

**Flagstaff Montessori**  
 Regular Governing Board Meeting  
 Address: 850 N Locust St. Flagstaff, Arizona 86001  
 Date: Tuesday, September 12, 2023 at 6:00pm  
 Location: B3 Classroom

Google Meet joining info:

Video call link: <https://meet.google.com/rux-vkxg-acc> Board Meeting  
 Or dial: (US) +1 414-439-0590 PIN: 317 892 156#

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

**2. Roll Call of Members**

Dr. Sara Clancey took roll.

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

\*Quorum Requirement met. 5 members present.

*Administrators in Attendance:*

Whitney Owens

*Others in Attendance*

*Via Zoom:*

**3. Approval of previous board meeting minutes**

The board will review the 8/8/2023 board meeting minutes prepared by Andy Vaughan .  
 Presentation, discussion, and possible action to accept the previous board meeting minutes.

Motion to approve the minutes from 8/8/23.	. Dr. Sara Clancey
Seconded	Dr. Kyler Kuehn
Dr. Sara Clancey	aye

Dr. Kyler Kuehn	aye
Ms. Beya Thayer	aye
Mr. Andy Vaughan	aye
Final Resolution:	approved

**4. Celebrations and General Updates**

Whitney Owens will present celebrations and general updates.  
 Presentation and discussion. No action needed  
 The middle school is learning to raise chickens and they also went camping.  
 The outdoor classroom was used by Mr. V's class.  
 The teachers are leading their class PE lessons.  
 The family engagement team had a meeting and are planning a movie night for Oct. 6th.  
 Clubs are starting at Switzer again, there will be scholarships available for families who would benefit.  
 Construction has started on the Sunnyside playground.

**5. Financial Updates**

Whitney Owens will share budget updates including information on the potential IRS audit and large donation to the middle school.  
 Presentation and discussion. No action needed  
 The Employee Retention Credit (ERC) is likely to be audited on the charter. Brett (the auditor) is helping the administration prepare for this possibility.  
 The Giovale Family has donated \$10,000 to the middle school.  
 The quarterly financial report to ASBCS will be submitted on Oct. 30th.

**6. Eric Alexander as Chase Account Signer**

Eric Alexander remains as a signer on the Flagstaff Montessori Chase Bank account.  
 Board will discuss possibly removing Eric Alexander as a signer on this account.  
 Discussion and possible action:  
 The HOS recently realized that Eric Alexander was still a signer on the Chase Bank account. It would be best moving forward to remove him from the account.

Motion to remove Eric Alexander as a signer on the school's bank account.	. Mr. Andy Vaughan
Seconded	Ms. Beya Thayer
Dr. Sara Clancey	aye
Dr. Kyler Kuehn	aye
Ms. Beya Thayer	aye
Mr. Andy Vaughan	aye

Final Resolution:	approved
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**7. Teaching Strategies Gold as Kindergarten Entry Assessment**

Whitney Owens to present on use of TSG as the Flagstaff Montessori KEA tool.

Presentation, discussion, and possible action:

Schools are required to have a tool to assess kindergarten readiness. The school prefers TSG.

Motion to approve the use of Teaching Strategies Gold to assess Kindergarten Students	Dr. <b>Kyler Kuehn</b>
Seconded	Dr. Sara Clancey
Dr. Sara Clancey	aye
Dr. Kyler Kuehn	aye
Ms. Beya Thayer	aye
Mr. Andy Vaughan	aye
Final Resolution:	approved

**8. New Board Member Process**

Whitney Owens will facilitate discussion around the process for replacing board members. Discussion and possible action.

Anne Newland has submitted her resignation from the board to the HOS and the president of the school board. The board will discuss criteria and process for selecting new board members.

This discussion will be tabled until further research can be completed. **Whitney Owens** will also reach out to the AZ Charter Board Association for guiding documents.

**9. Board Member Term Update**

Beya Thayer and Whitney Owens to present current bylaw board member term, and propose an increase from one year to three year terms.

Presentation, discussion, and possible action.

This agenda item will also be tabled until the board is ready to update the bylaws.

**10. Marketing Plan Discussion**

The board and the HOS will discuss potential marketing steps.

Discussion. No action needed

Kyler reached out to the NAU marketing department to find an intern to support MSF. He will provide an update next month regarding an intern next month.

**11. Head of School Goal Setting**

Whitney Owens and the Board will discuss Head of School goals for FY24.

Presentation, discussion, no action needed

**Whitney Owens** presented her professional goals for the FY24. She presented three goals to the board. She also explained how administrators will be evaluating and supporting teachers.

The board is in support of these goals. The board and HOS will re-visit these goals in January 2024.

### **12. Strategic Planning Update**

Whitney Owens will share an update on strategic planning.

Presentation, discussion, no action needed:

Collaborative teams are meeting to work on strategic plans to address indicators.

### **13. Enrollment Update**

Whitney Owens will present an enrollment update

Presentation, discussion, no action needed

The current enrollment is 165 students.

### **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 on Oct 10, 2023 at 6:00pm.

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

No public members were present.

**16. Adjournment** Ms. Beya Thayer adjourned the meeting at 7:42pm.