

Flagstaff Montessori

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Regular Governing Board Meeting

Address: 850 N Locust St. Flagstaff, Arizona 86001

Date: Tuesday, March 7, 2023 at 6:00 PM

Location: B3 Classroom

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#

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: March 6, 2023 at 4:00pm

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 Dr. Kyler Kuehn called the meeting to order at 6:06pm.

2. Roll Call of Members

Members	
Dr. Sara Clancey	present
Dr. Kyler Kuehn	Present
Dr. Anne Newland	present
Ms. Beya Thayer	Present (on phone)
Mr. Andy Vaughan	present

*Quorum Requirement met. .

Administrators in Attendance:

Whitney Owens

Mark Gallo

Kevin Bowling-Swan

Others in Attendance:

Via Zoom:

Lauren Mendoza

Claudina Douglas

Nicole Burkhardt

Olivia Marelic

3. Approval of previous board meeting minutes

The board will review the 2/14/2023 board meeting minutes prepared by Sara Clancey,

Secretary of the board.

Presentation, discussion, and possible action to accept the previous board meeting minutes.

#7 Switzer roof replacement: spelling of counsel

Motion to approve the Feb 14, 2023 as prepared by Sara Clancey.	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

4. Celebrations

Whitney Owens to present school celebrations

Presentation, discussion, no action needed:

Whitney Owens reported that she, Eric Alexander and a lawyer from the Carnitas Law Group are working on the 501(3)c. They are working together to take care of the Goodwill money. The deadline for this correction is next week.

Celebrations: 93% of charter school students are returning, 30/32 kindergarten students are planning on transitioning to first grade at Switzer. 12/13 6th graders are planning on moving to the middle school and all of the 7th graders are staying.

The Upper Elementary science fair was held and a few students are moving onto the state science fair.

The focus group of administrators and parents was held. The families are excited about what is happening at the school. They recommended adding a promotional video to the school's website. The parents would also like the school to communicate the academic achievements of the students more effectively. They would also like to expand the access of the school to include more families.

5. Financials Update

Whitney Owens and Claudina Douglas will present to answer the board members questions on current financial report

Presentation, discussion, no action needed:

Dr. Kyler Kuehn asked if the snow days would impact the financial report and

Whitney Owens said that she has checked with ADE and there will be no impact.

Claudina reported that there was a net revenue of \$ 94,984.87 as of 2/28/2023. The budget that was previously approved had initially had a deficit however, that was because prior year information was used to inform that budget.

The proposed budget needs to be uploaded by 7/5/23 and it needs to be adopted by 7/15/23.

Claudina Douglas reported that most schools complete their budgets by mid-May to prepare for the summer vacation.

Andy Vaughan reported that next year's budget will be more accurate because there will be a record for expenses.

6. FY24 Budget and Salary Schedule Review

Claudina Douglas and Whitney Owens will present the projected FY24 Budget. This budget includes staff salaries based on the proposed salary schedule.

Presentation, discussion, and possible action to approve use of proposed salary schedule.

Whitney Owens reminded the board that last month that she had presented the proposed salary schedule. At that time, the board had asked her to run the proposed salary increases. Tonight, Whitney Owens included the budget details for the proposed salary increases. Possible ways money can be allocated towards salaries include: using Prop 301 money (\$91,000), however that would limit bonuses. Increase in student enrollment (\$119,000), although the child care stabilization grant will be ending this year (-\$135,000).

According to Whitney and Claudia's calculations, the overall salary increase from FY23 to FY24 is projected to be \$60,149.

Dr. Anne Newland asked if schools ever create a rainy day fund as a form of cash reserves.

Claudina Douglas described that this would be a contingency fund and that some schools build it into the budget. Claudina also reported that a certain amount of money could be automatically transferred to the fund each month. Dr. Anne Newland asked if it would be appropriate to also put funds into a CD ladder. Claudina would need to ask the school's auditor about this option. Claudina will ask Brett and then report back to the board. Whitney Owens will also ask Brett to present on investment options for the school at the next school board meeting.

Referring to the proposed salary schedule, Dr. Anne Newland asked about the rationale behind creating a ladder pay scale as opposed to a pay range for each position. Whitney Owens described that this model is used in other schools, but it also helps teachers predict what they will be making in the future years. Anne suggested that a performance based pay scale be implemented in the future. Andy Vaughan suggested that bonus money might be given based upon performance reviews. Currently, the school has not created an evaluation system but are working on it. There have been no other comments about the proposed pay scale from the public or teachers.. Dr. Kyler Kuehn asked how the scale incorporates a COLA. COLA is currently not included in the salary scale. Dr. Anne Newland recommended that market comparisons and inflation adjustments be reviewed on a regular cadence.

Motion to approve the salary schedules as presented.	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

7. FY23 Revised Budget

Claudina Douglas will present the FY23 Budget.

Presentation, discussion, and possible action: Whitney Owens requested that this agenda item be moved to the April board meeting.

Motion to move the FY23 Revised Budget discussion until the April board meeting.	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

8. Changes to FY23 Instructional Days

Whitney Owens will present a plan to address school days lost due to snow days. This plan includes an instructional day amendment request to temporarily reduce the number of instructional days with the Arizona State Board for Charter Schools.

Presentation, discussion, and possible action.

Whitney Owens reported that there have been 11 snow days called so far this year. There were 4 days built into the 2022-23 calendar. So far, MSF is over the required instructional hours for the year, as required by ADE. However, the school would like to reclaim some of the instructional time. So the administration decided to extend instructional time for the Wednesdays in March. The Charter Board has requested an amendment be submitted by MSF to decrease the number of instructional days to 165 for the 2022-23 school year.

Motion to decrease the number of instructional days in fiscal year 2023 to 165 instructional days .	Mr. Andy Vaughan
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

9. Sexual Health Curriculum

Whitney Owens will present public input and a final report from the Sexual Health Advisory Committee for potential final approval of sexual health curriculum.

Presentation, discussion, and possible action:

Whitney Owens has not received any public comment since the last time she has reported to the school board. Therefore, the Sexual Health Advisory committee recommends using the Coconino County curriculum.

Motion to approve the Positive Prevention Plus and Coconino County Hygiene and Puberty curriculums.	Dr. Anne Newland
Seconded	Dr. Sara Clancey
Dr. Sara Clancey	aye
Dr. Kyler Kuehn	aye
Dr. Anne Newland	aye
Ms. Beya Thayer	aye
Mr. Andy Vaughan	aye
Final Resolution:	approved

10. Enrollment Update

Whitney Owens will present an enrollment update:

Enrollment has gone up by 1 student. The projected enrollment for the next academic year is 174.5.

11. 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 Apr 11, 2023 at 6:00pm.

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

Kevin Bowling Swan: reported that the numbers for the enrollment have actually gone up to 178 enrolled students.

Mark Gallo: He shared his appreciation for the school board's work.

13. Adjournment

Dr. Kyler Kuehn adjourned the meeting at 7:07.