

## MINUTES

### Flagstaff Montessori

Regular Governing Board Meeting Minutes

Address: 850 N Locust St. Flagstaff, Arizona 86001

Date: Tuesday, May 14, 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#

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.

Dated and posted: May 13, 2024 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**

**2. Roll Call of Members**

Kyler Kuehn, Ph.D	Present
Beya Thayer	Present
Shaynna Wardlow	Present
Sandra Worcester	Present
Andy Vaughan	Present

**3. Approval of Previous Board meeting Minutes**

The board will review the 04/09/2024 board meeting minutes prepared by Andy Vaughan.

Presentation, discussion, and possible action

*Beya motioned to approve the minutes with correction that Shayna W. Was elected as Vice President . Andy V. Seconded.*

<i>Kyler Kuehn, Ph.D</i>	<i>Aye</i>
<i>Beya Thayer</i>	<i>Aye</i>
<i>Shaynna Wardlow</i>	<i>Aye</i>
<i>Sandra Worcester</i>	<i>Aye</i>
<i>Andy Vaughan</i>	<i>Aye</i>

**4. Celebrations and General Updates**

Whitney Owens will present celebrations and general updates. Presentation and discussion. No action needed

*Celebrations: Whitney Owens presented celebrations and general updates. Celebrations included: Successful Camp Colton, Daily Pod a student generated communication tool was instituted. Elementary students presented a play, Charlotte's Web, to Kindergartners and other students. The staff Envisioning Retreat, with Jonathan Wolfe, was affirming and productive. The Family BBQ was well attended. The recent Middle School river trip was successful.*

## **5. Financial Updates**

Claudina Douglas and/or an employee from ADI, Andy Vaughan, and Whitney Owens will share financial updates including the FY25 Proposed Budget.

Presentation and discussion, and possible action

*Whitney Owens presented financial updates and the FY25 Proposed Budget. The Proposed Budget is based on a 165 student enrollment.*

## **6. Acknowledgement of Sara Clancy Resigning**

The Board will acknowledge the resignation of Sara Clancy from the Board. With her last meeting being March 2024.

Presentation, discussion, no action needed

*The Board formally acknowledged the resignation of Sara Clancy.*

## **7. Student Support Program Update**

Academic Student Support Coordinator, Blair Denmark, will provide the board with intervention data and answer questions regarding student support programs from the year Presentation, discussion, no action needed

*Blair Denmark, Academic Support Coordinator, presented data related to student support programs. The data demonstrated that students were assessed, identified as needing support, were provided research-based interventions, and made significant progress in reading.*

## **8. Teacher Appreciation Statement**

The Board will discuss and issue a statement of appreciation for MSF teachers

Presentation, discussion, no action needed

*Kyler Kuehn will communicate with MSF staff the Board's appreciation of their dedication to students and families.*

## **10. FY24 Family Survey Data**

The board will review survey data from returning and non-returning families.

Presentation, discussion, no action needed

*Whitney Owens presented results from the Family Surveys.*

**11. Review of Board Policy Advisories-Second Read**

The board will review policy advisories issued from the Arizona School Board Association (ASBA). Presentation, discussion, and possible action.

*The Board reviewed policy advisories issued from the ASBA. The following policies were reviewed. Shaynna Wardlow made a motion to approve the revised policies. Beya Thayer seconded.*

<i>Kyler Kuehn, Ph.D</i>	<i>Aye</i>
<i>Beya Thayer</i>	<i>Aye</i>
<i>Shaynna Wardlow</i>	<i>Aye</i>
<i>Sandra Worcester</i>	<i>Aye</i>
<i>Andy Vaughan</i>	<i>Aye</i>

*The following revised policies were approved.*

*Approved Revised Policies:*

*JFABDA — Admission of Students in Foster Care*

***Policy IGA — Curriculum Development***

***Policy IGD — Curriculum Adoption***

***Policy IJJ — Textbook/Supplementary Materials Selection and Adoption***

***Policy JLCD — Medicines / Administering Medicines to Students***

*Policy BE — School Governing Body Meetings*

*Policy BEDA — Notification of Governing Body Meetings*

*Policy BEDB — Agenda*

*Policy IHA — Basic Instructional Program*

*Policy JK — Student Discipline*

*Policy JKD — Student Suspension*

*Policy JKE — Expulsion of Students*

*Policy JLH — Missing Students*

*Policy EBAA — Reporting of Hazards/Warning Systems*

*Policy EBC — Emergencies*

*Policy ECB — Building and Grounds Maintenance*

*Policy GBEF — Staff Use of Digital Communications and Electronic Devices*

*Policy IHA — Basic Instructional Program*

*Policy IMA — Teaching Methods*

*Policy JH — Student Absences and Excuses*

*Policy JHD — Exclusions and Exemptions from School Attendance*

*Policy JIH — Student Interrogations, Searches, and Arrests*

A motion was made by Andy Vaughn to remove Policy GDC-Support Staff Leaves and Absences. The motion was seconded by Shayna Wardlow.

Kyler Kuehn, Ph.D	Aye
Beya Thayer	Aye
Shanna Wardlow	Aye
Sandra Worcester	Aye
Andy Vaughan	Aye

## **12. Discussion of Potential Change in Relationship with Private Program**

Whitney Owens will present on the board will discuss a potential change in relationship with the private portion of MSF

Presentation, discussion, no action needed

*Whitney Owens presented a potential change in relationship with the private portion of MSF, with the charter absorbing the private sector (18 mo - K). Discussion ensued regarding next steps. Questions from Board members will be sent to Whitney to forward to the current owner of the private branch of MSF.*

## **13. Social Media Update**

Whitney Owens will present a social media update

Presentation, discussion, no action needed

*Whitney Owens presented the social media update.*

## **14. Enrollment Update**

Whitney Owens will present an enrollment update

Presentation, discussion, no action needed

*Whitney Owens presented an enrollment update for FY 25, currently at 183 total students.*

## **15. Executive Session to Discuss Head of School Final Evaluation and FY25 Compensation**

Per ARS38-431.03 the Board may vote to enter into executive session to discuss the personnel matter of Head of School Evaluation and FY25 Compensation.

Per ARS38-431.03 the Board voted to enter into executive session to discuss the personnel matter Head of School Evaluation and FY25 Compensation.

*Beya Thayer made the motion to move to executive session, and Andy V. seconded.*

<i>Kyler Kuehn, Ph.D</i>	<i>Aye</i>
<i>Beya Thayer</i>	<i>Aye</i>
<i>Shaynna Wardlow</i>	<i>Aye</i>
<i>Sandra Worcester</i>	<i>Aye</i>
<i>Andy Vaughan</i>	<i>Aye</i>

**16. Date and Time of Next Board Meeting**

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

*Two June meetings are required. June 4, 2024 at 6:00 pm, and June 24.*

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

No public comments.

**18. Adjournment.** The meeting was adjourned at 9:10 pm.