

Flagstaff Montessori
Regular Governing Board Meeting
Address: 850 N Locust St. Flagstaff, Arizona 86001
Date: Tuesday, December 13th, 2022 at 6:00 PM
Location: B3 Classroom
Google Meets Link:
[Google Meet joining info](#)
Video call link: <https://meet.google.com/rux-vkxg-acd>
Or dial: (US) +1 414-439-0590 PIN: 317 892 156#

Minutes

1. Call to Order Ms. Beya Thayer called the meeting to order at 6:05pm

2. Roll Call of Members

Dr. Sara Clancey took roll

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

*Quorum Requirement met. .

Administrators in Attendance:

Whitney Owens

Nicole Burkhardt

Mark Gallo

Others in Attendance:

Via Zoom:

Brett Backlund

3. Approval of previous board meeting minutes

The board will review the 11/8/22 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 Nov. 8., 2022 as prepared by Sara Clancey.	Dr. Kyler Kuehn
Seconded	Ms. Beya Thayer
Dr. Sara Clancey	Aye
Dr. Kyler Kuehn	Aye
Dr. Anne Newland	Aye
Ms. Beya Thayer	Aye
Mr. Andy Vaughan	Absent
Final Resolution:	Passed

4. Celebrations

Whitney Owens to present school celebrations

Presentation, no action needed:

Student achievement tracking and communication: The administration is working on creating common ways to track student progress. This is starting in the kindergarten classrooms. The kindergarten teachers are creating a list of standards.

Middle school Kiwanis Essay Awards Winner: 3 students won awards for essays they wrote for the competition.

Middle School Community Connections: The students packed over 100 food boxes at the FFFC and volunteered with Toys for Tots.

Star Gazing: Mr. V’s class had a stargazing event on the school playground at Switzer Mesa.

Employee Retention Efforts: Over the past few months, HOS has been working on staff appreciation, these include bonuses for all staff members.

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

Brett Backlund and/or Claudina Douglas will present a summary of the audit and LCQ Presentation, discussion, and possible action

Discussion: Brett Backlund completed the audit and LCQ for MSF in 2021 and again for the fiscal year ending **Jun 30, 2022** . The Governing board is required to publicly accept both the audit of the financial statements and LCQ.

Mr. Backlund explained that MSF got an ‘unqualified opinion’ on audit of the financial statements. Mr. Backlund explained that pages 5-8 are the financial statements which report that MSF has about \$1,000,000 in assets with \$250,000 in the

bank. He clarified that under Net Assets category the 'with donor restrictions' are specific areas where funds are set aside for specific uses. Mr. Backlund went on to explain the remaining pages of the financial statements. Dr. Anne Newland asked whether this was a 'clean' audit or if there were any findings. Mr. Backlund confirmed that this was a clean audit.

Mr. Backlund also presented the LCQ. The only 'No' answer had to do with the budget and the electronic submission. Mr. Backlund is not concerned about this answer. He then explained that the requirement from the AZ State Board for Charter Schools is that the audit be submitted by Nov. 15th of the calendar year. The submission was completed by the school administrators, ADI and Mr. Backlund on that date. Mr. Backlund will send Ms. Owens the corrected final draft and she will send it out to the governing board members for review once she receives it. We will table the acceptance of the audit and LCQ until the next board meeting.

6. Fixed Asset Threshold Adjustment

Whitney Owens and/or Claudina Douglas will present the option to increase the Flagstaff Montessori Fixed Asset Threshold

Presentation, discussion, and possible action

Discussion:

ADI presented this to Ms. Owens for the Governing Board to consider. ADI has recommended that MSF adjust the thresholds for vehicles, furniture and equipment from \$300 to \$3000 and for land and building improvements from \$3000 to \$5000.

Motion to increase the fixed asset threshold for vehicles, furniture, and equipment from \$300 to \$3000; and for land and building improvements from \$3000 to \$5000.	Dr. Sara Clancey
Seconded	Dr. Anne Newland
Dr. Sara Clancey	Aye
Dr. Kyler Kuehn	Aye
Dr. Anne Newland	Aye
Ms. Beya Thayer	Aye
Mr. Andy Vaughan	absent
Final Resolution:	Passed

7. Sexual Health Committee Guidelines

Whitney Owens and Beya Thayer will present proposed guidelines for the Flagstaff Motessori Sexual Health Committee

Presentation, discussion, and possible action

Discussion: According to policy BDF the Governing Board shall approve guidelines for all advisory committees. There are also specific guidelines and requirements for sexual health curriculums.

Right now, it is tentatively planned for the different curriculums to be presented to and considered by the sexual health committee.

Motion to approve the proposed sexual health committee guidelines.	Ms. Beya Thayer
Seconded	Dr. Kyler Kuehn
Dr. Sara Clancey	Aye
Dr. Kyler Kuehn	Aye
Dr. Anne Newland	Aye
Ms. Beya Thayer	Aye
Mr. Andy Vaughan	Absent
Final Resolution:	Passed

8. Overnight Field Trips

Mark Gallo and Nicole Burkhardt to present on the proposed overnight field trips for Board approval

Presentation, discussion, and possible action

Discussion: Mr. Gallo has separate trips for years A&B, each year having two camping trips prior to the annual river trip. These need to be approved by the Governing Board according to Policy IJOA.

Motion to approve the middle school overnight field trips to the South Rim and annual river trip, and approve the 6th grade overnight field trip to Camp Colton.	Dr. Kyler Kuehn
Seconded	Dr. Sara Clancey
Dr. Sara Clancey	Aye
Dr. Kyler Kuehn	Aye
Dr. Anne Newland	Aye
Ms. Beya Thayer	Aye
Mr. Andy Vaughan	Absent
Final Resolution:	Passed

9. Revised Employee Sick Leave policy

Whitney Owens to present lawyer-reviewed proposed change to sick leave policy
Presentation, discussion, and possible action

Discussion: Ms. Owens consulted with legal and ADI, and was advised to create a leave policy. The proposed policy increases the leave from 5 to 10 days for full time salaried employees on a 10 month contract and hourly employees. This would be considered paid leave rather than sick leave. This also allows employees to carry over 120 hours of time from year to year. Whitney is going to ask ADI to present a budget which includes the expenses of the potentially extra substitute pay. This will be tabled until the next Governing Board meeting so the board members can review the financial impact of the leave policy.

10. Policies A-C

Whitney Owens will share Site Director feedback on potential changes to policies A-C
Presentation, discussion, and possible action

Discussion: The administration team reviewed policies A-C. They would like to add more inclusive language to Policy AC and subsequent regulations and exhibits.

Motion to approve change to policy AC and subsequent regulations and exhibits to include the addition of sexual orientation and gender identity. Policy AC shall be changed to include sexual orientation and gender identity.	Ms. Beya Thayer
Seconded	Dr. Sara Clancey
Dr. Sara Clancey	Aye
Dr. Kyler Kuehn	Aye
Dr. Anne Newland	Aye
Ms. Beya Thayer	Aye
Mr. Andy Vaughan	Absent.
Final Resolution:	Passed

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 January 10, 2023 at 6:00pm

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

12. Adjournment Ms. Beya Thayer adjourned the meeting at 7:41pm.