

Mountain West Montessori Academy Annual Board Meeting Minutes Friday, June 14, 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, Nelson Altamirano, Lois Bobo, Corbin White, Andrew Marx (7:30 p.m.)

Others in Attendance: Kim Dohrer, Dawn Kawaguchi, Angie Johnson

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

BOARD DINNER

6:27 PM Call to Order – Steve Barnes

- School Mission – Steve

There was no PUBLIC COMMENT.

Corbin White made a motion to approve the CONSENT ITEMS. Lois Bobo seconded the motion. Motion passed unanimously.

- Approve May 20, 2019 Board Meeting Minutes
- Approve May 20, 2019 Closed Session Affidavit

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

- *Discuss and Vote on AW Educational Services Agreement* – [Kim and Dawn with Academica West stepped out of the room while the board discussed the AW Educational Service Agreement.] Angie Johnson summarized the process of putting out an RFP for educational services. AW was the only proposal received. The score was very good. Angie is very happy with AW and the things they help the school with. She reviewed the service agreement and added areas that they also help with that is not listed on the agreement. There was discussion on how invaluable AW has been for the school. **Lois**

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Bobo made a motion to approve the Academica West Educational Services Agreement and authorize Steve Barnes to sign the agreement on behalf of the school. Nelson Altamirano seconded the motion. Motion passed unanimously. Steve gave his sincere gratitude for the wonderful job that Academica West does. Thank you very much.

- *Discuss and Vote on LYRB Financial Advisor Agreement* – Angie Johnson gave a brief summary on the process of the deciding the financial advisor. Last month the board approved Lewis Young Robinson & Burningham as their financial advisor. This is the actual agreement that requires approval. Angie has been working with Platte on this agreement. There was a discussion on the financial advisor fees. **Steve Barnes made a motion to approve the Lewis Young Robinson & Burningham Financial Advisor Agreement and authorize Steve Barnes to sign the agreement on behalf of the school. Lois Bobo seconded the motion. Motion passed unanimously.**

Steve moved the voting items that Andrew will be discussing to a later time since Andrew won't be arriving until 7:30 p.m.

- *Discuss and Vote on Mental Health Grant* – Angie Johnson stated that House Bill 373 that offers school based mental health qualified grant program funds. By applying for this grant, it will help get the counselor up to full time status. She has been at .7 time and she is a qualified person for the grant. The grant stipulates that the school has to put forth funds that you weren't already spending and the grant matches those funds. Angie wrote the grant for the school to add .15 and then the grant will match .15 which will make her full time. Angie reviewed the goals that were created for the grant. We will have three years to achieve the goals which are (a) Increase Hispanic students' state RISE assessment scores by 3% by the end of the 2019-20 school year; (b) Increase parent attendance at seminars on mental health & safety issues by 20% from 2018-19 school baseline by the end of the 2020-21 school year; and (c) Decrease absenteeism in economically disadvantaged student demographic by 5% by the end of the 2021-22 school year. There was a discussion on other areas that are included in these goals. There a discussion on bringing in other outside vendors that could be used for the parent seminars. There was a discussion on how the counselor has made relationships with the students. **Lois Bobo made a motion to approve the Mental Health Grant as Angie Johnson has submitted it with goals and any minor edits that may be required by the grant approvers. Nelson Altamirano seconded the motion. Motion passed unanimously.**
- *Discuss and Vote on Summer Purchasing Plan* – Angie Johnson stated that there is only one item that she needs to purchase this summer that requires the board approval. She would like to purchase all new laptop computers for teachers. Dell has discontinued the model that they have been using so Angie has been researching a new model and will be receiving a test model. The funding will come out of next year's budget. **Steve Barnes made a motion to approve the Summer Purchasing Plan not to exceed \$35,000. Corbin White seconded the motion. Motion passed unanimously.**
- *Discuss and Vote on TSSA Framework & Plan* – Angie Johnson reviewed the Student and Teacher Success Act. The framework states what the law requires which is required to uploaded to Utah Grants. The plan is based off of the framework. Angie set a couple of goals. One to increase math scores and one to increase language arts scores. There is also a budget to state what you will be using the funding for. Angie stated that she will be using 5% of the TSSA funds for professional learning activities; 25% of the TSSA funds for

teacher salaries and bonuses; and 70% of the TSSA funds for augmentation of existing programs. **Lois Bobo made a motion to approve the proposed TSSA Student Success Framework and the proposed Teacher and Student Success Plan. Steve Barnes seconded the motion. Motion passed unanimously.**

- *Discuss and Vote on Early Literacy Plan* – Angie Johnson reviewed the background of the plan. They have created a Lit team. She reviewed the goals for the current year and their probable outcome. The team set a goal to maintain kindergarten composite scores on the Acadience Reading assessment from beginning to end of the school year, as well as a goal to increase third grade proficiency on the MAZE sub-measure (comprehension) scores by 3% from beginning to end of year. These goals will be accomplished by use of diagnostics to target instruction in conjunction with various intervention strategies and use of Imagine Learning software. **Lois Bobo made a motion to approve the Early Literacy Plan. Nelson Altamirano seconded the motion. Motion passed unanimously.**
- *Discuss and Vote on Sex Ed Instruction Committee* – Angie Johnson uses her LAND trust committee as the Sex Ed Instruction Committee. She has reached out to the current committee but hasn't heard back from all of them. There was a discussion on using positions for the committee membership instead of names. Angie also stated that there is a new PE teacher. There was a discussion on the allowable curriculum. **Lois Bobo made a motion to approve the 2019-2020 Sex Ed Instruction Committee Membership with 5-7 parents, the director, the health educator and the school counselor. Steve Barnes seconded the motion. Motion passed unanimously.**

7:19 PM – Steve Barnes made a motion to take a short recess. Corbin White seconded the motion. Motion passed unanimously.

7:32 PM – Lois Bobo made a motion to reconvene the meeting. Andrew Marx seconded the motion. Motion passed unanimously.

Steve made a change in the agenda to do the Board Training first so that Andrew could eat his dinner.

BOARD TRAINING

- *Annual Open & Public Meetings Act Training* – Kim Dohrer led the annual Open and Public Meetings Act Training. Items that she reviewed were annual training, purpose of meeting, electronic meetings, emails between board members, notices of meetings, discussions in the meetings, closed meetings, how is a meeting closed, board action taken in closed meetings, board interviews must be in done in an open meeting, records for closed session, minutes are public records, other recordings of the meeting, public comments, accommodations for disabilities, and breaking the Open Meetings law. Kim passed out an affidavit of training for the board members to sign for the record.
- *Annual Policies, Procedures and Plans Review* – Kim Dohrer stated that there are several policies, procedures, plans and trainings that the board must review, re-approve and trainings. Dawn added that the Fee Waiver and Electronic Resources Policies are in the process of being amended so they will not be reviewed at this time. There are really only two policies that are required at this time. Kim reviewed both the Attendance Policy and

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the Arrest Reporting Policy. Both policies have corresponding administrative procedures in which Angie can make changes without board approval but she always notifies the board of changes. There was a discussion on how board members are required to report any arrests listed in the procedures to the director within seven days of the report.

BUSINESS ITEMS (Cont.)

- *Discuss and Vote on Final Amended 2018-2019 Budget* – Andrew Marx reviewed the final amended 2018-2019 budget. Andrew mentioned that we are where we should be at this time. The only area that went over was in special education. Otherwise we have already discussed and are working them into the budget. We have increased our overall savings within the school. He also stated that if there were any further questions you can reach out to Cathie. Steve asked if there were any areas that we would be losing federal funds on. **Lois Bobo made a motion to approve the amended final budget for the 2018-2019 school year. Andrew Marx seconded the motion. Motion passed unanimously.**
- *Discuss and Vote on 2019-2020 Annual Budget* – Andrew Marx reviewed the 2019-2020 annual budget. There were a few areas that were increased to match what was spent this year. Steve added that at the last meeting it was decided to give Angie a bonus and a pay increase for next year. They also wanted to show support to help fund the upcoming Costa Rica trip. Angie added that they budgeted a pretty good surplus for next year. There was a discussion on the special education budget. **Nelson Altamirano made a motion to approve the proposed annual operating budget for the 2019-2020 school year. Steve Barnes seconded the motion. Motion passed unanimously.**
- *Ratify Board Members, Terms and Officers* – Steve Barnes started an open discussion on board terms and officers. Dawn stated that after year’s annual board meeting, there was three board members that terms were to expire the same year. Brandon suggested amending Steve’s term to expire the in 2022 at this meeting just to give the board continuity. There was also discussion on if anyone would like to change their positions.
 - Corbin White (*Vice President*) – *NEW* 3-Year Term to expire June 2022
 - Steve Barnes (*President*) – Amend 3-Year Term to expire June 2022
 - Nelson Altamirano (*Secretary*) – June 2021
 - Lois Bobo – June 2021
 - Andrew Marx (*Financial Coordinator*) – June 2020**Corbin White made a motion to ratify the board members, terms and offices as listed. Nelson Altamirano seconded the motion. Motion passed unanimously.**

RETREAT ITEMS

- **Director’s Report**
 - Recap of board priorities, items reported and completed throughout the school year.
 - Recommended Goals
 - ✓ Work toward becoming a trauma-informed school
 - ✓ Focus on student health
 - ✓ Improve facility and grounds
 - ✓ Expand literacy pedagogy
- **Goals & Priorities**
 - Professional development for Trauma Informed School

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- Improve Student Physical Health
- Expand Literacy Pedagogy (with the caveat that Angie brings back the top 2 action steps for this year)
- **Three Year Priorities**
 - Facilities
 - Enrollment
 - Literacy
 - Electives
 - Employee retention
 - Big/Decent budget surplus
 - Administration retention
 - Succession Planning
- **Board Expectations & Evaluation**
 - Kim passed out board effectiveness quiz and a couple of samples of board membership agreements

OTHER BUSINESS ITEMS

- *Set 2019-2020 Annual Board Meeting Schedule* – After talking with Angie, Dawn presented a couple different options for meetings next year.
- **Calendaring – ALL**
 - Schedule August Pre-Board Meeting – August 14th
 - Next Board Meeting – August 26th

8:56 PM – Lois Bobo made a motion to ADJOURN. Corbin White seconded the motion. Motion passed unanimously.

June Action Items:

1. Steve would like to look into having a more parent attended events
2. Revisit the improve facility and grounds at next year's strategic planning
3. Discuss Board Effectiveness Quiz in August