

# Flagstaff Montessori

Regular Governing Board Meeting

Address: 850 N Locust St. Flagstaff, Arizona 86001

Date: Tuesday, September 13th, 2022 at 6:00 PM

Location: B3 Classroom

Google Meets Link:

Video call link: <https://meet.google.com/imf-oivr-ysh>

Or dial: (US) +1 502-771-5256 PIN: 689 165 566#

## Minutes

**1. Call to Order** Ms. Beya Thayer called the meeting to order at 6:06pm

### 2. Roll Call of Members

Dr. Sara Clancey took roll

Members	
Dr. Sara Clancey	present
Dr. Kyler Kuehn	Present/via google meet
Dr. Anne Newland	Absent
Ms. Beya Thayer	Present
Mr. Andy Vaughan	Present

\*Quorum Requirement met. .

*Administrators in Attendance:*

Whitney Owens

*Others in Attendance:*

Mr. Chris Vercillo

*Via Zoom:*

Kyler Kuehn

Claudina Douglas

Nicole Burkhardt

Shelly Bacon

### 3. Approval of previous board meeting minutes

The board will review the 8/9/22 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 8/9/22	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

#### 4. Celebrations

Whitney Owens to share campus celebrations  
Presentation and discussion. No action needed.

Discussion:

Whitney Owens gave a powerpoint presentation on what has been happening for the MSF. The middle school had their 'going out' to the Flagstaff Family Food Center and the Coconino county fair. Pre-school campuses hosted family engagement events. There was also an all-staff meeting at the Westside campus. The staff completed a visioning activity together. Three teams were created; parent hand book review team, job description review team, and a family engagement team. The all-staff meetings happen three times a year, the next one is in January.

#### 5. HB2025 Tour Policy

Whitney Owens to propose School Tour Policy

Presentation, discussion, and possible action to adopt policy

Discussion: Whitney Owens presented the HB2025 Tour Policy. She explained that this policy is being discussed amongst other charter schools and it seems that most charter schools will keep the language as written.

Motion to to approve the language as presented for the tour policy.	Ms. Beya Thayer
Seconded	Mr. Andy Vaughan
Dr. Sara Clancey	aye
Dr. Kyler Kuehn	aye
Dr. Anne Newland	absent
Ms. Beya Thayer	aye

Motion to to approve the language as presented for the tour policy.	Ms. <b>Beya Thayer</b>
Seconded	Mr. <b>Andy Vaughan</b>
Dr. Sara Clancey	aye
Dr. Kyler Kuehn	aye
Dr. Anne Newland	absent
Mr. Andy Vaughan	aye
Final Resolution:	Approved

## 6. Budget Update

Claudina Douglas to present updated FY23 Budget Presentation and discussion.

Discussion: Claudina presented the revised budget based upon 158 (the most current number within ADE) students. There is a net income of \$2531.00. This is a result of the re-negotiated contract with Montessori West, decreasing the fees of a business manager. There was also an increase in the childcare stabilization grant, equalization payments and prop 301 monies. With the updated budget **Whitney Owens** reported that she, Claudina, and **Nicole Burkhardt** created a plan for pay increases. Returning teachers received a COLA increase of 5.9% at the beginning of the school year. She also said that they are proposing an 8% increase for all staff. Whitney will be receiving a 4% increase. Some of these increases are being paid for by the increase of 301 monies. Ms. Beya Thayer asked if there will be any staff members that have been working for MSF whose salaries are equal to new employees, and advised against it. The plan moving forward is to be able to present financials at the board meetings. Whitney will also be presenting this new pay increase to Eric Alexander from Montessori West. Kyler Kuehn asked to see both of the budgets side by side. Claudina will try to have that prepared for the next meeting. Claudina will be presenting the revised budget at the board meeting in Oct.

## 7. FY23 301 Plan

Claudina to present FY23 301 plan Presentation, discussion, and possible approval of 301 Plan.

Discussion: Much of this was discussed in the last agenda item. **Claudina Douglas** explained that this money is restricted. The 8% pay increase for teachers and aides will come out of the 301 money. Plus, these funds will also be used to provide performance pay. Once the board approves these changes, Claudina will present them to the auditor. Whitney proposed that prop 301 money be included in the budget discussion next month. Approval of this plan will be tabled until the next meeting.

## 8. Safety Plan, Salary Reviews, and Audit Update

Whitney Owens to present an update on the review of safety plans, salary schedule review, and audit schedule.

Presentation and discussion. No action needed.

Discussion: Whitney presented the action plan for the safety plan. Nate Auvenshine who is a

retired police officer who is now doing site assessments and then will debrief and consult with sites. He will come to MSF on 9/20, 9/21 to meet with site directors. He will also do a conceptual training on 11/1/22 with all staff.

Until then, sites are making changes that are needed.

Salary Schedule Review: These were covered during the early item discussion. It is the goal that there will be a salary schedule by the end of the year. This may involve the Job Description Team.

Audit Schedule: The schools financials are already starting to be audited and the site audit will take place 10/10/22 and 10/11/22.

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

Whitney Owens to present an update on enrollment and staffing.

Presentation and discussion. No action needed

Discussion: Enrollment is a change of .5 (a student moved from kindergarten to first) increase.

Staffing: The school is still looking for a PE teacher. There was an interview today. There have also been changes in late day staff. All assistants are hired.

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

Discussion and possible action to set the date and time of the next board meeting Oct. 11 at

6:00pm.

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

Shelly Bacon: She wanted to express how great Nate Auvenshine is.

**12. Adjournment:** Ms. Beya Thayer adjourned the meeting at 7:36pm.