

Mountain West Montessori Academy

Board Meeting Minutes

Tuesday, June 20, 2017

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



In Attendance: Dan Galli (via phone), Steve Barnes, Ryan Parker, Lois Bobo

Excused: Corbin White, Andrew Marx

Others in Attendance: Angie Johnson, Dawn Kawaguchi, Kim Dohrer, Cathie Hurst, Brandon Fairbanks, Amy Pilkington

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MINUTES

2016-2017 BOARD PRIORITIES

Parent Partnerships
Data Driven Student Learning
Student Communities

5:48 PM – INTRODUCTORY ITEMS

- Call to Order – Dan Galli
- School Mission – Steve
- Montessori Minute – Angie Johnson presented a Montessori lesson/experiment comparing which is heavier air breathed in (oxygen) or air breathed out (carbon dioxide) by using bubbles and dry ice. She went through a process of a scientific method by noticing something in the world; having a question about it because we're curious; we thought about what we already knew about it; and then we designed an experiment.

There was no PUBLIC COMMENT.

REPORTS

- **Director** – Amy Pilkington
 - State of the School
 - ♣ Review of Enrollment for next year
 - ✓ We are currently at 497 which is currently seven students over the budget set for next year. However, we would like to be at 510 before the school year starts.
 - ♣ Review of the last 3-years of retention
 - ✓ Year 1 = 2 % mid-year; 15% end of year

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- ✓ Year 2 = 13 % mid-year; 20% end of year
 - ✓ Year 3 = 7% mid-year; 13% end of year
 - ♣ Preparing for next year
 - ✓ Middle school campus
 - ✓ Buses & registration
 - ✓ 9th grade field trip
 - ✓ Club Travel trip to Virginia
 - ✓ Defining the leadership years for 3rd, 6th & 9th
 - ♣ Review of SAGE scores
 - ✓ Marked improvements in:
 - ★ 3rd, 5th, & 9th ELA
 - ★ 5th & 9th math
 - ★ 3% overall increase in ELA
 - ★ 4% overall increase in math
 - ✓ small decrease in science
 - ✓ small dip in middle school writing
 - ♣ 6-Things I'd Like the Board to Know
 - ✓ Teacher retention was high this year
 - ✓ One unfilled teaching position for next year
 - ✓ Working hard to keep teacher pay competitive
 - ✓ Improvement in all our retention rate
 - ✓ Will be offering human biology and online classes
- **Board of Directors**
 - Review Action Items – Dan Galli reviewed the action items and made some deadline changes.
- **Academica West** – Brandon stated that in lieu of time and because we are missing a couple of board members he recommended that the annual open and public meetings act training be pushed back to the next meeting. Dan stated that if there was enough time at the end of the meeting, Brandon could do it then.

CONSENT ITEMS

- Approve May 23, 2017 Board Meeting Minutes – Dawn has asked for forgiveness since she doesn't have the minutes ready. However, the closed session affidavit is in the packet.
- Approve May 23, 2017 Closed Session Affidavit – There was no further discussion. **Ryan Parker made a motion to approve the Closed Session Affidavit from May 23, 2017. Steve Barnes seconded the motion. Motion passed unanimously.**

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

- Discuss and Vote on Final Amended 2016-2017 Budget – Ryan Parker reviewed the final amended budget 2016-2017. The expected surplus is little smaller than the original amount of \$107k. **Ryan Parker made a motion to approve the final amended 2016-2017 budget. Lois Bobo seconded the motion. Motion passed unanimously.**
- Discuss and Vote on 2017-2018 Annual Budget – Ryan Parker reviewed the 2017-2018 annual budget. This budget contains normal growth on the income and expense which will land us around the same surplus as this year. Cathie stated that this is a very conservative

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budget. **Steve Barnes made a motion to approve the 2017-2018 annual budget. Ryan Parker seconded the motion. Motion passed unanimously.**

- Discuss and Vote to Open Additional Savings Account (PTIF) – Ryan Parker stated that since we have had three years of surplus, we have a large amount of cash reserve. By opening a Public Treasury Investment Fund the school can earn a modest amount of interest. Cathie added that this is a very low risk investment fund and it is very liquid. **Ryan Parker made a motion to approve the opening of Public Treasury Investment Fund (PTIF) Account. Steve Barnes seconded the motion. Motion passed unanimously.**

**Brandon asked if we can bump the signature cards approval down on the agenda until after the vote on the board officers.*

- Discuss and Vote on Cleaning Service Agreement – Angie Johnson stated that the contract for the current cleaning service is up so they received cleaning bids and would like to go with a different vendor. Angie is recommending Vanguard because they are on a month to month instead of contract. They came in lower than the current vendor and they have a day porter plus clean at night. Lois asked if Angie could have a trial basis before we sign on with them. **Steve Barnes made a motion to approve the Vanguard Cleaning Systems agreement and authorize the school director to execute the proposed agreement. Ryan Parker seconded the motion. Motion passed unanimously.**
- Discuss and Vote on ETS Service Agreement Addendum – Amy Pilkington stated that they have been using ETS for the past three years and this agreement would extend that service for another two years. Angie stated that there is also an option to extend for only one year which makes it so that we have the opportunity to renew for another year next year. Angie likes the idea of only renewing for one year. There was a discussion on the difference in price if you only commit to one year instead of two years. **Steve Barnes made a motion to approve the ETS Service Agreement Addendum for a renewal term of one (1) year and that the board authorize the school's director to execute the agreement on behalf of the school. Ryan Parker seconded the motion. Motion passed unanimously.**
- Discuss and Vote on Staff Code of Conduct Policy – Angie Johnson reviewed the Staff Code of Conduct Policy. It defines high standards of conduct for the staff; it defines what boundary violations are; it does include offering of praise and encouragement. **Steve Barnes made a motion to approve the Staff Code of Conduct Policy. Lois Bobo seconded the motion. Motion passed unanimously.**
- Discuss and Vote on Student Data Privacy & Security Policy – Angie Johnson asked Brandon to discuss this policy and the Data Confidentiality Addendum. Brandon stated that the new Utah Student Data Protection Act requires this policy, certain plans and definitions. This policy is in direct response to that act and sets forth all of the requirements now contained in law. This policy also requires training. Angie also added that the addendum is an agreement between the school and third-party vendors that they will maintain the confidentiality of the student data. Brandon stated that this is an addendum is for any agreement that the school currently has existing. **Steve Barnes made a motion to approve the Student Data Privacy & Security Policy and approve the Data Confidentiality Addendum and authorize the director to enter into the agreement with existing and future third party contractors as needed. Ryan Parker seconded the motion. Motion passed unanimously.**

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- Discuss and Vote on Data Confidentiality Addendum – There was no further discussion. See above for motion.
 - Discuss and Vote on Amended Bullying & Hazing Policy – Angie Johnson reviewed the amended Bullying and Hazing Policy. She stated that the changes here are new definitions. She added that they will need to solicit feedback from the students. **Lois Bobo made a motion to approve the amended Bullying & Hazing Policy. Steve Barnes seconded the motion. Motion passed unanimously.**
 - Discuss and Vote on Amended Wellness Policy – Angie Johnson reviewed the amended Wellness Policy. This policy states what the school will do to promote wellness with students and staff. It also outlines topics that will be taught in health; it outlines movement, activity and recess. There was a discussion on the composition of the wellness committee. **Ryan Parker made a motion to approve the amended Wellness Policy. Steve Barnes seconded the motion. Motion passed unanimously.**
 - Ratify Board Members and their Terms – Dan Galli reviewed the board terms. He informed the board that he has decided not to renew his term. **Ryan Parker made a motion to ratify the board members and their terms as listed.**
 - Andrew Marx – *NEW* 3-Year Term June 2020
 - Ryan Parker – June 2018
 - Steve Barnes – June 2018
 - Lois Bobo – June 2018
 - Corbin White – June 2019
- Lois Bobo seconded the motion. Motion passed unanimously.**
- Discuss and Vote to Elect Board Officers – Dan Galli opened the floor for nominations. After a brief discussion, **Lois Bobo made a motion to nominate the following officers.**
 - President – Steve Barnes
 - Vice President – Corbin White
 - Financial Coordinator – Ryan Parker
 - Secretary – Andrew Marx
- Steve Barnes seconded the motion. Motion passed unanimously.**
- Discuss and Vote to Approve the Zions Bank Signature Card(s) – Brandon asked if the board can now approve signers based on the newly elected officers. There was a discussion on who would be the signers. Brandon asked if they would authorize AW for online access to the account. **Ryan Parker made a motion to approve Steve Barnes (President), Corbin White (Vice President) and Ryan Parker (Financial Coordinator) as the signers on the account and authorize Academica West to have online access to the account. Lois Bobo seconded the motion. Motion passed unanimously.**

7:05 PM – Steve Barnes made a motion to move 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). Ryan Parker seconded the motion. The votes were as follows:

**Steve Barnes – Aye
 Dan Galli – Aye
 Ryan Parker – Aye
 Lois Bobo – Aye**

Motion passed unanimously.

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7:40 PM – Lois Bobo made a motion to exit the CLOSED SESSION. Ryan Parker seconded the motion. Motion passed unanimously.

OTHER BUSINESS ITEMS

- *Administration Plan & Director Agreement* – There was no further discussion. **Lois Bobo made a motion to appoint Angie Johnson as the Director for the terms discussed in closed session. Ryan Parker seconded the motion. Motion passed unanimously.**
- *Set 2017-2018 Annual Board Meeting Schedule* – There was a discussion on if the current date is working for everyone. There was a proposed date of Wednesday for the first half of the year and changing the time to 6 p.m. We will address the rest of the calendar at the August meeting.
- *Calendaring – ALL*
 - Schedule August Pre-Board Meeting – August 16th @ 4:30 p.m.
 - Next Board Meeting – August 23rd

7:49 PM – Ryan Parker made a motion to ADJOURN. Steve Barnes seconded the motion. Motion passed unanimously.

June Action Items:

1. Board award for Dan Galli – **Dawn**
2. Revisit board meeting dates in the August Meeting – **Dawn**

**Mountain West Montessori Academy
Closed Executive Board Meeting Affidavit
Tuesday, June 20, 2017**

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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

10-25-17

Date

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