

Mountain West Montessori Academy
Annual Board Meeting Minutes
Monday, June 27, 2022

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



In Attendance: Steve Barnes, Andrew Marx, Nelson Altamirano, Lois Bobo (via Zoom), Corbin White (via Zoom)

Others in Attendance: Angie Johnson, Sheri Ebert, Dawn Kawaguchi, Kim Dohrer, Cathie Hurst (6:16 pm)

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

2021-2022 BOARD PRIORITIES

Safely Re-Engage in Hands-On & Experiential Learning Experiences
Implement Computer Science Initiative
Continue Improvement of Literacy Instruction & Outcomes

5:14 PM – INTRODUCTORY ITEMS

- Call to Order – Steve Barnes
- School Mission – Steve

There was no PUBLIC COMMENT. This was the second public comment period for the 2021-2022 Amended School Fee Schedule and 2022-2023 Amended School Fee Schedule. The board will be voting on these two fee schedules in this meeting.

BOARD TRAINING

- *Annual Policies, Plans & Procedures Training* – There is a list of policies that are required to be reviewed and/or re-approved at a certain duration of time listed on the PPPT sheet. Kim Dohrer went through the annual policies, plans and procedures review. Dawn mentioned that the Electronic Resources Policy and the Parent and Family Engagement Policy are supposed to be re-approved this year and will be on the August Board Meeting agenda.
 - **Attendance Policy** – Kim reviewed the Attendance Policy and procedures which do not required board approval. The board reviewed the school attendance for the current school year. There was a discussion on the classes enrolled line item and chronic absenteeism.
 - **Donations & Fundraising Policy** – Kim reviewed the Donations and Fundraising Policy. There are no recommended changes at this time. Large donations must be approved by the board and donations cannot follow a child. There was a discussion on donations to specific classes.

- **Sex Education Instruction Policy** – Kim reviewed the Sex Education Policy and procedures. The board reviewed the required data including teen pregnancy, child sexual abuse, sexually transmitted diseases and infections as well as pornography instances reported in the school.
 - **Student Conduct & Discipline Policy and Plan** – Kim reviewed the Student Conduct and Discipline Policy and plan. The policy isn't being changed. Most of the information is required by law. The board reviewed were the suspensions and expulsions data. There was a discussion on what is required to be referred to the board, suspension data and whether CFS is called.
 - **Arrest Reporting Policy** – Kim reviewed the Arrest Reporting Policy and procedures. All board members must report arrests to Miss Angie.
- Annual Open & Public Meetings Act Training – Kim passed out a quiz to the board members on the Open and Public Meetings Act to the board. The group split up into three teams to review their answers. Dawn also sent the quiz to the two board members that are online. All members went through the quiz together and each board member had a chance to discuss the answers. Kim had the board sign an affirmation of training.

5:57 PM – Nelson Altamirano made a motion to RECESS. Corbin White seconded the motion. The votes were as follows:

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

Motion passed unanimously.

6:30 PM – Andrew Marx made a motion to RECONVENE the meeting. Nelson Altamirano seconded the motion. The votes were as follows:

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

Motion passed unanimously.

BOARD TRAINING Cont.

- Annual Fraud Risk Assessment Review – Cathie Hurst reviewed the annual fraud risk assessment. The board scored 375/395. The board does not have a formal internal audit function because it is not required. It is not required until you have over 10k students. She also reviewed the basic separation of duties. Angie has petty cash checks and she is a signer, but she is not the one who enters the checks into IntAcct and reconciling the account. There is another person that transfers money to the account which are the mitigating controls. Cathie also reviewed the Ethics Policy and the board members who was present signed the Annual Statement of Ethical Behavior. Dawn will send the document to be signed electronically for Lois and Corbin, who are attending via Zoom.

CONSENT ITEMS

- May 23, 2022 Electronic Board Meeting Minutes – There was no further discussion. **Andrew Marx made a motion to approve the consent items. Nelson Altamirano seconded the motion. The votes were as follows:**
 - Steve Barnes – Aye
 - Corbin White – Aye
 - Andrew Marx – Aye
 - Lois Bobo – Aye
 - Nelson Altamirano – Aye**Motion passed unanimously.**

VOTING ITEMS

- 2021-2022 Final Amended Budget – Cathie Hurst reviewed the P&L and balance sheet as of May 31st. June will have the bond payment and there will be payroll accruals until August 15th. She also reviewed the 2021-2022 final amended budget and the 2022-2023 school budget. The FY23 budget was built on 524 students. Food service cost were increased by 20%. There was a discussion on what you can do with your surplus. **Steve Barnes made a motion to approve the final amended budget for the 2021-2022 school year. Corbin White seconded the motion. The votes were as follows:**
 - Steve Barnes – Aye
 - Corbin White – Aye
 - Andrew Marx – Aye
 - Lois Bobo – Aye
 - Nelson Altamirano – Aye**Motion passed unanimously.**
- 2022-2023 Annual School Budget – There was no further discussion. See above for discussion. **Andrew Marx made a motion to approve the proposed annual operating budget for the 2022-2023 school year. Nelson Altamirano seconded the motion. The votes were as follows:**
 - Steve Barnes – Aye
 - Corbin White – Aye
 - Andrew Marx – Aye
 - Lois Bobo – Aye
 - Nelson Altamirano – Aye**Motion passed unanimously.**
- 2022-2023 Sex Ed Instruction Committee – Angie Johnson reviewed the make-up of the committee which will be the principal, health teacher, school counselor and a minimum of 4 parents. There was a discussion on having more than four parents. **Lois Bobo made a motion to approve the 2022-2023 Sex Ed Instruction Committee as discussed [consisting of the following positions: (1) Principal, (1) Health Educator, (1) School Counselor, and a minimum of (4) Parents]. Steve Barnes seconded the motion. The votes were as follows:**
 - Steve Barnes – Aye
 - Corbin White – Aye
 - Andrew Marx – Aye
 - Lois Bobo – Aye

Nelson Altamirano – Aye

Motion passed unanimously.

- Amend 2021-2022 School Fee Schedule – Angie Johnson stated that this is the same change for both fee schedules. The change is a no-show fee of \$5 for those who do show up for our summer reading program. **Nelson Altamirano made a motion to approve the amended 2021-22 school fee schedule. Andrew Marx seconded the motion. The votes were as follows:**

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

Motion passed unanimously.

- Amend 2022-2023 School Fee Schedule – There was no further discussion. See above for discussion. **Steve Barnes made a motion to approve the amended 2022-23 school fee schedule. Andrew Marx seconded the motion. The votes were as follows:**

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

Motion passed unanimously.

- Ratify Board Members and Their Terms– Steve Barnes reviewed the current terms and the new terms. **Andrew Marx made a motion to approve both Corbin White and Steve Barnes for a new 3-year term to expire 2025 and ratify Nelson Altamirano with a term to expire June 2024, Lois Bobo with a term to expire June 2024 and Andrew Marx with a term to expire 2023. Lois Bobo seconded the motion. The votes were as follows:**

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

Motion passed unanimously.

- Nominate and Elect Board Officers – There was no further discussion. **Corbin White made a motion to retain the board officers as their current functions. Andrew Marx seconded the motion. The votes were as follows:**

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

Motion passed unanimously.

STRATEGIC BOARD TRAINING

- State of the School – Angie Johnson reviewed the current 2021-2022 board priorities

- Safely Re-Engage in Hands-On and Experiential Activities
 - ✓ Current COVID outlook and plans for next year
 - Implement Computer Science Initiative
 - ✓ DTL Dashboard: Recap of this year
 - ✓ DTL Dashboard: Looking at next year's plan
 - Continue Improvement of Literacy Instruction and Outcomes
 - ✓ Sheri will be going part time next year with consulting (semi-retirement)
 - ✓ Coaching and plans for transition year
 - Review Positive Behavior Plan
 - ✓ School-Wide Newsletter is fully implemented
 - ✓ MS parent Survey is partially implemented. The survey has been created but needs to be given to the parents for completion. S/b completed by the end of the school year.
 - ✓ HOPE Squad is fully implemented
 - ✓ Small Counseling Groups are fully implemented
 - ✓ Clubs are fully implemented
 - ✓ SafeUT App is fully implemented
 - ✓ Parent Nights are fully implemented
 - ✓ School Systemic Assessment is fully implemented
 - ✓ Classroom and Large Group Presentations are fully implemented
 - ✓ In-School Career Presentations are fully implemented
 - ✓ Referrals to Community Resources are fully implemented
 - ✓ Jordan School District Educational Classes are fully implemented (this is open for all people living in JSD)
 - ✓ School-Wide Community Service Projects are fully implemented
 - ✓ Spirit Week is fully implemented
 - ✓ RTI Meetings are fully implemented
 - ✓ Trauma Info for Educators PD for all Staff is fully implemented
 - ✓ Suicide Prevention PD for all Staff is fully implemented
 - ✓ Completed the ASCA Trauma and Crisis Specialist Training is fully implemented
 - ✓ Individual PCCR with 8th and 9th Grade Students and Parents are fully implemented
 - ✓ Group PCCR with 7th Grade Students and Parents is fully implemented
 - Highlighting a Current Strength – Teacher Turnover (Retention 93%)
 - Highlighting a Recent Challenge – Attendance (8.9% absence rate)
 - Thinking about 2022-2023 Priorities – Theme “Engaging Students”
 - ✓ Continue with the Computer Science Trajectory
 - ✓ Celebrating Teacher Excellence
 - ✓ Positive Community Communication
- Set 2022-2023 Board Priorities – There was a discussion on Angie’s recommended priorities including ideas on how to celebrate teachers, more of an emphasis of computer science, other opportunities in leadership and finance.
- Strengths of the Board – Kim had the board do an exercise where each board member and administration gave at least three strengths of the board and one opportunity for growth as well as strengths and opportunities for growth for the administration.

- Diversity
 - Cohesive
 - Mutual respect of each other
 - Civility is a tangible attribute of each board member
 - Supportive and realistic
 - Trust each other enough to bring up our ideas with each other (High Trust)
 - Transparency
 - Great leadership and organization
 - Reliable
 - Willing to learn
 - Committed
 - Care about the students
 - Selfless service
 - Positivity and happy to be here
 - Chemistry
 - Diversity of expertise
 - Highly intelligent people
 - Legal definition of a reasonable person
 - High integrity and ethics
 - Reflection
 - No egos
- *Opportunity for Growth*
- More aware of school activities
 - Familiarity with staff
 - Regular attendance
 - Hearing from students and/or parents (Student Spotlight)
 - Meet the Board at Back to School Night
 - Celebrate teachers
- *Strengths of the Administration Team*
- On top of EVERYTHING
 - Focused and hardworking
 - Support each other and support student
 - Comradery
 - Progressive – “Heart of the Vision”
 - No egos
 - Creative problem solving “Out of the box”
 - Creative visionary
 - Great synergy
 - Great integrity
 - Accountability
 - Vulnerable to share what can go better
 - Trust and direct
 - Underlining foundational goal of having the best interest of the child
 - Not overbearing as far as students are concerned (in perspective)

- Highly focused on building relationships with students, board, teachers and parents
 - Work so hard because you care (heart and soul)
 - Enthusiasm and Joy
 - Angie is incredibly strong at tapping into the strength of individual staff members. She will home in on their passion. She will become their biggest cheerleader and mentor. She will make sure that they have the tools and training and let them go with it.
- Opportunities for Growth
- Taking time to mentor a teacher to help build their skills
 - Succession planning
 - Training Coleen
 - Teacher accountability specifically with data
 - Formality of introductions
 - Cleanliness (it has improved since we have hired inhouse)

DISCUSSION ITEMS

- Set 2022-2023 Annual Board Meeting Schedule – Dawn reviewed the board calendar and reviewed the changes. The board made a change to the start time at 5:30 p.m. Dawn will send out calendar invites to the board.
- Calendaring – ALL
- Next Pre-Board Meeting – August 10th @ 5:00 p.m.
 - Next Board Meeting – August 22nd

There was no CLOSED SESSION.

8:37 PM – Corbin White made a motion to ADJOURN. Nelson Altamirano seconded the motion. The votes were as follows:

Steve Barnes – Aye

Corbin White – Aye

Andrew Marx – Aye

Lois Bobo – Aye

Nelson Altamirano – Aye

Motion passed unanimously.