

Mountain West Montessori Academy Annual Board Meeting Minutes Monday, June 11, 2018



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 (via phone), Nelson Altamirano, Lois Bobo

Excused: Corbin White, Andrew Marx

Others in Attendance: Angie Johnson, Sheri Ebert, Cathie Hurst, Dawn Kawaguchi, Brandon Fairbanks, Jen Evans (via phone)

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

6:13 PM – INTRODUCTORY ITEMS

- Call to Order (*Attendance*) – Steve Barnes
- School Mission – Lois
- Appreciation & Thank You – Steve Barnes stated that our guest was not able to attend today so we will be postponing this to a later date.

There was no PUBLIC COMMENT.

REPORTS

➤ Director

- *State of the School* – Angie Johnson stated that she has been “word smithing” the new board goals by summarizing what each goal *means*.
 - ♣ **GOAL 1: Non-Cognitive Assessment** (*Piloting assessment in a targeted non-cognitive area*) – Angie has been researching non-cognitive skills for students. Some areas that she is considering are self-efficacy; survey on positive emotions regarding the school; executive functions; or creativity.

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Montessori students are typically more creative than traditional school students. Angie is looking into the costs of a creativity assessment.

- ♣ **GOAL 2: School-Wide Safety** (*Reviewing and communicating school wide safety measures*) – We want to review, analyze and improve school safety but it’s also important to communicate that information due to the current perception of school safety. Angie has broken this down into areas such as physical safety (facility parking lot, playground, and grounds) vs. emotional safety (bullying, having a safe community, classroom community, mental health issues with the counselor) and then emergency preparedness (how do we run our drills, what are our emergency plans). Angie has scheduled a physical walk through with the police department. New school counselor is working on some new things such as the HOPE squad.
- ♣ **GOAL 3: Instructional Coaching** (*Implement professional development based on instructional coaching model*) – We want to get more “hands on” collaborative with our professional development. Will start the instructional coach model. We will have an instructional intern. We are looking at an opt-in model where teachers can decide whether or not they want coaching. Angie gave a brief review of what teachers are still needed and where her teachers on with their certifications.
- ♣ Administrative theme for next year hasn’t been decided yet but any input from the board is welcome. This will be decided at the upcoming administrative retreat. A couple of ideas are cleanliness and simplifying.
- ♣ A current strength is the Literacy Innovation Team. Seven members are on this team and they are excited and ready to go. Lois invited this team to her school to see how they do their literacy because they do a very good job.
- ♣ A recent challenge is the SpEd staffing.

➤ **Academica West**

- Annual Open & Public Meetings Act Training – Brandon Fairbanks lead the annual Open & Public Meeting Act training. Items he went over were the following: Stated policy for the act; convening a meeting/quorum; notice requirements; places required to post agendas and minutes; GRAMA requests; what is a public meeting; public comment; requirements for closed sessions; electronic meetings; board emails (public records); appeals; offenses; accommodations for individuals with disabilities; records; and required training. Brandon passed out an affirmation of training for the board to sign for the record.

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

- Approve May 21, 2018 Board Meeting Minutes
- Approve May 21, 2018 Closed Session Affidavit

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

- Discuss and Vote on Audit Engagement Letters – Cathie Hurst reviewed the audit engagement letters. There was an audit call with Eide Bailly that Corbin and Andrew were

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invited to call into because they are the audit committee. There was a discussion on how often this service is priced out. Brandon stated that Eide Bailly came in extremely lower than the other bids. He also stated that there aren't many firms that can do the audits for schools. There was a discussion on if there are any ramifications for always using the same firm. **Lois Bobo made a motion to approve the engagement of services provided by Eide Bailly for the year ending June 30, 2018 and allow the Board President to sign on behalf of the school. Nelson Altamirano seconded the motion. Motion passed unanimously.** Steve gave Dawn his authorization to use his electronic signature on these two documents.

- *Discuss and Vote on PTIF Resolution* – Cathie Hurst stated that the school opened up a PTIF account last year. The state is streamlining their process with online administration. This resolution allows Andrew Marx, Brad Taylor and Cole Arnold (both from AW) to set up the authorized users. There are separate users who are authorized to transfer the money to and from the PTIF and the operating account. **Steve Barnes made a motion to approve the PTIF Resolution with Andrew Marx, Brad Taylor, and Cole Arnold serving as its “Authorized Individuals.” Lois Bobo seconded the motion. Motion passed unanimously.**
- *Discuss and Vote on Final Amended 2017-2018 Budget* – Cathie Hurst reviewed the final amended budget. She stated that there are still accrued salaries for this year that occur through the middle of August for this fiscal year. It also includes the attorney fees. She also reviewed the state requirements for your final budget. There was a discussion on surplus money being moved to the PTIF. There was a discussion on the summary percentages. **Lois Bobo made a motion to approve the final amended 2017-2018 budget. Nelson Altamirano seconded the motion. Motion passed unanimously.**
- *Discuss and Vote on 2018-2019 Annual Budget* – Cathie Hurst reviewed the new preliminary budget for 2018-19 year. The salaries and benefits have increased the most this year. Cathie mention that for the first time in a while, we will not be receiving any building rental income which included an extra \$40k a year. **Lois Bobo made a motion to approve the 2018-2019 annual budget. Nelson Altamirano seconded the motion. Motion passed unanimously.**
- *Discuss and Vote on Kirton McConkie Attorney Fees* – Angie Johnson reviewed the attorney fees. We were given two choices for payment. Payment in full or a six-month payment which includes interest. Angie would like to make the payment in full. **Steve Barnes made a motion to approve the Kirton McConkie attorney fees in the amount of \$34,606. Lois Bobo seconded the motion. Motion passed unanimously.**
- *Discuss and Vote on Amended 2018-2019 School Fees* – Angie Johnson stated that they added a sculpting class which will require money for supplies. There was a brief discussion on fee waivers. **Lois Bobo made a motion to approve the amended 2018-2019 school fees. Nelson Altamirano seconded the motion. Motion passed unanimously.**
- *Discuss and Vote on Janitorial Service Contract/Rate Sheet* – Angie Johnson has been underwhelmed by the current janitorial service. She has received three bids and Legacy Janitorial Services was the middle bid. Angie stated that they came highly recommended. She likes the idea of going with a small family company because the bigger ones outsource with sub-companies which hasn't been working. This company charges a flat monthly rate and the current vendor charges extra each month for carpet cleaning. Angie also mentioned

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that the current vendor does not include deep cleaning of the gym and lobby floors over the summer once the church moves out. So, Angie did get a bid for this from Legacy and it was very reasonable. The total janitorial cost should be just under \$40k which is what they budgeted. There shouldn't be any additional charges since it's all inclusive.

Steve Barnes made a motion to approve the Legacy Janitorial Services agreement and authorize the school director to execute the agreement on behalf of the school. Lois Bobo seconded the motion. Motion passed unanimously.

- Ratify Board Terms and Officers – Steve Barnes reviewed the terms. There was a discussion staggering the terms so that there are not three board members potentially leaving the same year. There was a discussion on current officers and the possibility of any changes. **Lois Bobo made a motion to ratify Steve Barnes as *President* with a *NEW* 3-year term June 2021; Nelson Altamirano as *Secretary* with a *NEW* 3-year term June 2021; Lois Bobo with a *NEW* 3-year term June 2021; Andrew Marx as *Financial Coordinator* with a term of June 2020; Corbin White as *Vice President* with a term of June 2019. Steve Barnes seconded the motion. Motion passed unanimously.**

OTHER BUSINESS ITEMS

- Set 2018-2019 Annual Board Meeting Schedule – Dawn reviewed the two different proposed meeting dates. Steve would like to go with the same format and then bring it back to the board at the August Meeting. **Lois Bobo made a motion to accept the 2018-2019 board meetings in the same format as this year except changing to the 4th Monday of the month. Nelson Altamirano seconded the motion. Motion passed unanimously.**
- Calendaring – ALL
 - Schedule August Pre-Board Meeting – August 15th @ 5 p.m.
 - Next Board Meeting – August 27th (no Brandon)

7:52 PM – Steve Barnes made a motion to enter into a CLOSED SESSION to discuss an individual's character, professional competence, or physical or mental health pursuant to Utah Code 52-4-205(1) (a) located in the MWMA library where Steve Barnes is attending electronically. Lois Bobo seconded the motion. The votes were as follows:

Steve Barnes – Aye

Lois Bobo – Aye

Nelson Altamirano – Aye

Motion passed unanimously.

8:04 PM – Lois Bobo made a motion to exit the CLOSED SESSION and ADJOURN the board meeting. Nelson Altamirano seconded the motion. Motion passed unanimously.

June Action Items

1. Renew Steve to a new 3-year term next year at the Annual Meeting 2019 – **Dawn**

**Mountain West Montessori Academy
Closed Executive Board Meeting Affidavit
Monday, June 11, 2018**

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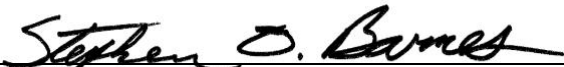
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AFFIDAVIT

This Closed Session was held to discuss an individual's character, professional competence, or physical or mental health pursuant to Utah Code 52-4-205(1)(a).



Steve Barnes – Board President

August 27, 2018
Date

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