

Mountain West Montessori Academy
Board Meeting Minutes
Monday, January 28, 2019

Location: MWMA Library, 4125 W. Foxview Drive, South Jordan, UT 84009



NOTE: It is possible that the MWMA Board of Directors may be utilizing an electronic meeting component with one or more of their members.

In Attendance: Steve Barnes, Lois Bobo, Nelson Altamirano (via phone @ 6:41 p.m. and in person @ 6:51 p.m.), Andrew Marx (via phone @ 6:45 p.m.)

Excused: Corbin White

Others in Attendance: Brandon Fairbanks, Dawn Kawaguchi, Cathie Hurst, Angie Johnson, Ken Jeppesen, Rebecca Akester, Jen Evans (via phone @ 6:39 p.m.)

*Founded upon Montessori philosophy, the mission of **Mountain West Montessori Academy** is to facilitate student-centered learning and intellectual curiosity through an individualized and interdisciplinary curriculum, hands-on experience, and community involvement.*

MINUTES

2018-2019 BOARD PRIORITIES

Non-Cognitive Assessment
Implementing Professional Development
Safety in School

6:26 PM – INTRODUCTORY ITEMS

- *Call to Order* – Steve Barnes stated that we will put off having any voting items until we have a quorum.
- *School Mission* – Steve
- *Montessori Minutes* – Rebecca Akester presented a lesson on binary numbers by using towers. In kindergarten students learn how to count. Base ten counting gives them a new way to count. Ms. Rebecca demonstrated this with towers and balls. The rules are that the tower should be either filled with balls or empty. Ms. Rebecca chose the number 19. Filled towers are 1's and empty towers are 0's. The base ten number for 19 is 10011. Angie originally purchased the towers for lower el but all grades are using it in one form or another. Ms. Rebecca was excused at 6:34 p.m.

There was no PUBLIC COMMENT.

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REPORTS

➤ Eide Bailly

- FY18 Audit Report – Ken Jeppesen summarized the letter to the board. He reminded the board that they operate independent of the school and AW. They are hired to give an opinion. He recapped the government auditing standards. Ken reviewed the statements of financial position, statements of activities, and the statements of cash flow. He also reviewed five notes that included:
 1. Principal Activity and Significant Accounting Policies
 2. Property and Equipment
 3. Notes Payable
 4. Employee Benefits
 5. Concentration – standard disclosure stating that you have received most of your money from the state.

Ken reviewed the second report on Internal Control over Financial Reporting and on Compliance and Other matters and this was a clean report. The third and final report on Compliance and Report on Internal Control over Compliance. All three reports were clean and there were no findings. Ken Jeppesen was excused at 6:57 p.m.

➤ Director

- State of the School – Angie Johnson reviewed the board priorities and went over what they have been doing since the last board meeting.
 - ✓ Non-Cognitive Assessment
 - ★ Executive function: Working Memory, Mental Flexibility, Self-Control
 - ★ Higher Order Executive Function Skills: Reasoning, Problem-Solving, Planning
 - ★ Montessori: “Normalization”—the shift from disorder, impulsivity, and inattention to self-discipline, independence, orderliness, and peacefulness
 - ✓ Schoolwide Safety
 - ★ Installation of keyless entry and door monitoring system is complete. Some of the features include intercom, “buzz-in” buttons, adaptable schedules, secure key cards, access profiles
 - ★ Working on applying for a Comprehensive Counseling Grant
 - ✓ Instructional Coaching
 - ★ Our coach is spending three full days/week with teachers
 - ★ Mentoring & coaching of teachers: goal-setting, consultation, modeling, feedback, evaluation
 - ✓ School Reported Indicators
 - ★ School report cards came out and they did not give letter grades this year. Our score this year is “typical” which is equivalent to a “C”. This is based on our SAGE scores.
 - ★ Review of DIBELS data

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- ★ Accelerated Learners Program
 - ◆ Challenged students
 - ◆ Reduced behavior issues
 - ◆ Increased student risk tolerance
- ✓ School Podcast
 - ★ It is called “Do You See?”
 - ★ Using as an outreach to parents
 - ★ Goals:
 - ◆ Give parents insight into the school and interesting, fun student stories
 - ◆ Help parents get to know me and the teachers better
 - ◆ Entertain/educate parents so they increase their knowledge about general education topics as well as the Montessori philosophy
 - ★ Highlighting a Current Strength
 - ◆ Walking Classroom – Miss Kimberly wrote a grant and is sharing it with Miss Rebecca. They walk while the learn. They use preloaded lesson podcasts and walk for 20 minutes.
 - ★ Highlighting a Recent Challenge
 - ◆ Switch from SAGE to RISE
 - ◆ Intercom fiasco when we installed the keyless entry

Andrew Marx was excused via phone at 7:34 p.m.

- Possible UAPCS Seminar – Angie Johnson stated that UAPCS sent out an email to the school and board to host a governing board seminar at the school and share best practices. There will be other school boards invited. It would be a practicum and the board would be the panel. After discussion, the board would like to participate in something like this but maybe in a year due to scheduling.

Lois Bobo made a motion to approve the CONSENT ITEMS. Steve Barnes seconded the motion. Motion passed unanimously.

- Approve December 3, 2018 Board Meeting Minutes

BUSINESS ITEMS (To Be Discuss and/or Voted On)

- Discuss and Vote on Investment Policy – Angie Johnson asked Cathie to that the lead on this. Cathie explained that the school has already opened a PTIF account. This account earns a small amount of interest and money can be moved back and forth with the operating account without penalty. This policy provides guidelines on how to invest the school’s surplus. The director will make the decisions on when to transfer money and inform the board of the transfer. Cathie also reviewed the financial statement as of December 31st. We are about halfway through the fiscal year and all areas are in line. Cathie did go back and look at the power bills which were in line but it was the time of the year that they increase. The only area that is high for this time of year is property and it is because of the

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new security system which Angie talked to board about. Cathie also reviewed the operating cash to show how well Angie is managing the money.

- Discuss and Vote on 9th Grade Field Trip Expense – Angie Johnson stated that they have (23) 9th graders signed up for the trip. The expense includes the cost for the camp (accommodations), transportation, admissions and food. The cost includes chaperones. This year Angie has offered employees who are in good standing and that have a 9th grader can come along and receive a discount on their cost. This trip will be at the end of April.
- Discuss and Vote on Amended 2019-2020 School Calendar – Angie Johnson stated that eleven days after the board approved our calendar, JSD approved their calendar and changed their fall break from their tentative calendar which is what Angie went off of. She would like to amend the calendar to align with JSD and change Fall Break from October 14-18 to October 21-25.
- Discuss and Vote on Building Finance Committee – Steve asked Brandon Fairbanks to take the lead on this. Brandon stated that when the board purchased the building they executed a 5-year note that is set to expire July 2020. Dan and Ryan were previously on the building finance committee so we would need to get a couple board members to volunteer. Brandon said that there are a lot of different options out there but this committee would be in charge of doing that and bringing back their recommendations to the board. There was a discussion on the process. Angie and Nelson volunteered to be a part of this committee. Since all of the board members were not in attendance, they want to keep it open to see if Corbin is interested since he has been through the process with JSD.
- Discuss and Vote on Education Service Provider Procurement Committee – Steve Barnes stated that our ESP contract is going to expire at the end of June. Brandon stated that the procurement law has changed since the last time that you did this. Steve would like to have a committee set up that consists of (3) members for the evaluation of the substance of the proposals; (1) individual that looks at the cost information and the proposals separate; and (1) other individual that scores the cost information and then tallies the scores from the committee. There was a discussion on a cost analysis and a justification statement. AW steps back when it comes to this RFP process. We can give you contacts of other schools who have recently done this. You can also choose to engage an attorney to help. There was a brief discussion on if we should move forward on the two committees since all members are not present.

Nelson Altamirano made a motion to approve the Investment Policy, approve the 9th grade field trip expense not to exceed \$22,000, approve the amendment of the 2019-2020 school calendar, approve the building finance committee with Nelson Altamirano, Angie Johnson and another board member yet to be determined, the ESP procurement committee with Angie Johnson, Lois Bobo and another board member to be determined. Lois Bobo seconded the motion. Motion passed unanimously.

OTHER BUSINESS ITEMS

- Calendaring – ALL
 - February Pre-Board Meeting – February 13th

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- Next Board Meeting – February 25th
- National Charter School Conference – June 30-July 3 (Las Vegas)
 - ✓ Early Bird Price Deadline March 29th

8:21 PM – Lois Bobo made a motion to ADJOURN. Steve Barnes seconded the motion. Motion passed unanimously. (Duration 1:55:34)

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