

**Flagstaff Montessori  
Regular Governing Board Meeting  
Address 850 N Locust, Flagstaff, AZ 86001  
Date: Tuesday July 12, 2022 6:00pm  
B3 Classroom**

Zoom Link:

<https://zoom.us/j/92705706283?pwd=VUVENTdicElvWDJVMGJzZWWhKQndrdz09>

Meeting ID: 927 0570 6283

Passcode: s6XEz6

**1. Call to Order:** Dr. Kyler Kuehn called the meeting to order at 6:05 pm.

**2. Roll Call of Members**

Dr. Sara Clancey took roll.

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

\*Quorum Requirement met. 4 members present.

*Administrators in Attendance:*

Whitney Owens

*Others in Attendance:*

*Via Zoom:*

Claudina Douglas

**3. Approval of Previous Board Meeting Minutes**

The board will review the 5.10.22 and 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.

The minutes need to be corrected and will be

Discussion and possible action: Delay action until the following board meeting.

Motion to	
Seconded	

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

**4. Adoption of FY23 Proposed Budget**

The board will review the FY23 proposed budget and any public comments related to the budget.

Presentation, discussion, and possible action to adopt the FY23 proposed budget.

Discussion:

Claudina Douglas from ADI recommendation to adopt the FY23 proposed budget. The budget will be revised after school starts because of increases in 301 money as well as increased state funding for education. Claudina will present the proposed modifications at our next meeting.

Motion to approve the FY23 budget as proposed.	Dr. Anne Newland
Seconded	Mr. Andy Vaughan
Dr. Sara Clancey	Aye
Dr. Kyler Kuehn	Aye
Dr. Anne Newland	Aye
Ms. Beya Thayer	Absent
Mr. Andy Vaughan	Aye
Final Resolution:	Approved/motion carries

**5. ERC Grant Update**

Whitney Owens will provide an update on the Employee Retention Grant and reimbursement to Montessori West.

Presentation, discussion, and possible action to approve reimbursement to Montessori West.

Discussion: Whitney Owens provided an update notifying the board that the school will have to pay the Employee Retention Grant money back to Eric Alexander . Claudina will investigate how best to make these payments. Andy Vaughan would like to know which bank account the Employee Retention grant was deposited into and whether Eric might have access to the money. Claudina will work with others at ADI to understand where the money went once it was given to the school. Whitney will meet with ADI and Eric to better understand this issue. This was an update and does not need action at this time.

## **6. Primary Teacher Agreement**

Whitney Owens and Eric Alexander will provide calculations for total employee related costs for the four primary lead teachers, and calculations on cost to provide education for half day kindergarten students.

Presentation, discussion, and possible action to approve financial agreement to educate kindergarten students.

Discussion: Whitney Owens explained the history behind the agreement between MSF and Eric Alexander. The expenses for the four kindergarten teachers and the rental agreement with Flagstaff Montessori School, LLC were also explained. Claudina will check with the auditor on whether a rental agreement would work or if the paying of the teachers salaries is preferred. A formal agreement will be produced after this decision is made. Bob from ADI will update the teachers salaries based on 2022-23 contracts. Eric will be asked to correct his calculations. No action was taken.

## **7. Review of Services**

Claudina Douglas will present the scope of work ADI can provide. Eric Alexander and Whitney Owens will speak to the transition plan from Montessori West to ADI.

Presentation and discussion. No action needed.

Discussion: Bills have now been directed to MSF. Whitney explained that the tasks on the scope of work from Montessori West were not items that need to be outsourced, rather the school board and directors can make the appropriate decisions. Whitney will keep this item on the agenda to continue to track progress.

## **8. Charter Accounts Update**

Whitney Owens will provide an update on the Charter bank accounts. Presentation and discussion. No action needed.

Discussion: Whitney and Andy Vaughan went to Chase bank and now have the correct account that is being used for payroll. Nicole will be added once she is back in the office. There is also now a credit card. Andy Vaughan also reported that there were two legacy accounts that have been used in the past. State funds were deposited in June. There will be three signers on the account. ADI will be authorized to process financials after the director has signed off. Then they will submit reports electronically once accounts are paid.

## **9. Enrollment and Staffing Update**

Whitney Owens will provide information on current enrollment and staffing. Presentation and discussion. No action needed.

Discussion: Whitney Owens presented the spreadsheet with current enrollment numbers. There are interviews scheduled for the lead teacher position and there is only one more opening for an assistant position. The school is still working on the PE position.

## **10. Date and Time of Next Board Meeting**

Discussion and possible action to set the date and time of the next board August 9th at 6:00pm

and Sep 13, 2022 at 6:00pm.

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

**14. Adjournment:**

Dr. Kyler Kuehn adjourned the meeting at 7:09pm.