

## Flagstaff Montessori

Regular Governing Board Meeting

Address: 850 N Locust St. Flagstaff, Arizona 86001

Date: Tuesday, April 11, 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.

April 7, 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** Ms. Beya Thayer called the meeting to order at 6:07pm

### 2. Roll Call of Members

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

\*Quorum Requirement met. .

*Administrators in Attendance:*

Whitney Owens

Mark Gallo

*Others in Attendance:*

Sandy Moffitt

Willow Moffitt

*Via Zoom:*

*Claudina Douglas*

Nicole Burkhardt

Natalie Villagomez

### 3. Approval of previous board meeting minutes

The board will review the 3/7/2023 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 March 7, 2023 as prepared by Sara Clancey.	Dr. <b>Kyler Kuehn</b>
Seconded	Mr. <b>Andy Vaughan</b>
Dr. Sara Clancey	aye
Dr. Kyler Kuehn	aye
Dr. Anne Newland	
Ms. <b>Beya Thayer</b>	aye
Mr. Andy Vaughan	aye
Final Resolution:	approved

**4. Celebrations**

Whitney Owens to present school celebrations

Presentation, discussion, no action needed:

- Natalie Villagomez and Willow Moffit won the Coconino County African Diaspora Council Black History Month essay contest. Willow and Natalie read their essays to the school board.
- Quinten Byrne won 3rd place at the state science fair for his wind tunnel and wing design.
- Alice Cleckner also won 3rd place at the state science fair.
- The family focus group has been meeting and developed a family survey to examine why families are moving their children to other schools.
- They are also developing a family survey for families who are returning
- There was leadership training for site administrators and lead teachers.

**5. FY23 Revised Budget**

Claudina Douglas will present the FY23 Revised Budget.

Presentation, discussion, and possible action:

Claudina Douglas explained that there doesn't need to be a revised budget unless the proposed student numbers were less than those present on the 100th day, which is the case for MSF.. Despite the lower number of students enrolled than predicted on the 100th day, the budget indicated an increase in funds.

The total revised expenditure budget is \$1,739,252 which is a decrease of 2.8% from the adopted budget. The extra money will be carried over.

Motion to approve the FY23 revised budget.	Mr. Andy Vaughan
Seconded	Ms. Beya Thayer
Dr. Sara Clancey	aye
Dr. Kyler Kuehn	aye
Dr. Anne Newland	aye
Ms. Beya Thayer	aye
Mr. Andy Vaughan	aye
Final Resolution:	Approved

### 6. March 2023 Financials

Board to review March 2023 Financial Statement Presentation, discussion, no action needed

Claudina Douglas presented on the financials to date on Mar 31, 2023. There is a positive net review of \$122,582.53.

### 7. Review of Tax Form 990

Brett Backlund, CPA, will present the Tax Form 990 for Board Review Presentation, discussion, and possible action

Brett reviewed and explained the Tax Form 990. He also explained that tax returns must be filed electronically before 5/15/23.

### 8. Allowable Investments

Brett Backlund, CPA, will be available to answer Board questions regarding financial investment opportunities.

Discussion and no action needed

At the March School board meeting, a question came up about how school funds can be invested. Brett suggested that the board create a policy on how the excess school funds will be invested. Anne offered to share a draft of an investment policy. She suggested creating a CD ladder with the excess funds.

### 9. 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

Motion to decrease the number of instructional days in fiscal year 2023 to 173 instructional days.	Dr. Sara Clancey
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:	passed

**10. First Read Policy Update-Policy JABDA-Admission of Students in Foster Care**

Whitney Owens will present the ASBA guidance to update Policy JABDA. This is the first read.

Presentation, discussion, and no action needed

The board has to review updates to policies. This includes the update to the JABDA-Admission of Students in Foster Care. The new policy indicates needing a main point of contact at the school.

**11. Camp Colton Fee Approval for Tax Credit Use**

Whitney Owens to present the activity fee for Camp Colton for sixth grade students, and the use of tax credit money to pay all or part of the fee.

Presentation, discussion, and possible action:

The school board needs to approve the fee of \$350 for Camp Colton. The board also needs to approve the MSF administration to waive all or part of the fee if it causes economic hardship.

Motion to adopt the \$350 to cover student costs to attend Camp Colton, and authorize administration to tax credit money to waive all or part of the fee if it causes economic hardship.	Dr. Sara Clancey
Seconded	Mr. Andy Vaughan
Dr. Sara Clancey	aye
Dr. Kyler Kuehn	aye
Dr. Anne Newland	aye
Ms. Beya Thayer	aye
Mr. Andy Vaughan	aye
Motion:	passed

## 12. Enrollment Update

Whitney Owens will present an enrollment update

Presentation, discussion, no action needed

Enrollment has increased by 1 student which brings the total to 158 students. Projected enrollment for the next school year is 173 students.

## 13. Possible Formation of Committees

Whitney Owens and Beya Thayer to present idea to possibly form and Executive Committee and/or other committees

Presentation, discussion, and possible action:

Anne recommended creating a policy for how to evaluate the executive director. We can also create a policy that provides guidance about executive sessions.

## 14. Date and Time of Next Board Meeting

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

The next board meeting will be held on May 9th, 2023 at 6:00pm.

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

16. Adjournment Ms. Beya Thayer adjourned the meeting at 7:40pm.

