, found the MSF was out of compliance. This placed MSF into a new category of monitoring which the charter board offered MSF into an additional monitoring program. In Nov. 2021 the consent agreement (between MST and the AzSBCS) started and for the next two years MSF is undergoing more extensive targeted reviews. The HOS and site directors have been working to bring the school into compliance. Under review are the Parent Handbook, the Policy Manual. A committee has been formed to review these documents and create final drafts that have deeper revisions. Beya Thayer asked what was wrong about the previous Parent Handbook. Whitney Owens listed changes in the educational law. She also shared that because this is a new governing board MSF does not have board approved Parent Manual nor Policy Manual. A more polished version will be presented to the governing board in the next few months. Changes to the handbook include changes in the attendance policy, changes in the vaccination policy, enrollment procedures, discipline, and the snow day policy.

Motion to approve the parent handbook as distributed to the governing board.	Mr. Andy Vaughan
Seconded	Dr. Kyler Kuehn
Dr. Sara Clancey	aye
Dr. Kyler Kuehn	aye
Dr. Anne Newland	aye
Ms. Beya Thayer	aye
Mr. Andy Vaughan	aye

Motion to approve the parent handbook as distributed to the governing board.	Mr. Andy Vaughan
Seconded	Dr. Kyler Kuehn
Dr. Sara Clancey	aye
Dr. Kyler Kuehn	aye
Dr. Anne Newland	aye
Final Resolution:	Approved

### 8. Flagstaff Montessori Policy Manual

Whitney Owens to present Flagstaff Montessori Policy Manual prepared by the Arizona School Board Association

Presentation, discussion, and possible action:

The Policy Handbook was developed and updated with assistance from the Arizona School Board Association. Whitney proposed that if the Policy Manual is approved at tonight's meeting, then revised sections of the policy manual will be presented during future meetings.

Motion to move to rescind and nullify all current and past policies of the Flagstaff Montessori Charter School and to adopt the Policy Handbook developed with consulting assistance from the Arizona School Boards Association, containing selected retained documents from the predecessor Handbook and new and modified documents hereby prescribed and approved by the Governing Board"	Dr. Kyler Kuehn
Seconded: I move we adopt the Policy Handbook developed with consulting assistance from the Arizona School Boards Association, containing selected retained documents from the predecessor Handbook and new and modified documents hereby prescribed and approved by the Board.	Mr. Andy Vaughan
Seconded	Ms. Beya Thayer
Dr. Sara Clancey	aye
Dr. Kyler Kuehn	aye
Dr. Anne Newland	aye
Ms. Beya Thayer	aye
Mr. Andy Vaughan	aye
Final Resolution:	Approved

### 9. Evaluation Tools

Whitney Owens to present evaluation tools

Presentation, discussion, and possible action:

Whitney Owens and Nicole Burkhardt presented the Teacher Appraisal Instrument as a basis for teacher evaluation.

Motion to approve the Teacher Appraisal Instrument as presented by Whitney Owens.	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:	Approved

### 10. Member Campus Approval-Cedar

Whitney Owens and Nicole Burkhardt to present information on adding Cedar as a member campus.

Presentation, discussion and possible action:

Nicole Burkhardt presented that they found the Cedar campus was not on the ASBCS website during targeted review. The HOS and site director are asking that the Cedar campus be added as a member campus of MSF.

Motion to include Cedar campus as a member campus of the Montessori School of Flagstaff.	Ms. Beya Thayer
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:	Approved

**11. Charter Holder Address**

Whitney Owens to present information on correcting charter holder address

Presentation, discussion and possible action:

The charter holder address was found to be incorrect on the targeted review. The charter mailing and physical address need to be updated to 850 N. Locust, Flagstaff AZ 86004.

Motion to change the charter holder physical and mailing address from 1000 E. Appalachian Flagstaff, Az 86004 to 850 N. Locust Flagstaff, AZ 86001.	Dr. Sara Clancey
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:	Approved

**12. Charter Member Campus Address:**

Whitney Owens to present information on correcting Switzer Member Campus Address.

Presentation, discussion, and possible action.

Motion to change the physical address currently on file with ASBCS for the Switzer campus ASBCS to 850 N. Locust St. Flagstaff, AZ 86001	Dr. Sara Clancey
Seconded	Mr. Kyler Kuehn
Dr. Sara Clancey	aye
Dr. Kyler Kuehn	aye
Dr. Anne Newland	aye
Ms. Beya Thayer	aye
Mr. Andy Vaughan	aye
Final Resolution:	Approved

### 13. Sexual Health and Health Education Programs

Whitney Owens, Mark Gallo to present potential curriculum for sexual health and health education programs

Presentation, discussion. No action needed

Discussion: MSF would like to offer sexual health and health education programs. Whitney Owens reported on the requirements in the policy manual about an advisory committee. Anne Newland recommended that the advisory committee be composed of up to 5 members with at least one parent and one educator. The process to approve curricula entails the advisory committee with publicized meetings. Once formed, the advisory committee will review potential curricula. Then the proposed curriculum needs to be reviewed by the public followed by approval by the governing board.

Motion to create an advisory committee to the governing board of at least 5 members at least one of whom is an educator and one of whom is a parent	Dr. Anne Newland
Seconded	Ms. Beya Thayer
Dr. Sara Clancey	aye
Dr. Kyler Kuehn	aye
Dr. Anne Newland	aye
Ms. Beya Thayer	aye
Mr. Andy Vaughan	aye
Final Resolution:	Approved

### 14. Enrollment and Staffing Update



Whitney Owens to present an update on enrollment and staffing.

Presentation and discussion. No action needed

Enrollment has increased by .5 of a student and another 2nd grader. The total enrollment is currently at 153.5 students.

There is a possible PE teacher. They are also looking for an assistant for the upper elementary.

There is also now a Director of Facilities.

**15. Date and Time of Next Board Meeting**

The date and time of the next board meeting will be November 8th at 6:00pm.

**16. Adjournment** Ms. Beya Thayer adjourned the meeting at 8:13pm.