



# Mountain West Montessori Academy

## Board of Directors Meeting & Retreat Minutes

### Tuesday, June 24, 2014

**Location:** Country Manor Professional Suites, 2651 W. South Jordan Parkway, Suite 201, South Jordan, UT 84095

**In Attendance:** Angie Johnson, Linda Hume, Rusty Bentley, Dan Galli (4:20 p.m.) and Steve Barnes (4:34 p.m.)

**Others in Attendance:** Amy Pilkington (Director), Kim Dohrer (AW), Ryan Arrington (AW), Dawn Kawaguchi (AW), Brandon Fairbanks (AW)

*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

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**4:11 PM – CALL TO ORDER – Angie Johnson**

### RETREAT ITEMS

➤ Vision of School

- **Vision** – Kim led a discussion on the vision of the school. The board dissected the vision to generate how they would like the school to be viewed by the stakeholders.
  - ✓ “Montessori” – Student Responsibility • Choices • Doing Things/Pacing • Not Teacher Centered
  - ✓ “Intellectual Curiosity” – No Limits • Ask Questions • Allows to Wonder • New Things to Explore • Inviting (engage your curiosity)
  - ✓ “Hands On” – Shelves/Colorful • Natural Materials • Kids on Floor • All Subjects
  - ✓ “Interdisciplinary” – Ideas are Connected • Spiral Curriculum • Revisit with Increase Complexity • Project Based Learning
  - ✓ “Individualized” – My Work Chart • Individual Mastery • Cooperation Not Competition • Community Meeting
  - ✓ “Community Involvement” – Field Trips • Service Project/Service Based Learning • Parent Volunteers • Social Activism/Good Citizens • Parent Education & Communication • Peace Education
- **Articles** – The board split up into two groups and each group received an article to read. They had a few minutes to prepare and then present the information to the rest of the board. Group one (Dan & Angie) presented on “Chapter 20: The Board /Executive Relationship – The Dos and Don’ts” from Brian Carpenter’s *Charter School Board University*. Group two (Linda, Steve & Rusty) presented on “The Five Dysfunction of a Board” which is a Brian Carpenter article.

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Executive Relationship		5 Dysfunctions
<b><u>Do's</u></b>	<b><u>Don'ts</u></b>	
1. Speak with "One Voice"	1. Govern, don't manage	1. Managing vs. Governing
2. Evaluate on predefined criteria	2. No Monday morning QB's	2. Misappropriating
3. Reward achievement	3. Avoid processing complaints	3. Revolving Door Accountability
		4. Administrivia
		5. Development

➤ Governance vs. Management

- **Scenarios** – Kim gave three scenarios that could possibly happen with board members. There was great discussion on each of the scenarios. Each board member had the opportunity to tell how they would respond to each scenario.
- **How to Evaluate the Performance of the Board** – Kim asked, "How does the board want to evaluate themselves?" The board would like to have definitive and measurable criteria.
  - ✓ Reflect
  - ✓ Student performance
  - ✓ Board expectation
  - ✓ Board development – Montessori minute
  - ✓ Providing admin with tools to succeed
  - ✓ Montessori leadership

The school's Charter Agreement contains goals that the state set for the board. Kim suggested that next year the board review the charter agreement goals. Kim suggested that the board work on creating and approving a Board Agreement/Expectations around November. Kim recommended that the board start with working on board development. There was a discussion on what types of training the board could do. The board would like the administrator to spend ten minutes at every board meeting to do Montessori training (Montessori Minute). The board would like it to be at the beginning of the meeting instead of at the end. Kim stated that the book *Montessori Today* has a lot of good material that the board could use for training. Kim reviewed the MWMA's Charter Agreement Board performance and stewardship goals.

- Setting Priorities – Board members had an opportunity to discuss their personal priorities for the school. As a board, they set the "top priorities" for the school.
1. Montessori – General understanding of parent, teacher & students – **5 VOTES**
    - ✓ Implement Montessori curriculum
    - ✓ Using Montessori materials in an engaged learning environment
    - ✓ Project base learning at all grade levels
  2. Framework for feedback & analysis & action plan – **1 VOTE**
    - ✓ Data in success and mistakes
    - ✓ Work out operational bugs
    - ✓ Establish procedures that let you focus on the academics later
  3. System for Academic Achievement – **1 VOTE**
  4. Operational/Financial stability – **2 VOTES**
    - ✓ Meet board goals and State requirements
  5. Creating community/vested – **3 VOTES**

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6. High/Good Student Retention – **0 VOTES**
7. Increase Quantity/Quality of Educational Opportunities/Resources – **0 VOTES**  
 ✓ (i.e. Field Trips, Tech grants, Perfect PTO person)

Each board member received two votes and the top three items were became the top board priorities for the coming year. They were the following:

### **2014-2015 BOARD PRIORITIES**

1. Montessori – General understanding of parent, teacher & students
  - a) Implement Montessori curriculum
  - b) Using Montessori materials
2. Operational/Financial stability
  - a) Meet board goals and requirements
3. Creating community/vested

#### ➤ Parking Lot Items

- Receiving emails regarding siblings not getting in
- Board emails forwarded to personal email
- Enrollment update
- Founders Status

**6:44 PM – Dan Galli made a motion to BREAK FOR DINNER. Rusty Bentley seconded the motion. Motion passed unanimously.**

**7:24 PM – Dan Galli made a motion to RECONVENE. Steve Barnes seconded the motion. Motion passed unanimously.**

### **BOARD MEETING**

**In Attendance:** Angie Johnson, Linda Hume, Rusty Bentley, Dan Galli, Steve Barnes, Brandon Fairbanks (AW), Kim Dohrer (AW), Amy Pilkington (Director), Ryan Arrington (AW) and Dawn Kawaguchi (AW)

### **OTHER BUSINESS ITEMS**

- Discuss Spirit Day Shirts/School Jackets – Angie stated that Amy has done a survey for spirit shirts and Jackets. She asked Rusty to coordinate with Amy on this for ordering.

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

- Elect 2014-2015 Board Officers – Angie Johnson opened the floor for nominations for President, Vice President, Financial Coordinator and Secretary. Angie would like to keep Linda as the financial coordinator. Rusty Bentley nominated Dan Galli as the President. Dan accepted the nominations.
- Ratify Board Members and Terms – There was no further discussion. **Steve Barnes made a motion to ratify the following board members, terms and elect board officers:**
  - **Linda Hume – June 2016** (Financial Coordinator)
  - **Dan Galli – June 2017** (President)
  - **Angie Johnson – June 2017**

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- **Rusty Bentley – June 2018** (Secretary)
  - **Steve Barnes – June 2018** (Vice President)
- Linda Hume seconded the motion. Motion passed unanimously.**

7:30 p.m. *Rusty Bentley was excused at this time.*

**Linda Hume made a motion to approve the CONSENT ITEMS. Dan Galli seconded the motion. Motion passed unanimously.**

- Approve May 27, 2014 Board Meeting Minutes

## REPORTS

- **Director** – Amy Pilkington
  - State of the School – Amy updated the board on the new hires, enrollment, and marketing efforts. Amy also reviewed the professional development that she has planned for the teachers. She has scheduled some Montessori training from Westminster College.
  - 2014-2015 Parent & Staff Handbook – Amy requested an electronic board meeting in July to approve the family handbook so that she can get it out to the parents before school starts.

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

- Discuss and Vote on the Parent Involvement Policy & Parent Compact – Kim reviewed the Parent Involvement Policy and Parent Compact. There was discussion of the Utah Consolidated Application specifically Title I funding. There was discussion on adding an understanding of Montessori for the parents. There was a discussion on calling Amy the Director or Principal. **Linda Hume made a motion to approve the Parent Involvement Policy & Parent Compact with the change of Principal to Director. Steve Barnes seconded the motion. Motion passed unanimously.**
- Discuss and Vote on 2013-2014 Final Amended Budget – Linda deferred the discussion to Ryan. Ryan reviewed the 2013-2014 final amended budget through June 30<sup>th</sup>. Linda informed the board that the state grant budget for the second year was cut due to a change in philosophy by the state.
- Discuss and Vote on 2014-2015 Annual School Budget – Ryan also reviewed the 2014-2015 annual school budget. This budget is currently forecasting \$70,000 for surplus. Ryan reported that he intends to meet with Amy at least once a month to review the budget.
- Discuss and Vote on Jr. High Curriculum purchase not to exceed \$30,000 – Amy reviewed the Jr. high curriculum purchase which will come out of our loan. It will include middle school textbooks, reading books, supply the science lab, PE equipment and CTE appliances.
- Discuss and Vote on Les Olson Company purchase not to exceed \$12,000 – Amy stated that she will be purchasing two copiers for the school. One is a high capacity copier. The second copier is not as nice but will be a good backup. LOC is on state pricing. There was a discussion on the service agreement. The board would like to know what it covers and what the terms are.

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- Discuss and Vote on Computers & Network purchase not to exceed \$120,000 – Amy briefly reviewed computers and network purchase. This will get the school started with its computer order and there will be a second order in July or August in which we will most like have to amend the not to exceed amount. Brandon briefly updated the board on the kitchen equipment. By purchasing used kitchen equipment, the school will save money and use that money towards technology.

**Linda Hume made a motion to approve the 2013-2014 Final Amended Budget, the 2014-2015 Annual School Budget, the Jr. High curriculum purchase not to exceed \$30,000, the Les Olson Company purchase not to exceed \$12,000, the computers and network purchase not to exceed \$120,000. Steve Barnes seconded the motion. Motion passed unanimously.**

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

- Discuss Spirit Day Shirts/School Jackets design – There was a brief discussion on requiring students to wear a school jack or shirt on field trips. Angie stated that the board needs to agree on a design for the spirit day shirts and jackets.
- Review Action Items – Angie reviewed the current action items.
- Calendaring – Angie Johnson
  - **Set 2014-2015 Board Calendar** – Continue with the same schedule of every forth Thursday. Scheduled an Electronic Board Meeting for July to approve handbooks and founder status. Dawn will send out calendar invites for the 2014-2015 board meetings.

**There was no CLOSED SESSION needed.**

#### **BOARD TRAINING**

- Annual Open & Public Meetings Act Review – Kim stated that the board is required to have an annual training of the Open and Public Meeting Act. She reviewed the hand out of frequently asked questions which included electronic board meetings, GRAMA requests, public comment, and board recordings. Dawn pointed out that there is a new reason for going into a closed session that corresponds with the new procurement laws.

**8:37 PM – Steve Barnes made a motion to ADJOURN. Dan Galli seconded the motion. Motion passed unanimously.**

#### **JUNE ACTION ITEMS**

- Move Montessori Minute to beginning of meeting – DAWN
- November Meeting – Board Member Agreement (Expectations) – KIM/BRANDON
  - Put samples in ownCloud for board – DAWN
- Copier service agreement (find out the terms of the agreement) – BRANDON
- Discuss design of spirit shirts and jackets – ANGIE
- *Montessori Today* Book for all board members? – DAWN
- Board emails forwarded to their personal email addresses – DAWN
- ownCloud usernames & passwords – DAWN
- Send out calendar invites for all board meetings – DAWN

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