

Flagstaff Montessori

Regular Governing Board Meeting

Address: 850 N Locust St. Flagstaff, Arizona 86001

Date: Tuesday, November, 8th at 6:00 PM

Location: B3 Classroom

Google Meets Link:

Board Meeting

<https://meet.google.com/rux-vkxg-acd>

DRAFT

Minutes

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

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:

Whitney Owens

Nicole Burkhardt

Others in Attendance:

Via Zoom:

3. Approval of previous board meeting minutes

The board will review the 10/11/22 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 Oct 11, 2022 as prepared by Sara Clancey.	Dr. Anne Newland
Seconded	Mr. Andy Vaughan
Dr. Sara Clancey	aye
Dr. Kyler Kuehn	Absent for this vote
Dr. Anne Newland	aye
Ms. Beya Thayer	aye
Mr. Andy Vaughan	aye
Final Resolution:	approved

4. Celebrations

Whitney Owens to present school celebrations

Presentation, no action needed

The movie night was a success! The fundraiser at the Buffalo Wild Wings was also successful. The Charter Board pop-in visit was yesterday, Monday 11/7/2022. The feedback was positive and constructive. On 10/28/22 Nate Auvenshine presented a Response Options (School Safety) Training for all staff. The 'visit ups' are scheduled and the plans are in place for a community open-house. There was a 5% salary increase for all staff. There is a fundraiser at Fratelli's on 11/15 at the 4th St. location.

5. Review of Policies A-C

The board will review and possibly revise policies in sections A-C of the Policy Manual
Discussion and possible action to revise policies

Discussion: Whitney Owens presented the policy manual sections A-C. Anne Newland made the comment that the resource was very helpful. She asked about how comfortable Whitney Owens is potentially completing investigations into charges such as sexual harassment. Whitney Owens reported that she has experience doing investigations into Title 9 and other grievances. She is also comfortable consulting an attorney. Beya Thayer asked if language should be added around consulting an attorney. Anne Newland suggested adding regular trainings for the compliance officer for EEOC issues and others. Anne Newland will provide samples of guiding documents that will support this process. Kyler Kuehn suggested that we always follow the legalese as written. Whitney will review these procedures and come back at the next meeting with further suggestions. We will table this discussion until the next board meeting.

6. Staff Covid Leave

Whitney Owens to present possible sick time adjustment when a staff member or staff

member's child tests positive for Covid.

Presentation, discussion, and possible action

Discussion: Whitney Owens presented this because there have been cases of covid at the school this school year. In the past, there has been an informal policy for paid sick leave if they are positive for covid. Beya Thayer asked how sick leave is covered. Anne Newland suggested that Whitney Owens discuss this issue with Brandon Cavanaugh and Claudina Douglas. Whitney will re-visit sick leave in general and how it may need to be revised.

7. Split Employee Agreement

Whitney Owens to present the split employee agreement between Flagstaff Montessori and Montessori West.

Presentation, discussion, and possible action

Discussion: Whitney Owens described the split percentages for her, Kevin Bowling-Swan, and Maxius Ozers between the charter and private schools. The proposal is that each split employee will be paid for through the charter and reimbursed proportionally through the private. Anne Newland suggested using the language of 'contracting' between the private and charter. For example, 'Eric Alexander is contracting for XX services from the charter'. Whitney will create a draft and Beya will sign it so that this can be distributed on the upcoming pay period.

Motion to we agree to contact for services of Administrative Coordinator, Head of School, and Director of Facilities, to provide services for Montessori West.	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

8. Sexual Health and Health Education Programs Update

Whitney Owens to present update

Presentation, discussion. No action needed

Discussion:

Four parents, a site director and a teacher from upper elementary all volunteered to be on his subcommittee. They are going to meet next week on 11/15/22. Kyler Kuehn pointed out that this committee needs to follow open-meeting law.

9. Enrollment and Staffing Update

Whitney Owens to present an update on enrollment and staffing.

Presentation and discussion. No action needed

Discussion:

We are up 3 students from last month. There are three prospective 2nd graders and 1 middle school student who are scheduled to start next semester.

Sena Kempton is the only ESS teacher at MSF who has a caseload of 25 students.

Whitney Owens and Nicole Burkhardt shared that there have been a lot of conversations about this increase in the workload. They have also reached out to the county and they are working with Samantha Abramowitz. The county will provide coaching with Sena.

Staffing: An offer has been extended to an assistant for one of the upper elementary classrooms. There are also a couple of new substitute teachers on board. There have not been any applicants for the PE position. Anne Newland suggested that Kelly Teaslink from Girls on the Run might be a resource.

10. 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 Dec 13, 2022 at 6:00pm and the following meeting will be on January 10, 2023.

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

12. Adjournment Ms. Beya Thayer adjourned the meeting at 7:15pm.