



# Mountain West Montessori Academy

## Board of Directors Meeting Minutes

### Tuesday, August 26, 2014

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

**In Attendance:** Steve Barnes, Linda Hume, Rusty Bentley, Dan Galli (6:05 p.m.)

**Others in Attendance:** Angie Johnson (Curriculum Director), Amy Pilkington (Director), Kim Dohrer (AW), Brandon Fairbanks (AW), Dawn Kawaguchi (AW), Ryan Arrington (AW), Andrew Marx (board interviewee)

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## MINUTES

### 5:37 PM – INTRODUCTORY ITEMS

- Call to Order – Steve Barnes
- School Vision – Steve Barnes
- Montessori Minute – Angie demonstrated how Montessori students learn their place values using golden beads.

**There was no PUBLIC COMMENT.**

### BOARD INTERVIEW

- Andrew Marx introduced himself. He was brought up in Montessori education since first grade. He was interviewed by the board where each of the board members asked him questions regarding his Montessori experience, attending meetings/events, leadership experience, education and career.

### REPORTS

- **Director**
  - *State of the School* – Amy Pilkington
    - ✓ Review of “fun experiences” by administration
    - ✓ Final TA position was filled today so we are completely staffed
    - ✓ Working on SLP consulting and substitute list
    - ✓ Carpool cut almost in half by second day
    - ✓ Review/update of items that the administration is currently working on or troubleshooting
    - ✓ Lunch program will be starting September 3<sup>rd</sup>
    - ✓ Computers still needed for students and administration
    - ✓ Playground equipment still under construction
    - ✓ Upcoming items:
      - ♣ Montessori training for families

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- ♣ Starting after school Clubs
  - ♣ More professional development for teachers
  - ✓ Enrollment update
  - ✓ Review of the students daily schedule
  - ✓ Dan stated that he has five donated paintings from his father in law
- **Board of Directors**
- Review Action Items – Dan briefly reviewed the current action items.
  - Spirit Shirts & School Jacket design – Angie updated the board on the spirit shirts and jackets. There was a lot of interest in the jackets at the open house. The PTO is working on the spirit shirts and using the money as a fundraiser. Amy stated that she has received many letters from the students on the dress code. There was a discussion on how parents can address their concerns on dress code.
- **Academica West**
- ownCloud – Dawn gave all board members a login and password for ownCloud. She reviewed the folders and items that are in there.
  - Board emails – Dawn asked each board member how they would like to receive their board emails. Most of the board members haven't been logging into their board email. Dawn has been sending email to their personal email address. There was a discussion on being GRAMAed if you have your board emailed forwarded to you personal email address. The email has been moved over to the school's exchange server from goDaddy so the board would like ETS to send them the new login info.

## BOARD TRAINING

- Governing Board Online Training – Dan stated that there are no new GBOT trainings currently available. We are up to date on this. Kim stated that there are new board performance standards that should be coming out in February. We will review them when they are available.

## **Steve Barnes made a motion to approve the CONSENT ITEMS. Linda Hume seconded the motion. Motion passed unanimously.**

- Approve June 24, 2014 Board Meeting Minutes
- Approve June 30, 2014 Electronic Board Meeting Minutes
  - Ratify Westminster College Professional Development, Tuition and Supplies up to \$25,000
  - Ratify Bank Account Signers and Petty Cash/Debit Account
- Approve July 22, 2014 Electronic Board Meeting Minutes
  - Ratify Parent Handbook
  - Ratify Employee Handbook
- Approve August 11, 2014 Electronic Board Meeting Minutes [*amended - typo*]
  - Ratify Steve and Jaime Barnes, and Jennifer and Dave Evans as founders of Mountain West Montessori Academy
  - Ratify Bintz lunch equipment purchase in an amount not to exceed \$25,000
  - Ratify Secure Instant Payments Merchant Account

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- Ratify Toone Cleaning Rate Sheet
  - Ratify amend and increase computer and network purchases not to exceed \$160,000
  - Ratify amend and increase the curriculum purchase in an amount not exceed \$40,000
- Ratify MWMA Founders to include James and Angie Johnson

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

- *Discuss and Vote Amended 2014-2015 Budget* – Linda reviewed the changes in the general budget. The areas to highlight were firming up the teachers’ salaries which were a decreased, increase in instructional assistance which is an increase of hours, payroll taxes decrease due to a calculation error in benefit dollars, reclassifying salaries, These changes increases the amount of the surplus from \$70,000 to \$96,125. Linda stated that this will help us get closer to purchasing the building once we get more established. Administration is staying on budget. **Rusty Bentley made a motion to approve the amended 2014-2015 budget. Linda Hume seconded the motion. Motion passed unanimously.**
- *Discuss and Vote on Emergency Response Plan* – Amy asked if the board had any questions. Linda stated that she saw some content changes that still need to be made. There was discussion on the some of the procedures and practice drills that will be done. **Linda Hume made a motion to approve the Emergency Response Plan with the caveat that Amy can make non-substantive changes but bring any substantive changes back to the board. Steve Barnes seconded the motion. Motion passed unanimously.**
- *Discuss and Vote on Amended Building Rental Policy/Agreement* – Amy stated that the change to the policy allows a discount for non-profit groups that would like to rent for an extended period of time and for storage if available. There was discussion on storage space. Currently the school has space but in the future it may not so the board would like to make sure that the renting of storage is limited to availability. Amy added that Gabe has written a separate lease for the school with a provision that gives the landlord the authority to terminate at any time. There was a discussion on the security deposit limit. Linda would like the policy to be consistent and say “Director” instead of “Principal”. **Linda Hume made a motion to approve the amended Building Rental Policy to include the following changes: The last paragraph will include “Tenant will acknowledge that storage space is limited and may not be available. Availability and rate of storage shall be determined at the sole discretion of the Director” as well as change all of the word “principal” to “director” and adjust the security deposit “up to \$1,000” unless the AW attorney isn’t comfortable with this change. Steve Barnes seconded the motion. Motion passed unanimously.**
- *Discuss and Vote on Landscaping/Snow Removal Rate Sheet* – Amy stated that Prime Design was the cheapest bid received and so far they have been great. Approving the rate sheet will allow Amy to approve invoices to be paid if it snowed several days in one month. There was a discussion on the protocol if the snow removal expense exceeds the budgeted amount in any given year. **Steve Barnes made a motion to approve the**

**Landscaping and Snow Removal Rate Sheets. Linda Hume seconded the motion. Motion passed unanimously.**

#### **OTHER BUSINESS ITEMS**

- **Calendaring – ALL**
  - *Next Board Meeting – September 23, 2014 – Rusty will most likely not be at this meeting but can be reached by phone if needed.*

**7:19 PM – Linda Hume made a motion to enter into an EXECUTIVE SESSION to discuss an individual’s character, professional competence, or physical or mental health. Steve Barnes seconded the motion. The votes were as follows:**

**Dan Galli – Aye  
Steve Barnes – Aye  
Linda Hume – Aye  
Rusty Bentley – Aye**

**Motion passed unanimously.**

**7:38 PM – Steve Barnes made a motion to leave the EXECUTIVE SESSION and return to the OPEN SESSION. Linda Hume seconded the motion. The votes were as follows:**

**Rusty Bentley – Aye  
Linda Hume – Aye  
Steve Barnes – Aye  
Dan Galli – Aye**

**Motion passed unanimously.**

#### **BUSINESS ITEMS (Cont.)**

- *Discuss and Vote on New Board Member (June 2017)* – There was no further discussion. **Linda Hume made a motion to appoint Andrew Marx as a board member with a term of June 2017. Steve Barnes seconded the motion. Motion passed unanimously.**

There was a discussion on the number of chairs in the classroom. There was also a discussion on the amount of time students have to eat their lunch. Amy and Angie are aware of this and are working on a system to rectify the lunch/recess issue. Once the lunch program starts up there will be another transition to work through.

**7:50 PM – Linda Hume made a motion to ADJOURN. Steve Barnes seconded the motion. Motion passed unanimously.**

#### **August Action Items**

**DAWN**

- **Send Board instructions on setting up email on smart phones [see Kara]**
- **Send Jo Schmitt information on board president change**
- **Change Building Rental Policy word “Principal” to “Director”**

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**Mountain West Montessori Academy  
Closed Executive Board Meeting Affidavit  
Tuesday, August 26, 2014**

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**AFFIDAVIT**

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

  
\_\_\_\_\_  
Dan Galli - Board President

10/28/14  
\_\_\_\_\_  
Date

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