

Flagstaff Montessori

Regular Governing Board Meeting Minutes

Address: 850 N Locust St. Flagstaff, Arizona 86001

Date: Tuesday February 11, 2025 at 6:00pm

Location: B3 Classroom

Google Meet joining info:

Video call link: <https://meet.google.com/rux-vkxg-acd> Board Meeting

Or dial: (US) +1 414-439-0590 PIN: 317 892 156#

Pursuant to Arizona Revised Statutes (A.R.S. 38-431.02) notice is hereby given to the members of the State Board for Charter Schools Governing Board, the Arizona State Board of Education, and the General Public, that the Governing Board of Flagstaff Montessori will hold a regular meeting open to the public as stated below at Flagstaff Montessori Switzer Campus at 850 N Locust St. Flagstaff, Arizona 86001. The Governing Board reserves the right to change the order of any items on the agenda, with the exception of any public hearing. One or more members of the Governing Board may participate in the meeting by telephonic communications. If noted on the agenda below, the Board may go into Executive Session, which will not be open to the public. However, all Board decisions will be made in an open public meeting. Persons with a disability may request reasonable accommodations by contacting the school at (928) 226-1212. Requests should be made as early as possible to allow time to arrange the accommodation.

Dated and posted: Monday, February 10 at 2025 at 4:00 pm.

Public Comment: The Governing Board values input from teachers, parents, and students at its meetings. Agenda Item: "Public Comment" provides an opportunity for the Board to receive information or inquiries regarding items not on the agenda. The Arizona Open Meeting law permits the public to ask questions about non-agenda items, but the Board may not discuss or take action on an item not on the posted agenda. "Public Comment" regularly occurs at the end of each regular Board meeting. In order to address the Board during the Public Comment, community members should complete a Public Comment form and give it to the Secretary of the Board prior to the start of the meeting.

Public Comment on Agenda Items: Input from members of the public on an issue under discussion will be considered at the conclusion of the Board's deliberation of each agenda item and before a vote is taken on that item. Visitors who wish to address the Board on an item that is on the agenda should complete a Public Comment form and give the form to the Secretary to the Board before the vote on that item so that the Board knows you wish to express an opinion on that agenda item.

Meeting Etiquette: Comments are limited to 3 minutes per item and 3 agenda items per meeting, including Public Comment. If you are with a group, please designate a spokesperson. Please turn off cell phones during the Board Meeting. Courteous behavior is expected, and inappropriate behavior with regard to the Board, Flagstaff Montessori staff, or other meeting attendees is subject to forfeiture of allotted time to speak.

MINUTES

1. Call to Order: *The meeting was called to order at: 6:05 pm.*

2. Roll Call of Members

Kyler Kuehn, Ph.D
Beya Thayer
Shaynna Pitman
Sandra Worcester
Andy Vaughan

Kyler Kuehn, Ph.D.	Present
Beya Thayer	Present
Shaynna Pitman	Present
Sandra Worcester	Present
Andy Vaughan	Present

3. Approval of Previous Board meeting Minutes

The board will review the January Regular Session board meeting minutes prepared by Sandra Worcester, Secretary of the board.

The board reviewed the January Regular Session board meeting minutes prepared by Sandra Worcester, Secretary of the board.

A motion to approve the minutes was made by Sandra Worcester and seconded by Shaynna Pitman.

Kyler Kuehn, Ph.D.	Aye
Beya Thayer	Aye
Shaynna Pitman	Aye
Sandra Worcester	Aye
Andy Vaughan	Aye

Motion passed.

4. Approval of Board Retreat Minutes

The board will review the January 17, 2025 Board Retreat meeting minutes prepared by Sandra Worcester, Secretary of the board.

The board reviewed the January 17, 2025 Board Retreat meeting minutes prepared by Sandra Worcester, Secretary of the board. It was noted that Jeffrey Hall's name was misspelled.

A motion to approve the minutes with the corrected spelling of Jeffrey Hall was made by Beya Thayer.

The motion was seconded by Andy Vaughan.

Kyler Kuehn, Ph.D.	Aye
Beya Thayer	Aye
Shaynna Pitman	Aye
Sandra Worcester	Aye
Andy Vaughan	Aye

Motion passed.

5. General Celebrations

Whitney Owens and other MSF staff will present celebrations and other general updates. No action needed

Whitney Owens presented celebrations and other general updates.

- Mindprint, a program that uses "objective cognitive data to teach students how they learn best and provides strategies personalized to students' learning strengths and needs," was presented at an earlier board meeting. Whitney updated the board that MSF is included in a county pilot program and will soon be implemented with upper elementary and middle school students.*
- A recent intent to return survey indicates that 90% of staff will return to MSF for the 2025-26 school year.*
- Intrastaff instructional rounds are currently being implemented. Staff visit other MSF environments to observe and glean information and successful practices.*
- The Elementary Science Fair will be held at the Switzer campus February 24. The students have requested a board member join the judging panel. The Middle School Science Fair will be held on February 28 at the Cedar campus.*

6. Current Budget and Financials

A representative from ADI will share financials and other budget updates.
Presentation, discussion, and possible action

Claudina Douglas and Hannah Moody, representatives from ADI, shared current financials and other budget updates.

7. Policy Review

The board will review the following policies: Procurement, Suspension & Debarment, Conflict of Interest, Travel, Time and Effort, Asset Management, and IT User Access Presentation, discussion, and possible action

The board reviewed the following policies: Procurement, Suspension & Debarment, Conflict of Interest, Travel, Time and Effort, Asset Management, and IT User Access.

A motion to approve the following policies: Procurement, Suspension & Debarment, Conflict of Interest, Travel, Time and Effort, Asset Management and IT User Access was made by Beya Thayer.

The motion was seconded by Sandra Worcester.

Kyler Kuehn, Ph.D.	Aye
Beya Thayer	Aye
Shaynna Pitman	Aye
Sandra Worcester	Aye
Andy Vaughan	Aye

The motion passed.

8. Board Retreat Follow Up and Future Training Opportunities

The board will discuss next steps from the board retreat and future training opportunities.
Discussion, no action needed

The board discussed next steps from the board retreat and future training opportunities.

9. Middle School Field Trip

Carly Trotter will present information on the Middle School field trip to CampWay scheduled for Monday, May 12th-Wednesday, May 14th.
Presentation, discussion, and possible action

Carly Trotter presented information on the Middle School field trip to CampWay scheduled for Monday, May 12th-Wednesday, May 14th/

*Motion to approve the CampWay Middle School Field Trip was made by Beya Thayer.
The motion was seconded by Andy Vaughan.*

Kyler Kuehn, Ph.D.	Aye
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Beya Thayer	Aye
Shaynna Pitman	Aye
Sandra Worcester	Aye
Andy Vaughan	Aye

Motion passed.

10. Optional Activity Fee Approval

Whitney Owens will present on the optional \$90 activity fee for extracurricular activities including field trips.

Whitney Owens presented, and the board discussed the optional \$90 activity fee for extracurricular activities including field trips.

A motion to approve the optional \$90 activity fee for extracurricular activities including field trips was made by Sandra Worcester. Andy Vaughan seconded the motion.

Kyler Kuehn, Ph.D.	Aye
Beya Thayer	Aye
Shaynna Pitman	Aye
Sandra Worcester	Aye
Andy Vaughan	Aye

Motion passed.

11. MSF Behavior Ladder

Whitney Owens will present the MSF Behavior Ladder for Board approval Presentation, discussion, and possible action

Whitney Owens presented the MSF Behavior Ladder for Board approval

A motion to approve the MSF Behavior Ladder was made by Andy Vaughan. The motion was seconded by Shaynna Pitman.

Kyler Kuehn, Ph.D.	Aye
Beya Thayer	Aye
Shaynna Pitman	Aye
Sandra Worcester	Aye
Andy Vaughan	Aye

The motion passed.

12. FY26 Calendar Approval

Whitney Owens will present the proposed FY26 Calendar for Board approval.
Presentation, discussion, and possible action

*Whitney Owens presented the proposed FY26 Calendar for Board approval.
A motion to approve the FY26 Calendar was made by Andy Vaughan.
The motion was seconded by Shayna Pitman.*

Kyler Kuehn, Ph.D.	Aye
Beya Thayer	Aye
Shayna Pitman	Aye
Sandra Worcester	Aye
Andy Vaughan	Aye

The motion passed.

13. FY26 Salary Schedule

Whitney Owens will present the proposed FY26 Salary Schedule for Board approval.
Presentation, discussion, and possible action

Whitney Owens presented the proposed FY26 Salary Schedule for Board approval.

*A motion to approve the FY26 Salary Schedule was made by Andy Vaughan.
The motion was seconded by Beya Thayer.*

Kyler Kuehn, Ph.D.	Aye
Beya Thayer	Aye
Shayna Pitman	Aye
Sandra Worcester	Aye
Andy Vaughan	Aye

The motion passed.

14. Social Media Report

Whitney Owens will share the recent social media report.
Discission, no action needed

Whitney Owens shared the recent social media report.

15. Enrollment Update

Whitney Owens will present an enrollment update
Presentation, discussion, no action needed

The current enrollment is 160.

16. Presentations from Potential Board Members

The Board will hear presentations from Board Member applicants (5 minutes each). The applicants are Nick Bilyk, Todd Wood, Bryce Doty, Ben Dymond, and James Bauerle.
Presentation and discussion

The Board heard presentations from Board Member applicants Nick Bilyk, Todd Wood, Bryce Doty, Ben Dymond, and James Bauerle.

17. Public Comment (3 mins per/person, total of 30 mins time allotment)

Nicole Burkhardt expressed appreciation for the Board Members and the applicants who presented for the Board of Directors.

18. Executive Session- Potential Board Member Discussion, Update on Acquisition of Private Preschool Program, FY26 Head of School Personnel Discussion

Per ARS38-431.03 the Board may vote to enter into executive session to discuss consideration of potential board members. Discussion

Per ARS38-431.03 the Board may vote to enter into executive session to discuss the purchase, sale, or lease of real property.

Per ARS38-43.03 the Board may vote to enter into executive session to discuss personnel matters.

Per ARS38-431.03 the Board voted to enter into executive session to discuss consideration of potential board members. Per ARS38-431.03 the Board voted to enter into executive session to discuss the purchase, sale, or lease of real property. Per ARS38-43.03 the Board voted to enter into executive session to discuss personnel matters.

The motion to enter executive session was made by Kyler Kuehn and seconded by Sandra Worcester. The board entered the executive session at 8:00 pm.

19. Election of New Board Members

The board will potentially vote on the appointment of new board members
Discussion and potential action

Kyler Kuehn made a motion to appoint James Baurle, Ben Dymond, and Todd Wood to the Board of Directors. Beya Thayer seconded the motion.

Kyler Kuehn, Ph.D.	Aye
Beya Thayer	Aye
Shaynna Pitman	Aye
Sandra Worcester	Aye
Andy Vaughan	Aye

The motion passed.

20. Date and Time of Next Board Meeting

Discussion and possible action to set the date and time of the next board meeting.

The date of the next board meeting is March 25, 2025 at 6:00 pm.

21. Adjournment

The meeting was adjourned at 9:45 pm.