

Flagstaff Montessori

Regular Governing Board Meeting

Address: 850 N Locust St. Flagstaff, Arizona 86001

Date: Tuesday, April 8, 2025, 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: Monday, April 7, 2025 at 4:00 pm

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:

The meeting was called to order at 6:15 pm.

2. Roll Call of Members

Kyler Kuehn, Ph.D
Shaynna Pitman
Sandra Worcester
Andy Vaughan
Ben Dymond
Todd Wood
James Bauerle

Kyler Kuehn, Ph.D.	Present
Shaynna Pitman	Present
Sandra Worcester	Present
Andy Vaughan	Present
James Bauerle	Present
Ben Dymond	Present
Todd Wood	Present

3. Approval of Previous Board Meeting Minutes:

The board will review the March Regular Session and Executive Session board meeting minutes prepared by Sandra Worcester, Secretary of the board.

Only Board Members on the board last month will vote on this item.

Shaynna Pitman motioned to approve the March 25, 2025, Regular Session board meeting minutes prepared by Sandra Worcester. Andy Vaughan seconded the motion.

Kyler Kuehn, Ph.D.	Aye
--------------------	-----

Shaynna Pitman	Aye
Sandra Worcester	Aye
Andy Vaughan	Aye

The motion passed.

Andy Vaughan made a motion to approve the March 25, 2025, Board Meeting Executive Meeting Minutes.

Shaynna Pitman seconded the motion.

Kyler Kuehn, Ph.D.	Aye
Shaynna Pitman	Aye
Sandra Worcester	Aye
Andy Vaughan	Aye

The motion passed.

4. General Celebrations

Whitney Owens and other MSF staff will present celebrations and other general updates. No action needed.

Whitney Owens and other MSF staff presented celebrations and other general updates.

- *Students were confident during state testing sessions.*
- *Cedar: Students at Rochester Montessori School in Rochester, MN and the Cedar Middle School students corresponded this year as pen pals. The Rochester students will visit MSF middle school students during a trip to Arizona.*
- *Switzer: Students put forth their best efforts during state testing. Upper EI students are creating aquatic biome projects. Teachers initiated Secret Spirit Week for students. Whitney expressed gratitude and credited the staff for coordinating the state testing schedule, treats, spirit week, etc.*
- *Sunnyside: The primary program is preparing a Spring Fundraiser for playground improvements. Students are participating in preparation and service. Sunnyside had a Family Education Night on the topic of Resilience.*
- *Westside: Back to School at Night for parents to view students at work.*

5. Budget and Financials:

A representative from ADI will share financials and other budget updates. This includes the FY26 Proposed Budget.

Presentation, discussion, and possible action

Hannah Moody and Claudine Douglas, representatives from ADI, shared financials and

other budget updates. This included the FY26 Proposed Budget.

6. Development of Board Norms:

The board will discuss norms to guide collaboration and discussion during board meetings.
Discussion: No action needed.

The board discussed norms to guide collaboration and discussion during board meetings.

7. Board Member Roles:

The board will review the specific roles of board members.
Presentation, discussion, and possible action

The Board reviewed the specific roles of board members. Kyler Kuehn, Ph.D., will remain Board President, Shaynna Pitman will remain Vice President, Andy Vaughan will remain Treasurer, and Sandra Worcester will remain Secretary. Possible committee assignments will be revisited next month.

8. Adult Restroom Facilities:

The board will discuss policy and guidance regarding adult restroom designation at the campuses.
Presentation, discussion, and possible action.

The board discussed policy and guidance regarding adult restroom designation at the campuses, including the following bathroom policy as drafted by the Head of School and staff and reviewed by MSF legal counsel:

“Adults and students should not use the same bathroom facilities at the same time. While adults are not prohibited from entering student restrooms for the purposes of supervision, support, or to address behavior or maintenance issues, general adult bathroom use should occur in designated adult restrooms whenever possible.”

Sandra Worcester motioned to approve the bathroom policy as drafted by the Head of School and staff and reviewed by MSF legal counsel.

Ben Dymond seconded the motion.

Kyler Kuehn, Ph.D.	Aye
Shaynna Pitman	Aye
Sandra Worcester	Aye
Andy Vaughan	Aye
James Bauerle	Aye

Ben Dymond	Aye
Todd Wood	Aye

The motion passed.

9. Enrollment Update:

Whitney Owens will present an enrollment update for the current year and likely enrollment for FY26.

Presentation, discussion, no action needed:

Whitney Owens presented an enrollment update for the current year and likely enrollment for FY26:

The current enrollment is 160.

The projected FY26 enrollment is 171.5.

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

- 1. Valerie Richardson: Current MSF Director of Facilities. She and her family attended MSF as a child. She expressed gratitude for support from the staff.*

11. Executive Session- Discussion of personnel matters regarding the recent social media post:

The board may vote to discuss these matters in executive session under A.R.S. See ARS Sec. 38-431.03(A)(1) to discuss personnel topics

Andy Vaughn made a motion to discuss personnel topics related to the recent social media post in executive session under A.R.S. See ARS Sec. 38-431.03(A)(1).

Todd Wood seconded the motion.

Kyler Kuehn, Ph.D.	Aye
Shaynna Pitman	Aye
Sandra Worcester	Aye
Andy Vaughan	Aye
James Bauerle	Aye
Ben Dymond	Aye
Todd Wood	Aye

The motion passed.

*The board entered into executive session at 7:20 pm.
The board entered the regular session at 7:56 pm.*

12. Executive Session-FY26 Head of School and Director of Operations Personnel Discussion:

The board may vote to discuss these matters in executive session under A.R.S. See ARS Sec. 38-431.03(A)(1) to discuss personnel topics

Shaynna Pitman made a motion to discuss personnel matters regarding Head of School and Director of Operations in executive session under A.R.S. See ARS Sec. 38-431.03(A)(1). James Bauerle seconded the motion.

Kyler Kuehn, Ph.D.	Aye
Shaynna Pitman	Aye
Sandra Worcester	Aye
Andy Vaughan	Aye
James Bauerle	Aye
Ben Dymond	Aye
Todd Wood	Aye

The motion passed.

*The Board entered executive session at 8:00 pm.
The regular board meeting resumed at 9:03.*

*Todd Wood motioned to approve the restructuring of the MSF Organizational Chart for FY 26.
Shaynna Pitman seconded the motion.*

Kyler Kuehn, Ph.D.	Aye
Shaynna Pitman	Aye
Sandra Worcester	Aye
Andy Vaughan	Aye
James Bauerle	Aye

Ben Dymond	Aye
Todd Wood	Aye

The motion passed.

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 is on May 13, 2025, at 6:00 pm.

14. Adjournment:

The meeting was adjourned at 9:04 pm.