

**Flagstaff Montessori**

Regular Governing Board Meeting

Address: 850 N Locust St. Flagstaff, Arizona 86001

Date: Tuesday, March 5, 2024 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#

**AGENDA**

**1. Call to Order:** Ms. Beya Thayer called the meeting to order at 6:05pm.

**2. Roll Call of Members**

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

\*Quorum Requirement met. .

*Administrators in Attendance:*

Whitney Owens

*Others in Attendance:*

Shayna Wardlow

Sandy Worchester

*Via Zoom:*

Beya Thayer

Claudina Douglas

### 3. Approval of previous board meeting minutes

The board will review the 02/13/24 board meeting minutes prepared by Sara Clancey, Secretary of the board.

Presentation, discussion, and possible action

Motion to approve the revised minutes of the 2/13/24 r	Mr. Andy Vaughan
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 students are starting to do job training with community members

The Upper Elementary had a very successful Science Fair

There have been early literacy training at Westside

Field trips are happening

### 5. Financial Updates

Claudina Douglas and/or an employee from ADI, Andy Vaughan, and Whitney Owens will share financial updates that may include FY25 budget planning and monthly financials. Presentation and discussion, and possible action:

*February Financials:* The current net revenue for Feb is \$53,320.55 Claudina also explained the reconciliation summary which she reported looked really good.

*FY 25 Budget:* FY24 information is being used to inform the calculations for FY25. The FY25\* budget is also based on 175.5 students. Claudina went on to explain the revenue streams including local, state and federal funds which is projected to be \$2,013,748. The total amount of expenses for FY25 are projected to be \$1,870,546. The total budgeted revenue is projected to be \$58,871. Beya recommended using the number of students who were enrolled on the 100th day which was 163.4, rather than 175.5 students. A proposed FY25 budget based on 165ADM with 2% increase from the state and a 2% increase in salaries, with the caveat that the salaries will be increased based upon payment from the state and total enrollment.

\*The budget includes a 5% increase in salaries and a \$600 bonus for assistant teachers who have been at the school longer than 3 years. Beya Thayer asked what the assistant teachers are paid hourly, the base salary for an assistant teacher is \$18.50 without a degree. With a BA the assistant teacher would \$19.88.

**6. FY25 Salary Schedule**

Whitney Owens will present FY25 salary schedule options for approval.

Presentation, discussion, and possible action:

Whitney shared the proposed salary schedule to the board.

Motion to approve the FY25 salary scheduled as presented with the 2% increase.	Ms. Beya Thayer
Seconded	Mr. Andy Vaughan
Dr. Sara Clancey	Aye
Dr. Kyler Kuehn	Aye
Ms. Beya Thayer	Aye
Mr. Andy Vaughan	Aye
Final Resolution:	approved

**7. Staffing Update**

Whitney Owens will present on FY25 staffing.

Presentation and discussion:

Mark Gallo is leaving MSF and Carly Trotter is going to fill the middle school site director position.

They are also hiring for B2 lead and middle school math and science teachers.

**8. Fence and Playground Equipment Cost and Financing**

Whitney Owens will share the quotes for addressing the playground needs at Switzer. The board will discuss and potentially decide on a plan to address these needs.

Presentation, discussion, and possible action:

Whitney reported on the costs for replacing the fence at Switzer and repair playground equipment. The school has advertised the needs on social media asking for donations.

Kyler Kuehn recommended trying to organize a volunteer beautification day to spruce up the school grounds.

**9. Discussion of Onboarding New Board Members**

The board will discuss onboarding plans for new board members.

Discussion and no action needed:

Whitney shared the new board member onboarding process and checklist. They will be sworn in at the next board meeting in April.

**10. Social Media Update**

Whitney Owens will present a social media update

Presentation, discussion, no action needed:

Whitney shared that the reach, page views, likes and follows were increased.

**11. Enrollment Update**

Whitney Owens will present an enrollment update

Presentation, discussion, no action needed

Whitney shared the enrollment update. There are currently 174.5 students enrolled.

**12. Executive Session: HOS Mid-Year Evaluation**

Per ARS38-431.03 the Board may vote to enter into executive session to discuss consideration of employee matters.

Discussion:

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

**13. 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 Apr 9, 2024 at 6:00pm.

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

No public comment

**15. Adjournment** Ms. Beya Thayer adjourned the meeting at 8:12pm.