

**Mountain West Montessori Academy
Annual Board Meeting Minutes
Tuesday, June 21, 2016**

Location: MWMA Library, 4125 W. Foxview Drive, South Jordan, UT 84095



In Attendance: Dan Galli, Steve Barnes, Ryan Parker, Andrew Marx

Excused: Linda Hume

Others in Attendance: Angie Johnson, Amy Pilkington, Kim Dohrer, Cathie Hurst, Corbin White (5:59 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

2015-2016 BOARD PRIORITIES

Academic Rigor
Accreditation
Financial Stability

5:44 PM – INTRODUCTORY ITEMS

- Call to Order – Dan Galli
- School Mission – Ryan Parker

PUBLIC COMMENT

- Jennifer Evans wanted to make a comment on a couple of agenda items. First, Jennifer stated that she was supportive in the changes of the board and maintaining Mr. Galli as the president. Second, she is supportive of retaining Amy's services again.

REPORTS

- **Director** – Amy Pilkington
 - State of the School
 - ♣ We have been focusing on continuing to grow our middle school program. We want to do some branding including:
 - ✓ Community centered learning
 - ✓ Smaller class sizes
 - ✓ 1 to 1 technology in all classrooms except for PE (by next year)
 - ✓ Relationships with teachers that last years not months
 - ✓ Talking about our travel opportunities including the Red Wood Forest trip
 - ✓ Authentic learning experiences (service learning)

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- ✓ Emphasizing middle school camps. We are taking the 7-9 students camping (Sept 14-16) to foster the communities to get back to Montessori aspect by crossing the age groups
- ✓ Organize Capstone classes as a formative community and try to create an identity
- ♣ End of School Wrap Up
 - ✓ Middle school went to help the head start program clean and pack up and move as their service project
- ♣ Working on improving curriculum
- ♣ Redoing our middle school kiva by adding new furniture and hang up maps on the wall
 - ✓ This school's theme will be "finding your place in the world"
- ♣ Working on our summer hiring
- ♣ Turning in our summer reporting
- ♣ Middle school marketing
 - ✓ Update property sign on corner and modify
 - ✓ Increase online communication and mailers
- ♣ Update on school improvement plan (Board Priorities)
 - ✓ Increase academic rigor through use of Montessori materials
 - ★ This will always be on-going
 - ★ Overall improvement on SAGE test scores
 - ⊗ Middle school increased specifically in math and ELA
 - ⊗ Unique pockets of data
 - High SpEd population
 - ⊗ Groups overall are improving
 - ⊗ Continue to refine and get there
 - ✓ Budgeting
 - ★ Accomplished purchasing our building
 - ✓ Accreditation
 - ★ Accomplished accreditation
- ♣ **Family Handbook overview** – Amy stated that the family handbook had very small changes. She added purple as the new dress code color. In several places she referred to the website for the most current information.

➤ **Academica West**

- Review UCAP Login – Kim stated that the new GBOT tests are on UCAP and are due August 1st. She gave the board a couple of options. Andrew hasn't been able to get the test to work. There are still board members who haven't gotten their passwords set up. The board would like to go with option 2 and set up a lunch with AW to go over the GBOT's.
- Annual Open & Public Meetings Act Training – Kim reviewed the annual open and public meetings act and covered the following:

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- ♣ Meetings must be held in the public but do not require public participation. However, this board has decided to offer public comment at most meetings.
- ♣ Public meetings should offer transparency.
- ♣ Electronic meetings are permitted but must have the anchor location at the place where regular board meetings are held.
- ♣ Emails with a quorum are subject to GRAMA if you are discussing school business. There was a discussion on what is considered a quorum.
- ♣ Public meetings require notice.
- ♣ All items discussed in the meeting must be listed on the agenda as specific as possible.
- ♣ Closed meetings are permitted for specific purposes which include character and purchase of property. Closed meetings must be recorded unless you are discussing one's character. Entering and exiting closed sessions require a roll call vote. No votes can be taken in a closed session.
- ♣ Records must be kept from public meetings (written and digital). There are representatives from both the school and AW that handles GRAMA requests.
- ♣ Provisions for disabilities are the same as the school.
- ♣ An Open & Public Meetings Act violation could be as severe as a class B misdemeanor if you knowingly or intentionally violated the law. Kim believes that they are looking for patterns.
- ♣ Annual training is required.

CONSENT ITEMS

- Approve May 3, 2016 Board Meeting Minutes – There was not further discussion. **Steve Barnes made a motion to approve the May 3, 2016 board meeting minutes. Ryan Parker seconded the motion. Motion passed unanimously.**
- Approve May 3, 2016 Closed Session Affidavit – There was not further discussion. **Andrew Marx made a motion to approve the May 3, 2016 board meeting minutes. Ryan Parker seconded the motion. Motion passed unanimously.**

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

- Discuss and Vote to Engage School's Auditor – Ryan Parker stated that the proposal is to engage Eide Bailly who has been the auditor in the past. One of the benefits from using Eide Bailly is that they are familiar with the processes and systems that AW uses therefore have gain some efficiencies. Another auditor would need to learn those processes and systems which would take more time consequently costing more money. Kim clarified that currently AW covers the cost of the audit because it is included in your AW service. There was a discussion on a possible conflict of interest because AW pays the auditors and AW is essentially being audited. The school engages the firm and Eide Bailly is an independent auditor. There was a discussion on using another firm and the difference in charge. Kim stated that in the past they have only brought the engagement letter for the board chair to sign. This year Eide Bailly requested that the letter had full

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board approval. Kim stated that Eide Bailly had phone calls with board members without AW present so if any of the members of the board would like to speak with them it can be arranged. **Andrew Marx made a motion to approve the engagement of services provided by Eide Bailly to perform financial and fall enrollment audits and authorize Ryan Parker to sign on behalf of the school. Steve Barnes seconded the motion. Motion passed unanimously.**

- Discuss and Vote on Final Amended 2015-2016 Budget – Ryan Parker reviewed the final 2015-2016 budget. We are expecting a large surplus of over \$162k to end the school year which is larger than originally expected. We were expected to be in a \$20k deficit. Ryan stated that there are three factors of why the school received this surplus. First, there was about a \$60K surplus from rent revenues. It was expected but not built into this year's budget. The second piece which is also about \$60k is due to purchasing the building and not having to pay property tax. Lastly, there has been some benefit in not needing some supplies and materials. The initial amount was exactly known what was going to be needed this year which was about \$60k. Amy added that the food service budget came out ahead this year and it was projected to run a deficit. Chef Rick has done a phenomenal job this year. Amy also stated that they did receive a small grant to add a new freezer. There was a discussion on how much money will go into a savings. **Steve Barnes made a motion to approve the final amended 2015-2016 budget. Ryan Parker seconded the motion. Motion passed unanimously.**
- Discuss and Vote on 2016-2017 Annual Budget – Ryan Parker reviewed the 2016-2017 budget. The projected surplus for next year's budget is \$107k. Some of the changes to be aware of for next year are salary increases plus additional employees but we will also have additional savings from the purchase of the building since it will be for the full year. In addition, Amy has budget lower costs for training and supplies compared to last year. There was a discussion on the building rental revenue. Amy has included a little over half of the building rental revenue on this budget. There was a discussion on having enough funds for the year. There was also a discussion on credit enhancement (bonding) which will save the school even more money. **Andrew Marx made a motion to approve the 2016-2017 annual budget. Ryan Parker seconded the motion. Motion passed unanimously.**
- Discuss and Vote on Toone Cleaning Rate Sheet – Amy Pilkington stated that they were having issues with the kitchen trash can liners so Toone cleaning upgraded to a stronger liner. This increased the cost for the trash can liner so the board needs to approve the new rate sheet. **Steve Barnes made a motion to approve the Toone Cleaning rate sheet. Andrew Marx seconded the motion. Motion passed unanimously.**
- Discuss and Vote on Purchase of Math Textbooks – Kim brought to the attention that depending on the total cost, this may not need to be brought to the board for approval. Amy stated that it will be a total cost of \$5,140. With the current purchasing policy in place, Amy and either the president or financial coordinator can approve this purchase. Dan tabled this item.
- Ratify Board Members and their Terms – Dan Galli reviewed the board members and their terms. There was a discussion on Lois's term being a 2-year term. There was a discussion terms and why you would want to stagger board terms.

Steve Barnes made a motion to ratify the following board members and their terms:

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- Lois Bobo – *NEW* 2-year term to expire June 2018 (starting July 1st)
- Corbin White – *NEW* 4-year term to expire June 2020 (starting July 1st)
- Dan Galli – June 2017
- Andrew Marx – June 2017
- Ryan Parker – June 2018
- Steve Barnes – June 2018

Ryan Parker seconded the motion. Motion passed unanimously.

- Discuss and Vote to Elect Board Officers – Dan Galli stated that this is the time to discuss options on board officers. He did mention that he would still like to remain the board chair but if anyone was interested that he would open the floor.

Steve Barnes made a motion to appoint the following board officers:

- Dan Galli as President
- Steve Barnes as Vice President
- Ryan Parker as Financial Coordinator
- Andrew Marx as Secretary

Andrew Marx seconded the motion. Motion passed unanimously.

6:44 PM – Ryan Parker 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). Steve Barnes seconded the motion.

Dan Galli – Aye

Steve Barnes – Aye

Andrew Marx – Aye

Ryan Parker – Aye

Motion passed unanimously.

7:52 PM – Steve Barnes made a motion to exit the CLOSED SESSION. Andrew Marx seconded the motion.

Dan Galli – Aye

Steve Barnes – Aye

Andrew Marx – Aye

Ryan Parker – Aye

Motion passed unanimously.

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

- Discuss and Vote to Ratify Director and Employment Agreement – There was no further discussion. **Andrew Marx made a motion to ratify Amy Pilkington as the Director and approve her employee agreement as discussed in the closed session. Ryan Parker seconded the motion. Motion passed unanimously.**

OTHER BUSINESS ITEMS

- Set 2016-2017 Annual Board Meeting Schedule – Dan stated that the board has been meeting on the forth Tuesday. He asked if that is still working for everyone. The consensus was that this date is working. There was a discussion on having a summer

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retreat in July. Dates were discussed but it doesn't seem like all members could be available on the same date. The board tentatively set July 9th at 10 a.m. but would like Dawn to send out a Doodle to find see if there is a better date. Steve would like to get food from DP Cheesesteaks.

➤ Calendaring – ALL

- Schedule August Pre Board Meeting
- Next Board Meeting – TBD
- Appreciation & Thank You – Dan Galli and the board thanked Amy for her hard work and rewarded her with a bonus.

8:07 PM – Steve Barnes made a motion to ADJOURN. Ryan Parker seconded the motion. Motion passed unanimously.

June Action Items

1. Check on charter and bylaws regarding what is considered a quorum – **Brandon**
2. Finance philosophy discussion on agenda – **Dawn**
3. Send out a Doodle for the board retreat date – **Dawn**

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**Mountain West Montessori Academy
Closed Executive Board Meeting Affidavit
Tuesday, June 21, 2016**



**MOUNTAIN WEST
Montessori Academy**

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Excused: Linda Hume

Others in Attendance: Corbin White, Kim Dohrer, Cathie Hurst

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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) and to discuss the purchase, exchange, or lease of real property pursuant to Utah Code 52-4-205(1)(d)



Dan Galli – Board President

1/24/17

Date

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