

Flagstaff Montessori

Regular Governing Board Meeting

Address: 850 N Locust St. Flagstaff, Arizona 86001

Date: Tuesday, August 9th, 2022 at 6:00 PM

Location: B3 Classroom

Google Meet Link:

Video call link: <https://meet.google.com/eta-vrqp-dhr>

Or dial: (US) +1 320-318-8292 PIN: 975 568 955#

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

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

Mark Gallo

Bethany Boness

Caroline Brothers

Others in Attendance:

Curtis Smith

Hillary Thornock

Via Zoom:

Maureen Fray

Deborah Flloyd

JunLi Gallagher

3. Approval of previous board meeting minutes

The board will review the 5.10.22, 6.14.22, and 7.12.22 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 board minutes from 5/10/22, 6/14/22, 7/12/22	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. Public Comment (3 mins per/person, total of 30 mins time allotment)

No comments

5. Covid Mitigation Plan Update

Whitney Owens will provide an update on Covid Mitigation Plan and family and staff survey results.

Presentation and discussion:

At this point there is not an updated plan. Survey went out on Friday and the administration has just started looking at the results. The board is supportive of what the administration sets forth as the plan. With that understanding, Whitney Owens continued to present results from the Covid-19 Quarantine Survey; intent was to better understand the feelings of the school community related to covid.

Ms. Owens presented that there were 143 families that responded. The first option mandates that if students are exposed in the classroom and are not fully up to date are required to quarantine for 5 days. The first option defines 'fully up to date' vaccinated as two shots and a booster (if eligible) (CDC guidance). The 2nd option stated that the decision to quarantine to the discretion of the families. Results were, 55.9% of families opted for option 2, with 44.1% of families opting for option 1. The comments included in the survey indicated many complex reasons that families used to make their decisions.

Staff survey 25 responses: 68% voted for option 1 and 32% for option 2. Comments included; flexibility in making decisions, wanting to have kids at school as much as possible, desire for consistency.

Directors are going to meet on 8/12/22 to decide which direction to take and will share the updated plan.

6. ERC Grant Update

Whitney Owens will provide an update on the Employee Retention Grant and reimbursement to Montessori West to be paid in three installments (August, September, and October).

Presentation, discussion, and possible action to approve reimbursement to Montessori West: Whitney Owens reported that this is an ongoing conversation and explained the board needs to approve the three payments to Montessori West.

Motion to approve to reimburse Montessori West the ERC grant in three installments as discussed.	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

7. Primary Teacher Agreement

Whitney Owens will provide options for Primary Teacher Agreements. Presentation, discussion, and possible action to approve a Primary Teacher Agreement: Ms. Owens reported that this agreement has been in the works for the past three months. She reviewed the auditors suggestion to break down the payments. She shared a graphic with the breakdown of funds. This included an annual rent and annual costs. Eric proposed that the Flagstaff Montessori pay \$110,000.00 + tuition for rent and Montessori West will pay the teachers salaries, utilities, assistant contracts, supplies. The charter will continue to pay for speech screenings and reading support. Ms. Owens has worked with ADI to create an agreement that the auditor will approve. Dr. Newland recommended that Ms. Owens set up a meeting with ADI and the auditor before the current plan is approved.

Motion to approve the proposal for the primary teacher agreement as worked out between Whitney and Eric	Dr. Anne Newland
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today (8/9) with the recommendation that this be reviewed by the auditor(if available) and Claudina.	
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. Business Office Transition Update

Whitney Owens will provide an update on the transition process from Montessori West Business office, including possible salary increase for Kevin Bowling-Swan for added workload due to the transition.

Presentation, discussion, and possible action to approve salary increase for Kevin Bowling-Swan:

Ms. Owens reported that there has been work with Erik to transition services from Montessori West to ADI and Flagstaff Montessori. Ms. Owens will take on the HR responsibilities. Kevin and Whitney will work to create systems for the employees. Kevin will be taking the extra responsibilities of the benefits and payroll tasks. Ms. Owens feels that she does not believe his current pay reflects what he will be adding to his job description. Ms. Beya Thayer and Dr. Anne Newland stated that the board can advise on salary ranges based on a rubric of job descriptions, duties, and responsibilities. Dr. Anne Newland offered to share materials regarding compensation plans that Montessori administrators can use moving forward when determining pay scales, systems, etc. Ms. Beya Thayer remarked that in the meantime Ms. Owens is responsible for determining the level of pay raise for Kevin Bowling-Swan. The budget will be updated in September by ADI.

9. Enrollment and Staffing Update

Whitney Owens will provide information on current enrollment and staffing.

Presentation and discussion:

Ms. Owens presented the August student numbers and the current enrollment as of the 2nd week of school. Overall, enrollment is down by 5 students. Bethany Boness reported that the number of students in first and second grades are the results of lower enrollment numbers in the primary schools. These numbers were decreased intentionally during covid to accommodate for social distancing in the primary classes.

The school is still looking for an assistant teacher, and a long term

substitute and PE teacher.

10. Date and Time of Next Board Meeting

Discussion and possible action to set the date and time of the next board meeting Sept 13 at 6:00pm.

11. Adjournment: Ms. Beya Thayer adjusted the meeting at 7:02pm.

12. Executive Session

School leadership will present current safety plans.
As this is an Executive Session, it is closed to the public, no actions will be taken by the Board and no public comments will be taken. Anyone with a comment regarding the Executive Session should address them to the Governing Board during a regularly scheduled board meeting.

Motion to move to executive session	Dr. Anne Newland
Seconded	Mr. Kyler Kuehn
Dr. Sara Clancey	aye
Dr. Kyler Kuehn	aye
Dr. Anne Newland	aye
Ms. Beya Thayer	aye
Mr. Andy Vaughan	aye
Final Resolution:	Approved

- Administrators in Attendance:*
Whitney Owens
Nicole Burkhardt
Mark Gallo
Bethany Boness
Caroline Brothers