

Maria Montessori Academy

Board of Directors Meeting

Date: Saturday, June 24, 2023

Location: 2505 N. 200 E., North Ogden, UT 84414

Board Members Present: Mary Wurm, Sarah Fannesbeck, January Stagg, Chalee Staheli, Logan Kashanipour, Wendy Eastman, Caroline Kellogg

Board Members Excused:

Others Present: Sara Tucker, Krystal Taylor, Jon McQueary, Janey Stoddard



MINUTES

CALL TO ORDER

Mary Wurm called the board meeting to order at 9:31 AM.

CONSENT ITEMS

- May 9, 2023, Board Meeting and Closed Session Minutes
Chalee Staheli made a motion to approve the May 9, 2023, Board Meeting and Closed Session Minutes. January Stagg seconded. Motion passed; with votes as follows: Mary Wurm, Aye; Chalee Staheli, Aye; Sarah Fannesbeck, Aye; January Stagg, Aye.

PUBLIC COMMENT

No public comment.

REPORTS

- Administrative Report
 - Attendance Data
 - Student Conduct and Discipline Report

Sara Tucker provided a report on the current state of the school including attendance data, student conduct and discipline information. She presented plans for the upcoming year. The Redwood trip was discussed, and the board questioned if there are other organizations that are similar in what they offer. The Teton trip was mentioned as a possible option that could be looked into. Enrollment numbers were discussed along with marketing efforts taking place. A new school website is currently being built with the hopes that it will be live by August. The school lunch program is still being looked into as a possibility in the future.
- Financial Report
 - Fraud Risk Assessment
 - Ethical Behavior Commitment

John McQueary reviewed the current budget and the proposed budget for the upcoming year. The budget is operating as expected. John McQueary provided a review of the scoring on the annual fraud risk assessment. The score is in good standing. Board members received the ethical commitment to sign.

In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should call 801-444-9378. One or more board members may participate electronically or telephonically pursuant to UCA 52-4-207.

VOTING AND DISCUSSION ITEMS

- 2022-2023 Amended Budget
- 2023-2024 Budget
- Eide Baily Audit Engagement

John McQueary provided a detailed review of the budget during the budget report. The budget is in good standing. Engagement letters will be sent directly to the board for signature from Eide Baily.

Chalee Staheli made a motion to approve the audit letter to be signed and executed with all applicable details, to approve the 2022-2023 amended budget and the 2023-2024 budget as presented. Sarah Fannesbeck seconded the motion. Motion passed; with votes as follows: Mary Wurm, Aye; Chalee Staheli, Aye; Sarah Fannesbeck, Aye; January Stagg, Aye.

- Board Members, Terms, and Elected Officers

The board is pleased to have new members stepping in. The position structure was discussed, and members were excited for the opportunity to serve in this capacity for the school. Mary Wurm and Chalee have submitted their resignations.

Chalee Staheli made a motion to approve the board members terms and elected officers as follows: Wendy Eastman, Chair; Sarah Fannesbeck, Vice Chair; January Stagg, Financial Coordinator; Logan Kashanipour, Member; Caroline Kellogg, Member; Sarah Fannesbeck seconded. Motion passed; with votes as follows: Mary Wurm, Aye; Chalee Staheli, Aye; Sarah Fannesbeck, Aye; January Stagg, Aye

- Policy Reviews:
 - Attendance Policy
 - Donation and/or Fundraising Policy
 - Sex Education Instruction Policy

The board was provided an overview of the policies up for review; the Attendance Policy, Donation and/or Fundraising Policy, and the Sex Education Instruction Policy. There were no recommended changes to the policies. These policies are up to date with all applicable laws and regulations.

- Sex Education Instruction Materials Review Committee Membership and Curriculum Sara Tucker outlined the composition for the sex education curriculum materials review committee membership. The school is currently utilizing local school district online information for families to reference.

Chalee Staheli made a motion to approve the Administration of Medication Policy, Donation and/or fundraising Policy, sex ed policy, and the sex education curriculum and materials review committee composition. Logan Kashanipour seconded the motion. Motion passed; with votes as follows: Mary Wurm, Aye; Chalee Staheli, Aye; Wendy Eastman, Aye; Sarah Fannesbeck, Aye; January Stagg, Aye; Logan Kashanipour, Aye; Caroline Kellogg, Aye.

- Education Service Provider RFP Award and Agreement

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Academica West was the only bid submitted for the Education Service Provider RFP. The evaluation committee reviewed the submission and went through the scoring process. The recommendation from the committee was to move forward with awarding the RFP to Academica West.

January Stagg made a motion to award the Education Service Provider RFP to Academica West. Wendy Eastman seconded the motion. Motion passed; with votes as follows: Mary Wurm, Aye; Chalee Staheli, Aye; Wendy Eastman, Aye; Sarah Fannesbeck, Aye; January Stagg, Aye; Logan Kashanipour, Aye; Caroline Kellogg, Aye.

- Special Education Services Agreement

Sara Tucker reviewed the Special Education Services Agreement from *The Special Education Project*. The use of these additional services has proved to be beneficial. *Sarah Fannesbeck made a motion to approve the Special Education Services Agreement from The Special Education Project. January Stagg seconded the motion. Motion passed; with votes as follows: Mary Wurm, Aye; Chalee Staheli, Aye; Wendy Eastman, Aye; Sarah Fannesbeck, Aye; January Stagg, Aye; Logan Kashanipour, Aye; Caroline Kellogg, Aye.*

- Administration of Medication Policy Amendment

The board reviewed the Amended Administration of medication Policy and received redline versions in their packet. This policy is up to date with all applicable laws and regulations.

Sarah Fannesbeck made a motion to approve the Administration of Medication Policy Amendment. Wendy Eastman seconded the motion. Motion passed; with votes as follows: Mary Wurm, Aye; Chalee Staheli, Aye; Wendy Eastman, Aye; Sarah Fannesbeck, Aye; January Stagg, Aye; Logan Kashanipour, Aye; Caroline Kellogg, Aye.

- Private Donation

- Kitchen Purchases

The private donation along with the kitchen purchases may be presented to the board again at a later date. Conversations are in the works to finalize these two items.

- Jr. High Model and Structure

The Jr. High Model at Maria Montessori Academy was discussed. The structure and placement of different grade levels poses some challenges. The board emphasized the importance of balance between the Montessori method of learning and the distinction of student age groups. There have been many thoughts and ideas on how to enhance the structure.

Wendy Eastman left the meeting at 11:37AM.

CALENDARING

- 2023-2024 Board Meeting Schedule

The tentative 2023-2024 board meeting schedule was reviewed. The board will meet on the second Thursday monthly.

CLOSED SESSION- to discuss the character, professional competence, or physical or mental

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health of an individual pursuant to Utah Code 52-4-205(1)(a).

At 12:11PM Sarah Fannesbeck made a motion to enter a closed session to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a) to be held at Maria Montessori Academy; Chalee Staheli seconded the motion. Motion passed; with votes as follows: Mary Wurm, Aye; Chalee Staheli, Aye; Sarah Fannesbeck, Aye; January Stagg, Aye; Logan Kashanipour, Aye; Caroline Kellogg, Aye.

At 1:02PM Chalee Staheli made a motion to come out of a closed session; January Stagg seconded the motion. Motion passed; with votes as follows: Mary Wurm, Aye; Chalee Staheli, Aye; Sarah Fannesbeck, Aye; January Stagg, Aye; Logan Kashanipour, Aye; Caroline Kellogg, Aye.

VOTING AND DISCUSSION ITEMS

- Director Employment Agreement

There was no further discussion.

Chalee Staheli made a motion to approve the Director Employment Agreement as discussed. Logan Kashanipour, seconded. Motion passed; with votes as follows: Mary Wurm, Aye; Chalee Staheli, Aye; Sarah Fannesbeck, Aye; January Stagg, Aye; Logan Kashanipour, Aye; Caroline Kellogg, Aye.

ADJOURN

At 1:03PM, Chalee Staheli made a motion to adjourn. Sarah Fannesbeck seconded the motion. Motion passed; with votes as follows: Mary Wurm, Aye; Chalee Staheli, Aye; Sarah Fannesbeck, Aye; January Stagg, Aye; Logan Kashanipour, Aye; Caroline Kellogg, Aye.

**Maria Montessori Academy
Board of Directors
Closed Session Statement**

Date: Saturday, June 24, 2023

Location: 2505 N. 200 E., North Ogden, UT 84414



CLOSED SESSION SWORN STATEMENT:

At a duly noticed public meeting held on the date listed above, the board of directors for Maria Montessori Academy entered into a closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual in accordance with Utah Code Ann. 52-4-205(1)(a).

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

Signed on the 24th day of June 2023.



Mary Wurm, Board President

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