

Flagstaff Montessori

Regular Governing Board Meeting

Address: 850 N Locust St. Flagstaff, Arizona 86001

Date: Tuesday, February 14th at 6:00 PM

Location: ONLINE

Virtual Link:

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

Or dial: (US) +1 414-439-0590 PIN: 317 892 156#

Pursuant to Arizona Revised Statutes (A.R.S. 38-431.02) notice is hereby given to the members of the State Board for Charter Schools Governing Board, the Arizona State Board of Education, and the General Public, that the Governing Board of Flagstaff Montessori will hold a regular meeting open to the public as stated below at Flagstaff Montessori Switzer Campus at 850 N Locust St. Flagstaff, Arizona 86001. The Governing Board reserves the right to change the order of any items on the agenda, with the exception of any public hearing. One or more members of the Governing Board may participate in the meeting by telephonic communications. If noted on the agenda below, the Board may go into Executive Session, which will not be open to the public. However, all Board decisions will be made in an open public meeting. Persons with a disability may request reasonable accommodations by contacting the school at (928) 226-1212. Requests should be made as early as possible to allow time to arrange the accommodation.

Dated and posted: February 13, 2023 at 3:30pm

Public Comment: The Governing Board values input from teachers, parents, and students at its meetings. Agenda Item: "Public Comment" provides an opportunity for the Board to receive information or inquiries regarding items not on the agenda. The Arizona Open Meeting law permits the public to ask questions about non-agenda items, but the Board may not discuss or take action on an item not on the posted agenda. "Public Comment" regularly occurs at the end of each regular Board meeting. In order to address the Board during the Public Comment, community members should complete a Public Comment form and give it to the Secretary of the Board prior to the start of the meeting.

Public Comment on Agenda Items: Input from members of the public on an issue under discussion will be considered at the conclusion of the Board's deliberation of each agenda item and before a vote is taken on that item. Visitors who wish to address the Board on an item that is on the agenda should complete a Public Comment form and give the form to the Secretary to the Board before the vote on that item so that the Board knows you wish to express an opinion on that agenda item.

Meeting Etiquette: Comments are limited to 3 minutes per item and 3 agenda items per meeting, including Public Comment. If you are with a group, please designate a spokesperson. Please turn off cell phones during the Board Meeting. Courteous behavior is expected, and inappropriate behavior with regard to the Board, Flagstaff Montessori staff, or other meeting attendees is subject to forfeiture of allotted time to speak.

MINUTES

1. **Call to Order** Ms. Beya Thayer called the meeting to order at 6:04pm.

2. Roll Call of Members

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

*Quorum Requirement met. .

Administrators in Attendance:

Whitney Owens

Nicole Burkhardt

Mark Gallo

Others in Attendance:

Via Zoom:

Ali Goral

Diego Abeytia

Claudina Douglas

Lisa Kirkwood

Lauren Mendoza

Olivia Marelic

Kevin Bowling-Swan

3. Approval of previous board meeting minutes

The board will review the 01/10/23 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 Jan 10, 2023 as prepared by Sara Clancey.	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

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

Lauren Mendoza: An assistant teacher at Sunnyside is here to listen and is very interested in some of the updates with paid leave and the salary schedule proposal.

Kevin Bowling-Swan: reported that the enrollment for FY20 was 177 but that was with three upper elementary classrooms.

Ali Goral: Wanted to make a comment about the salary schedule; what incentives would be in place to keep teachers at MF longer than 15 years.

4. Celebrations

Whitney Owens to present school celebrations

Presentation, discussion, no action needed:

Calliope Hill won the county spelling bee and will be competing at the state level on March 18 in Phoenix.

There have been many 'visit-ups' to the elementary school.

The LETRS Training has been very well received and many teachers are participating.

The state is introducing a kindergarten assessment tool that will be used next year 2024.

The safety team has met in the past month and they have identified the priority safety measures.

There were a few family engagement events and more coming up. The turn-out for these events was very positive.

5. Financials Update

Claudina Douglas will present to answer questions on current financial report

Presentation, discussion, no action needed:

The financials for January showed a positive net revenue of \$81,341.76. The profit and loss statement; the revenues were \$1,062,555.65. The expenses were \$981,210. This is the net income for the fiscal year. Andy Vaughan asked what the ODP services provided and Whitney Owens answered that it was the Office Depot account. Claudina Douglas shared that these reports can be expected around the 10th of every month.

6. Paid Leave Policy

Whitney Owens will present revised paid leave policy

Presentation, discussion, and possible action

Whitney Owens reviewed what was discussed regarding the paid leave policy during the past few meetings. Whitney worked with the ASBA legal division to review and refine the policy. Beya Thayer clarified that paid and sick leave are combined in this policy. Andy Vaughan commented that the language for this policy is much more clear. Whitney Owens did ask when this policy might be enacted and if it was possible to reimburse employees retroactively.

Motion to change Policy GCCA to reflect the proposed leave policy and to reimburse employees retroactively.	Dr. Sara Clancey
Seconded	Ms. Beya Thayer
Dr. Sara Clancey	approved
Dr. Kyler Kuehn	approved
Dr. Anne Newland	absent
Ms. Beya Thayer	approved
Mr. Andy Vaughan	approved
Final Resolution:	Approved

7. Switzer Roof Replacement

Whitney Owens will present a proposed agreement for Switzer roof replacement between Flagstaff Montessori and Eric Alexander.

Presentation, discussion, and possible action:

Whitney has worked with the school's private legal council to review the lease agreement and create a plan to pay for the new roof. ADI recommended that MF put \$20,000 forward and Eric Alexander pay the remainder. The school got three quotes and will go ahead of Flag Roofing. Eric Alexander as agreed to using this company. The fascia also needs to be replaced because it is rooted and it will cost about \$5000 to replace. Whitney suggested that MF pay to replace the fascia. These repairs can be made before next school year and possibly as soon as the snow melts.

Motion to approve Switzer Roof Replacement Agreement	Ms. Beya Thayer
Seconded	Mr. Andy Vaughn
Dr. Sara Clancey	aye
Dr. Kyler Kuehn	aye
Dr. Anne Newland	absent
Ms. Beya Thayer	aye
Mr. Andy Vaughan	aye
Final Resolution:	approved

Motion to approval for Whitney Owens to spend \$20,000 to pay for the roofing.	Ms. Beya Thayer
Seconded	Mr. Andy Vaughn
Dr. Sara Clancey	aye
Dr. Kyler Kuehn	aye
Dr. Anne Newland	Absent
Ms. Beya Thayer	aye
Mr. Andy Vaughan	aye
Final Resolution:	approved

8. Switzer Facia Replacement

Whitney Owens will present an estimate for facia replacement at Switzer Presentation, discussion, and possible action:
See note above

Motion to approve facia replacement.	Ms. Beya Thayer
Seconded	Dr. Sara Clancey
Dr. Sara Clancey	aye
Dr. Kyler Kuehn	aye
Dr. Anne Newland	absent
Ms. Beya Thayer	aye
Mr. Andy Vaughan	aye
Final Resolution:	approved

9. Signature Authority Policy

Whitney Owens will present current signature authority policy and proposed updates. Presentation, discussion, and possible action:

Whitney Owens explained that the current policy requires the board president's signature for purchases over \$3000. The request is to change the policy to requiring the president's signature on purchases over \$5000.

Motion to for fund transfers, purchase orders and contracts the Head of School has authority to approve, without needing board member signature(s), financial commitments of \$5,000 or less.	Ms. Beya Thayer
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

10. Club Fees as Tax Credit Eligible

Whitney Owens and Nicole Burkhardt will present on club fees and possible Board approval of

fees and use of Tax Credit donations to offset fees

Presentation, discussion, and possible action:

Clubs are starting back up. In the past, teachers who sponsored a club would complete a W-9 form, set rates, and collect money. Moving forward there will be a set rate for clubs and all money will be tracked through the school. Club sponsors will be paid a standard hourly rate. The governing board needs to approve the fee of \$85 and needs to agree to waive the fee if there is an economic hardship for families.

Motion to Adopt the activity fee of \$85 for all school sponsored clubs. AND Approve Site Director and/or Head of School to waive all or part of the activity fees if it creates economic hardship for a student.	Dr. Sara Clancey
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

11. FY24 Calendar

Whitney Owens will present two possible options for the FY24 Calendar.

Presentation, discussion, and possible action:

Whitney Owens presented the two options for the FY24 calendar. Kyler Kuehn asked whether or not this should be brought to the families for input. Whitney Owens explained that moving forward that would be a possibility, however, for this decision there is a bit of a time crunch.

Motion to approve Calendar Option 2 for the FY24 school year.	Dr. Sara Clancey
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

12. FY24 Salary Schedule

Whitney Owens will present proposed Charter salary schedule to be used to determine salaries for FY24

Presentation, discussion, and possible action:

Whitney Owens reviewed that this topic was presented back in April, 2022. The desire for a salary schedule has been strong amongst the staff to create transparency and security. In the past, the school was run as a business but now because MF is a non-profit there can be a different process put in place. In the creation of the salary schedule that is being presented, Whitney Owens collected salary schedules from other charter schools and FUSD. She also did her own analytics based upon the salaries presently at MF. Beya Thayer asked about the impact this will have on the current budget. Whitney has been working with Claudina, who suggested that actual numbers be used with this salary schedule to look at how it would impact the budget for FY24.

Kyler Kuehn asked if Prop 301 money can be used for salaries. Whitney Owens agreed that Prop 301 monies can be used for salaries vs bonuses. Andy likes the structure and research that Whitney has completed and created.

Whitney has gotten feedback from staff members including; the way the salary schedule is established more there is money built in for certain certifications and degrees. However, because MF is a charter school there isn't a requirement for degrees. There have also been conversations about the value of degrees.

Beya asked how Whitney landed on the starting range. Whitney explained that she considered what other schools are offering and what people are presently making.

Whitney Owens reminded the board that the school tries to get teacher contracts out after spring break, this salary schedule will be put into place for FY 24. Ideally, this will be approved during the March board meeting. Whitney will work with Claudina to create the draft budget and will meet with Andy Vaughan before the March meeting to review it. Beya requested that this conversation be scheduled toward the beginning of the next board meeting so Claudina Douglas can be in attendance.

Whitney stated that this salary schedule will be used for the private employees as well. She has spoken with Eric Alexander about this.

13. MSF Community Advisory Committee Formation and Guidance

Whitney Owens to present on the formation of a MSF Community Advisory Committee and seek guidance from the Board on the direction/purpose of this committee.

Presentation, discussion, no action needed

Whitney Owens has worked with other schools to establish channels and ways for families and staff representatives to share and discuss what is working and what needs to be refined.

Whitney has introduced this to families and 7 or 8 families are interested in attending. Tonight she is asking whether the board has any requests or topics for Whitney to bring up to families.

14. Sexual Health Committee Interim Report/First Governing Board Review of Public Input

Whitney Owens to present an interim report from the Sexual Health Committee and share any received public input.

Presentation, discussion, not action needed:

Whitney has not received any public input. The committee has met a few times to review curriculums. The recommendation from the committee is to move forward with the curriculum that Coconino County provides. This will be an opt-in curriculum that focuses on puberty and health for 5-6 graders and sexual health for middle schoolers. School administrators are hoping to have a meeting for parents to talk to the facilitator prior to introducing the curriculum. The tentative start date for the curriculum will be **Mar 22, 2023**.

15. Enrollment Update

Whitney Owens will present an enrollment update:

Enrollment is currently 156...however on the 100th day the enrollment was 157. There have been quite a few families reaching out with interest in MF for next year.

16. 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 **Mar 7, 2023** at 6:00pm.

19. Adjournment Ms. Beya Thayer adjourned the meeting at 7:59 pm.