

**Flagstaff Montessori  
Regular Governing Board Meeting**

**Address: 850 N Locust St. Flagstaff, Arizona 86001**

**Date: Tuesday, November 14, 2023 at 6:00pm**

**Location: B3 Classroom**

**Google Meet joining info:**

**Video call link: <https://meet.google.com/rux-vkxg-acd> 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 6:04 .**

**2. Roll Call of Members**

Dr. Sara Clancey took role

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

\*Quorum Requirement met. .

*Administrators in Attendance:*

Whitney Owens

*Others in Attendance*

Nicole Burkhardt

*Via Zoom:*

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

The board will review the 10/9/2023 board meeting minutes prepared by Sara Clancey. Presentation, discussion, and possible action to accept the previous board meeting minutes.

Motion to approve the minutes from 10/9/2023.	Dr. Kyler Kuehn
Seconded	Ms. Beya Thayer
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

- There have been lots of community events
- Tonight was the middle school open house for prospective students
- There have been visit-ups to the middle school and at Switzer
- There was a mystery history event at the Switzer campus
- The letter grade for third-eighth grade is B.

#### 5. Financial Updates

Whitney Owens, Andy Vaughan, and ADI will share budget updates including the revised budget, financial audit, and additional financial updates.

Presentation and discussion, and possible action:

Based upon the latest calculations, the budget is in the black.

The team has been revising the budget regularly and in great depth.

Over the past few months, MSF have worked with ADI and Brett (the school's auditor) to work with Eric to ensure the books are clear of past assets that were on the books when the non-profit status was created. Brett is asking the board to review the draft of the audit before submission. The audit will be submitted tomorrow.

#### 6. Potential IRS Audit

Whitney Owens and Andy Vaughan will present information on the potential IRS audit of ERC funds and possible use of legal service.

Presentation, discussion, and possible action

The Employee Retention Credit (ERC) given to the school during Covid will most likely be audited by the IRS. Brett Backlund has advised that the administration prepare for this audit ahead of time. The board recommends that all communications with Eric Alexander be included in the collection of documentation Whitney and Kevin are organizing. The board is advising the administration to wait before hiring a lawyer until it is necessary. Whitney will continue to work to gather documentation from Eric Alexander .

#### 7. Bylaws

Whitney Owens will present on updated bylaws

Presentation and discussion. No action needed.

Whitney had the legal group review the bylaws and were approved.

## **8. New Board Member Process**

Beya Thayer and Whitney Owens will share notice draft and application documents.

Presentation, discussion, and possible action:

Beya and Whitney shared the notice and application forms with the members of the board. The board members offered feedback and ideas to the announcement and application. Applications will be due no later than 4:00 pm on January 9th. Board members will be elected at the February board meeting.

## **9. Social Media Update**

Whitney Owens will present a social media update

Presentation, discussion, no action needed:

The social media specialist working for the school has created a report about the social media 'reach' and reactions to posts on both facebook and Instagram.

## **10. Enrollment Update**

Whitney Owens will present an enrollment update

Presentation, discussion, no action needed:

The enrollment for Oct is 169 and the school is expecting three new students in the upcoming week.

## **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 board meeting will be on Dec 12, 2023 .

## **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 7:10pm.