

Mountain West Montessori Academy

Board Meeting Minutes

Monday, February 22, 2021

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



In Attendance: Steve Barnes, Corbin White, Andrew Marx, Lois Bobo, Nelson Altamirano (6:00 pm)

Other in Attendance: Angie Johnson, Sheri Ebert, Cathie Hurst, Dawn Kawaguchi, Kim Dohrer, Brandon Fairbanks, Ken Jeppesen (via Zoom)

Minutes

2020-2021 BOARD PRIORITIES

High Standard Cleanliness
Improve Mental Health & Safety of Student & Staff
Improve Literacy Instruction & Outcomes

5:40 PM – INTRODUCTORY ITEMS

- Call to Order – Steve Barnes
- School Mission – Lois Bobo
- Montessori Mastery was not presented.

There was no PUBLIC COMMENT. This was the first public viewing period for the 2021-2022 School Fee Schedule and the Fee Waiver Policy.

REPORTS

➤ Audit

- Review of FY20 Financial Statement – Ken Jeppesen reviewed the rep letter which informs the board their independence. We did the audit according to the government auditing standards and the school signed an engagement letter allowing them to do the audit. The numbers that were discussed all year were the numbers that they audited (no corrected or uncorrected numbers). There was good cooperation from the school and AW. Ken reviewed the FY20 financial statement. The first report is regarding the numbers. It was a clean opinion. There was a discussion on whether the interest on the restricted cash (in the PTIF account) can be used for general funds. He reviewed the Statement of Financial Position, Statement of Activities, Statement of Functional Expenses, Statement of Cash Flows and (8) notes to the financial statements as follows:
 - ✓ Principal Activity and Significant Accounting Policies
 - ✓ Liquidity in Accounting Policy
 - ✓ Liquidity and Availability
 - ✓ Property and Equipment
 - ✓ Bonds Payable

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

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- ✓ Net Assets with Donor Restrictions
- ✓ Employee Benefits
- ✓ Concentration
- ✓ Subsequent Events included due to COVID

The seconded report focuses on your internal controls. It was also a clean report. The third and final report is the state compliance report. They increase the level of effort this year. The items that were audited this year were the following:

- ✓ Budgetary Compliance
- ✓ Open and Public Meetings Act
- ✓ Fraud Risk Assessment
- ✓ School Fees
- ✓ Minimum School Program - Unrestricted Programs
- ✓ Minimum School Program - Restricted Programs: Special Education and Teacher and Student Success Act

6:00 PM – Lois Bobo made a motion to RECESS. Andrew Marx seconded the motion. The votes were as follows:

Steve Barnes – Aye
Corbin White – Aye
Lois Bobo – Aye
Andrew Marx – Aye

Motion passed unanimously.

6:20 PM – Andrew Marx made a motion to RECONVENE. Lois Bobo seconded the motion. The votes were as follows:

Steve Barnes – Aye
Corbin White – Aye
Lois Bobo – Aye
Andrew Marx – Aye
Nelson Altamirano – Aye

Motion passed unanimously.

REPORTS (Continued)

➤ Director

- State of the School – Angie Johnson reviewed the current board priorities
 - ✓ High Standard of Cleanliness and Compliance with Pandemic Guidelines
 - ★ Custodial Staff & Equipment, Sterilization
 - ★ Protocols, Social Distancing, Hand Hygiene, Masks
 - ★ Covid-19 School DashBoard Update
 - ★ Bringing Students Back to School
 - ✓ Maintain and Improve Mental Health and Safety of Students and Staff
 - ★ Teacher Initiatives: the ELF committee
 - ❖ Employees Love Fund

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- ★ Counseling Initiatives
 - ❖ Schoolwide theme and lessons
 - ❖ Hope Squad has been focusing on student themes
 - ❖ Small groups
 - ❖ Individual mental health
 - ★ Middle School Social Opportunities
 - ✓ Continue Improvement of Literacy Instruction and Outcomes
 - ★ Reading Endorsement:
 - ❖ Reading Comprehension Instruction course
 - ★ Acadience Reading Assessment Data MOY
 - ✓ Highlighting a Current Strength:
 - ★ Accelerated Learner Program Evaluation/Improvement
 - ✓ Highlighting a Current Challenge:
 - ★ Breakfast Program
- **Board of Directors**
- *Financial Review* – Andrew Marx reviewed the profit and loss sheet as of January 31st. We are on target where we should be. He gave a special thanks to Miss Angie for doing great use of funds and Cathie for preparing everything. A couple items to make note are field trips which is low due to COVID, repairs and maintenance which is a little high due to a one-time expense of the resurfacing and restriping the parking lot, liability insurance which is also a one-time expense that was a little higher than budgeted and special education textbooks which we do have surplus that we will be able to use for this.

CONSENT ITEMS

- *October 26, 2020 Electronic Board Meeting Minutes* – There was no further discussion.
 - *October 26, 2020 Closed Session Affidavit* – There was no further discussion.
 - *2020-2021 2nd Amended School Calendar* – There was no further discussion.
- Steve Barnes made a motion to approve the consent items. Lois Bobo seconded the motion. The votes were as follows:**
- Steve Barnes – Aye**
 - Corbin White – Aye**
 - Lois Bobo – Aye**
 - Andrew Marx – Aye**
 - Nelson Altamirano – Aye**
- Motion passed unanimously.**

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

- *2021-2022 School Calendar* – Angie Johnson reviewed the proposed calendar for 2021-2022. She reviewed the highlights and comparison to Jordan School District. Angie pointed out the March 16-18 professional development days for teachers are is for teachers
- Steve Barnes made a motion to approve the 2021-2022 School Calendar. Lois Bobo seconded the motion. The votes were as follows:**

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Steve Barnes – Aye
Corbin White – Aye
Lois Bobo – Aye
Andrew Marx – Aye
Nelson Altamirano – Aye

Motion passed unanimously.

- Engagement of Marketing Agency and Agreement – Angie Johnson stated that with the decrease in their enrollment this year due to COVID, she has decided to do some refining of their brand and some marketing. We put out an “request for proposal” (RFP) and had a few marketing agencies send in proposals. Angie stated that the proposal was broken out into areas of cost. She was looking for content creation and search engine optimizing so that when people search on the internet their school pops up. She has chosen Fusion 360 because their view aligns with hers. Angie would like to retain their services but is unsure on how much the total cost will be because she’s not exactly sure how much she wants them to do. The proposal they sent out was for \$5,000 per month for a 3-6 month period for a maximum of \$30k. There was a discussion on how to execute the motion. Nelson stated that his life is digital marketing. He would like to help managing the agency. Angie reviewed the rest of the agencies that sent in bids. There was a discussion on the amount. **Nelson Altamirano made a motion to approve the Marketing Agency Agreement to retain Fusion 360 for a cap of \$30,000. Lois Bobo seconded the motion. The votes were as follows:**

Steve Barnes – Aye
Corbin White – Aye
Lois Bobo – Aye
Andrew Marx – Aye
Nelson Altamirano – Aye

Motion passed unanimously.

- PrimeDesign Landscaping Agreement – Angie Johnson stated that they have been using Prime Design for their landscaping and they are happy with their services. **Lois Bobo made a motion to approve the Landscape Maintenance Contract with Prime Designs and allow the Director to sign on behalf of the school. Andrew Marx seconded the motion. The votes were as follows:**

Steve Barnes – Aye
Corbin White – Aye
Lois Bobo – Aye
Andrew Marx – Aye
Nelson Altamirano – Aye

Motion passed unanimously.

- Helpside Agreement – Brandon Fairbanks stated that the school currently has a PEO agreement with Helpside. **Lois Bobo made a motion to approve the Professional Employer Agreement between the school and Helpside and authorize the Board President to sign the agreement on behalf of the school. Corbin White seconded the motion. The votes were as follows:**

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Steve Barnes – Aye
Corbin White – Aye
Lois Bobo – Aye
Andrew Marx – Aye
Nelson Altamirano – Aye

Motion passed unanimously.

- *Rescind the Employment of Substitute Teachers Policy* – Brandon Fairbanks stated that the rule used to require the school to have this policy and now they don't, so we recommend that you rescind the policy. **Andrew Marx made a motion to rescind the Employment of Substitute Teachers Policy. Corbin White seconded the motion. The votes were as follows:**

Steve Barnes – Aye
Corbin White – Aye
Lois Bobo – Aye
Andrew Marx – Aye
Nelson Altamirano – Aye

Motion passed unanimously.

- *MWMA-Specific Educator Licenses* – Angie Johnson stated that we have a classroom that has a long-term sub in typewriting and we would like to license her so that she can teach this class. **Lois Bobo made a motion to approve Hannah McGough in the area of Secondary Business & Marketing (CTE/general) endorsement for a three-year period. Andrew Marx seconded the motion. The votes were as follows:**

Steve Barnes – Aye
Corbin White – Aye
Lois Bobo – Aye
Andrew Marx – Aye
Nelson Altamirano – Aye

Motion passed unanimously.

OTHER BUSINESS ITEMS

- Calendaring – ALL
 - Next Pre-Board Meeting – March 10 @ 5:00 p.m.
 - Next Board Meeting – March 22nd
- Audit Committee Training
- REMINDER: Online Introductory Training for School Board Members

7:26 PM – Steve Barnes made a motion to take a 5-minute recess. The votes were as follows:

Steve Barnes – Aye
Corbin White – Aye
Lois Bobo – Aye
Andrew Marx – Aye
Nelson Altamirano – Aye

Motion passed unanimously.

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7:33 PM – Lois Bobo made a motion to RECONVENE the meeting. Steve Barnes seconded the motion. The votes were as follows:

**Steve Barnes – Aye
Corbin White – Aye
Lois Bobo – Aye
Andrew Marx – Aye
Nelson Altamirano – Aye**

Motion passed unanimously.

BOARD TRAINING (RETREAT)

- 7 Key Elements of the School – Kim gave each of board members and administration
 1. Intellectual Curiosity
 2. Montessori Philosophy
 3. Student Centered Learning
 4. Positive and Diverse Learning Environment
 5. Student Leadership Opportunities
 6. Student Opportunities for Excellence
- Sacred Cows
 1. Community Culture
 2. Respect Child
 3. Supporting Accelerated Learners
 4. Family Literacy Night
 5. Travel Club/Field Trips (Costa Rica)
 6. Growth Mindset (Remove barriers so students can learn)
 7. Strong Counselor (Mental Health Support)

7:57 PM – Andrew Marx made a motion to enter 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) in the library. Nelson Altamirano seconded the motion. The votes were as follows:

**Steve Barnes – Aye
Lois Bobo – Aye
Andrew Marx – Aye
Nelson Altamirano – Aye
Corbin White – Aye**

Motion passed unanimously.

8:11 PM – Corbin White made a motion to exit the CLOSED SESSION. Nelson Altamirano seconded the motion. The votes were as follows:

**Steve Barnes – Aye
Corbin White – Aye
Lois Bobo – Aye**

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Andrew Marx – Aye
Nelson Altamirano – Aye
Motion passed unanimously.

Cathie wanted to inform the board that they have transferred \$500k to the PTIF account.

8:13 PM – Corbin White made a motion to ADJOURN. Lois Bobo seconded the motion.

The votes were as follows:

Steve Barnes – Aye
Corbin White – Aye
Lois Bobo – Aye
Andrew Marx – Aye
Nelson Altamirano – Aye
Motion passed unanimously.

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