MOUNTAIN WEST
Montessori Academy

Board Meeting Packet

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.

June 29, 2026

Mountain West Montessori Academy
Annual Board of Directors Meeting Agenda
Monday, June 29, 2026

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

MOUNTAIN WEST
Montessori Academy

NOTE: It is possible that the MWMA Board of Directors may be utilizing an electronic meeting component with one or more of their members.

> *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.*

AGENDA

2025-2026 BOARD PRIORITIES

Expand Mathematics, Pedagogy & Fidelity
Educate Stakeholders and Community about Montessori education
Develop Artificial Intelligence Policies & Procedures

6:00 PM – INTRODUCTORY ITEMS

- Call to Order – Steve Barnes (2 minutes)
- School Mission (1 minute)

6:03 PM – PUBLIC COMMENT (Items Not on the Agenda – Limit 3 Minutes)

6:03 PM – 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)

7:00 PM – REPORTS

- Administration
  - State of the School – Angie Johnson (20 minutes)

7:20 PM – BOARD TRAINING

- Review Ethics Policy/Commitment to Ethical Behavior* – Cathie Hurst (2 minutes)
- Annual Fraud Risk Assessment Review* – Cathie Hurst (5 minutes)
- Annual Policies, Plans, Procedures & Training Review – Brandon Fairbanks (5 minutes)
- Annual Open & Public Meetings Act Training – Brandon Fairbanks (10 minutes)

7:46 PM – CONSENT ITEMS

- May 12, 2026 Board Meeting Minutes

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

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

7:47 PM – VOTING ITEMS

- Amended & Proposed Budget – Cathie Hurst (5 minutes)
- 2026-2027 Speech & Language a la Carte [Becky Cushing] – Angie Johnson (2 minutes)
- Re-Approve Parent & Family Engagement Policy – Angie Johnson (2 minutes)
- Amend SHiNE Policy – Angie Johnson (2 minutes)
- Amend Parent Grievance Policy – Angie Johnson (2 minutes)
- Amend Staff Grievance Policy – Angie Johnson (2 minutes)
- 2026-2027 Sex Education Instruction Committee – Angie Johnson (2 minutes)
- Insurance Coverage – Angie Johnson (2 minutes)
- Ratify Board Members and Their Terms – Steve Barnes (2 minutes)
- Board Officers – Steve Barnes (2 minutes)

8:10 PM – DISCUSSION ITEMS

- Set 2026-2027 Board Meeting Calendar – Dawn Kawaguchi (5 minutes)
- Calendaring – ALL (5 minutes)
    - Proposed Next Pre-Board Meeting on August 12th @ 5 p.m.
    - Proposed Next Board Meeting on August 24th @ 6 p.m.
    - NCSC27 June 28-30 in Columbus, OH

8:20 PM – ADJOURN

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MOUNTAIN WEST Montessori Academy

Director’s Report

6.29.26

2025-26 Board Goals & Priorities:

- Expand mathematics pedagogy & fidelity
- Educate stakeholders and the community about Montessori education, particularly about building independence and resilience in students
- Develop Artificial Intelligence policies and procedures and incorporate appropriate AI usage into teacher work and student learning

MONTESSORI

- Maria Montessori the Musical Video Clip

MATHEMATICS

- RTI Process Revisions

ARTIFICIAL INTELLIGENCE

- Potential Board Member with AI Expertise
- Cohort 2 of the AI & School Leadership Collaborative Application

HIGHLIGHTING A STRENGTH:

- MWMA Faculty & Staff Handbook Revision

HIGHLIGHTING A CHALLENGE:

- School Safety & Security regulations and staffing

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Mountain West Montessori Academy
Ethics Policy
Adopted: August 22, 2013

MOUNTAIN WEST
Montessori Academy

Mountain West Montessori (the "School") adopts this policy to ensure that individuals associated with the School, including Board Members and employees, conduct themselves consistent with high standards of ethics and with applicable law.

Any allegation of a violation of this policy should be reported to the School's Board of Directors in accordance with the School's Staff Grievance Policy or Parent Grievance Policy, as applicable. The Board will ensure that all allegations of ethics violations are promptly investigated and that appropriate action is taken based on the results of the investigation.

No Board Member or School employee may violate *Utah Code Ann.§* 76-8-105, which precludes the solicitation or receipt of a bribe.

No Board Member or School employee may violate the Utah Public Officers' and Employees' Ethics Act *(Utah Code Ann.§§* 67-16-1, et seq.), which, among other requirements, precludes Board Members and School employees from:

(a) accepting employment or engaging in any business or professional activity that he/she might reasonably expect would require or induce him/her to improperly disclose controlled information that he/she has gained by reason of his/her official position;

(b) disclosing or improperly using controlled, private, or protected information acquired by reason of his/her official position or in the course of official duties in order to further substantially his/her personal economic interest or to secure special privileges or exemptions for himself/herself or others;

(c) using or attempting to use his/her official position to:

(i) further substantially his/her personal economic interest; or

(ii) secure special privileges or exemptions for himself/herself or others;

(d) accepting other employment that he/she might expect would impair his/her independence of judgment in the performance of his/her public duties;

(e) accepting other employment that he/she might expect would interfere with the ethical performance of his/her public duties; or

(f) except as otherwise allowed in the law, knowingly receiving, accepting, taking, seeking, or soliciting, directly or indirectly for himself/herself or another a gift of substantial value or a substantial economic benefit tantamount to a gift:

(i) that would tend improperly to influence a reasonable person in the person's position to depart from the faithful and impartial discharge of the person's public duties;

(ii) that he/she knows or that a reasonable person in that position should know under the circumstances is primarily for the purpose of rewarding him/her for official action taken; or

(iii) if he/she recently has been, is now, or in the near future may be involved in any governmental action directly affecting the donor or lender, unless a disclosure of the gift, compensation, or loan and other relevant information has been made in the manner provided in Utah Code 67-16-6.

Licensed educators of the School must comply with Utah Educator Standards contained in *Utah Admin. Code* R277-515-3 pertaining to the ethical conduct required of all licensed educators in the state of Utah.

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MOUNTAIN WEST
Montessori Academy

Board Member Annual Commitment to Ethical Behavior

I understand that as a board member of **Mountain West Montessori Academy**, I should always engage in ethical behavior. I have read the school's Ethics Policy and am committed to abiding by the policy, conducting myself consistent with high standards of ethics, and complying with applicable law.

Signature________________________________ ____________________
Steve Barnes Date

Signature________________________________ ____________________
Corbin White Date

Signature________________________________ ____________________
Andrew Marx Date

Signature________________________________ ____________________
Nelson Altamirano Date

Signature________________________________ ____________________
Sheri Ebert Date

Signature________________________________ ____________________
Gimenia Palmer Date

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OFFICE OF THE
STATE AUDITOR

Questionnaire

Revised December 2020

Fraud Risk Assessment

INSTRUCTIONS:

- Reference the *Fraud Risk Assessment Implementation Guide* to determine which of the following recommended measures have been implemented.
- Indicate successful implementation by marking “Yes” on each of the questions in the table. Partial points may not be earned on any individual question.
- Total the points of the questions marked “Yes” and enter the total on the “Total Points Earned” line.
- Based on the points earned, circle/highlight the risk level on the “Risk Level” line.
- Enter on the lines indicated the entity name, fiscal year for which the Fraud Risk Assessment was completed, and date the Fraud Risk Assessment was completed.
- Print CAO and CFO names on the lines indicated, then have the CAO and CFO provide required signatures on the lines indicated.

Fraud Risk Assessment

Continued

*Total Points Earned: ____/395 *Risk Level:

Very Low	Low	Moderate	High	Very High
> 355	316-355	276-315	200-275	< 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	200	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	5	5
b. Procurement?	5	5
c. Ethical behavior?	5	5
d. Reporting fraud and abuse?	5	5
e. Travel?	5	5
f. Credit/Purchasing cards (where applicable)?	5	5
g. Personal use of entity assets?	5	5
h. IT and computer security?	5	5
i. Cash receipting and deposits?	5	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	20	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	10	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	20	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training (training.auditor.utah.gov) within four years of term appointment/election date?		20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	20	20
7. Does the entity have or promote a fraud hotline?	20	20
8. Does the entity have a formal internal audit function?	--	20
9. Does the entity have a formal audit committee?	20	20

*Entity Name: Mountain West Montessori Academy

*Completed for Fiscal Year Ending: June 30, 2026 *Completion Date: June 29, 2026

*CAO Name: Angie Johnson *CFO Name: Andrew Marx

*CAO Signature: ____________________ *CFO Signature: ____________________

*Required

Basic Separation of Duties

See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	x			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?	x			
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".				x
4. Are all the people who have access to blank checks different from those who are authorized signers?		x	x	
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	x			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	x			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".	x			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	x			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	x			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	x			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	x			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	x			

* MC = Mitigating Control

Basic Separation of Duties

Continued

Instructions: Answer questions 1-12 on the Basic Separation of Duties Questionnaire using the definitions provided below.

☺ If all of the questions were answered "Yes" or "No" with mitigating controls ("MC") in place, or "N/A," the entity has achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will be answered "Yes." 200 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

☹ If any of the questions were answered "No," and mitigating controls are not in place, the entity has not achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will remain blank. 0 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

Definitions:

Board Chair is the elected or appointed chairperson of an entity's governing body, e.g. Mayor, Commissioner, Councilmember or Trustee. The official title will vary depending on the entity type and form of government.

Clerk is the bookkeeper for the entity, e.g. Controller, Accountant, Auditor or Finance Director. Though the title for this position may vary, they validate payment requests, ensure compliance with policy and budgetary restrictions, prepare checks, and record all financial transactions.

Chief Administrative Officer (CAO) is the person who directs the day-to-day operations of the entity. The CAO of most cities and towns is the mayor, except where the city has a city manager. The CAO of most local and special districts is the board chair, except where the district has an appointed director. In school districts, the CAO is the superintendent. In counties, the CAO is the commission or council chair, except where there is an elected or appointed manager or executive.

General Ledger is a general term for accounting books. A general ledger contains all financial transactions of an organization and may include sub-ledgers that are more detailed. A general ledger may be electronic or paper based. Financial records such as invoices, purchase orders, or depreciation schedules are not part of the general ledger, but rather support the transaction in the general ledger.

Mitigating Controls are systems or procedures that effectively mitigate a risk in lieu of separation of duties.

Original Bank Statement means a document that has been received directly from the bank. Direct receipt of the document could mean having the statement 1) mailed to an address or PO Box separate from the entity's place of business, 2) remain in an unopened envelope at the entity offices, or 3) electronically downloaded from the bank website by the intended recipient. The key risk is that a treasurer or clerk who is intending to conceal an unauthorized transaction may be able to physically or electronically alter the statement before the independent reviewer sees it.

Treasurer is the custodian of all cash accounts and is responsible for overseeing the receipt of all payments made to the entity. A treasurer is always an authorized signer of all entity checks and is responsible for ensuring cash balances are adequate to cover all payments issued by the entity.

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Policies, Procedures, Plans ("PPP") Required To Be Reviewed and/or Approved

PPP Required by Law to be Reviewed	Frequency	Date Last Reviewed	Reviewer
Attendance/Truancy and Attendance Data	**Regularly**	**08/26/24**	**Board**
Bullying and Hazing	**Regularly**	**10/13/25**	**Board**
Cash Handling	Regularly	08/28/24	LEA
Donation and/or Fundraising	**Regularly**	**06/26/23**	**Board**
Electronic Resources or Devices	Once every three years	08/28/24	LEA
Emergency Response/Preparedness Plan	Once every three years	08/28/24	Emerg. Committee
Fee Waiver	**Annually**	**03/24/26**	**Board**
Financial Reporting	Regularly	08/28/24	LEA
Parent and Family Engagement, Compact, Plan	Regularly	08/28/24	LEA
Procurement	Regularly	08/28/24	LEA
Purchasing and Disbursement	Regularly	08/28/24	LEA
Sex Education Instruction	**Every two years**	**06/24/24**	**Board**
Salary Supplement for Highly Needed Educators Program	**Annually**	**05/19/25**	**Board**
Wellness	At least 1 time per year	08/28/24	Wellness Committee

PPP Required by PPP only to be Reviewed	Frequency	Date Last Reviewed	Reviewer
Information Technology Security Policy & Plan	Periodically	08/28/24	IT Security Manager
Meal Charge/Alternate Meal Policy/Proc4	Annually	08/28/24	LEA
Student Conduct and Discipline Plan	**As Necessary**	**06/26/23**	**Board**
Student Conduct and Discipline Policy	**As Necessary**	**01/26/26**	**Board**
Language Access	Annually	08/28/24	LEA

PPP Required by Law to be Re-Approved	Frequency	Date Last Reviewed	Reviewer
Electronic Resources or Devices	**Once every three years**	**08/25/25**	**Board**
Fee Waiver	**Annually**	**03/24/26**	**Board**
Parent and Family Engagement	**Every two years**	**06/24/24**	**Board**
Salary Supplement for Highly Needed Educators Program	**Annually**	**05/19/25**	**Board**
Wellness	**Once every three years**	**01/26/26**	**Board**

Other Required Trainings	Frequency	Date Last Reviewed	Reviewer
Arrest Reporting Policy	**Regularly**	**06/23/25**	**Board**
School LAND Trust Board Training	**Annually**	**01/26/26**	**Board**
Open and Public Meetings Act	**Annually**	**06/23/25**	**Board**
Fraud Risk Assessment/Ethical Behavior	**Annually**	**06/23/25**	**Board**
Fraud Risk Online Training	**Once Every (4) Years**	**2027**	**Board**

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Mountain West Montessori Academy
Sex Education Instruction Policy
Approved: January 28, 2014
Revised: December 3, 2018

POLICY

The purpose of this policy is to ensure that the Sex Education Curriculum taught at Mountain West Montessori Academy (the "School") is compliant with state law. The School will comply with applicable state law regarding the presentation of sex education instruction or instructional programs.

"Sex education instruction or instructional programs" means any course, unit, class, activity or presentation that provides instruction or information to students about sexual abstinence, human sexuality, human reproduction, reproductive anatomy and/or physiology, pregnancy, marriage, childbirth, parenthood, contraception, HIV/AIDS, sexually transmitted diseases, or refusal skills, as defined in Utah Code § 53G-10-402. While these topics are most likely discussed in courses such as health education, health occupations, human biology, physiology, parenting, adult roles, psychology, sociology, child development, and biology, this policy applies to any course or class in which these topics are the focus of discussion.

Every two years the Board of Directors will (a) review this policy; and (b) review data for the county in which the School is located regarding teen pregnancy, child sexual abuse, sexually transmitted diseases and sexually transmitted infections, and the number of pornography complaints or other instances reported in the School.

Sex Education Instruction
Administrative Procedures

These administrative procedures are established pursuant to the Sex Education Instruction Policy adopted by the School's Board of Directors.

In accordance with state law, all sex education instruction or instructional programs will comply with the requirements of Utah Code § 53G-10-402 through -403 and Utah Admin Code R277-474. Specifically, the School will:

- teach sexual abstinence before marriage and fidelity after marriage as methods for preventing certain communicable diseases;
- teach personal skills that encourage individual choice of abstinence and fidelity; and
- obtain prior parental consent before any sex education instruction, maturation program, or other instructional program.

The Director will establish a curriculum materials review committee composed of parents, school employees, and others selected by the Director. If possible, the committee will also include health professionals and school health educators. The committee will have at least as many parents as school employees. The School's Board of Directors will review and approve the membership of the committee on or before August 1 each year. If the School's Board of Directors is composed of a majority of parents, it may elect to act as the committee.

The curriculum materials review committee will meet on a regular basis, as determined by the members of the committee, select officers for the committee and designate a committee chair, and comply with the Open and Public Meetings Act. The committee will review and make recommendations to the School's Board of Directors regarding instructional materials to be used by the School in connection with sex education instruction or a maturation education program. Program materials and guest speakers supporting instruction on these topics must also be reviewed and approved by the curriculum materials review committee.

Instructional materials used by the School in connection with sex education instruction or a maturation education program must be approved by the School's Board of Directors. These materials will comply with the requirements of applicable law and will be available for parents to review for a reasonable period of time prior to consideration for adoption by the Board of Directors.

The following topics may not be taught in the School:

- The intricacies of intercourse, sexual stimulation or erotic behavior;
- The advocacy or encouragement of the use of contraceptive methods or devices; or

- The advocacy of premarital or extramarital sexual activity.

The School will comply with the Utah Family Educational Rights and Privacy Act, Utah Code § 53E-9-202 through -203 and obtain parental consent prior to any sex education instruction, maturation education, or other instructional program. At no time will a student be in the classroom during any sex education instruction, maturation education, or other instructional program unless an approval form signed by the student's parent/guardian is on file. The parental notification form will:

a) explain a parent's right to review proposed curriculum materials in a timely manner;

b) request the parent's permission to instruct the parent's student in identified course material related to sex education or maturation education;

c) allow the parent to exempt the parent's student from attendance for a class period where identified course material related to sex education instruction or maturation education is presented and discussed;

d) be specific enough to give parents fair notice of topics to be covered;

e) include a brief explanation of the topics and materials to be presented and provide a time, place and contact person for review of the identified curricular materials;

f) be retained on file with affirmative parental consent for each student prior to the student's participation in discussion of issues protected under Section 53G-10-402; and

g) be maintained at the School for a reasonable period of time.

Instructors may not intentionally elicit comments or questions about matters subject to parental consent requirements. Additionally, instructors' responses to questions spontaneously raised by students must be brief, factual, objective and in harmony with content requirements of this policy and state law. Responses must also be age appropriate and limited in scope to that reasonably necessary under the circumstances.

The School will ensure that all educators with any responsibility for any aspect of sex education instruction will receive appropriate professional development outlining the sex education curriculum and the criteria for sex education instruction. The School will ensure that educators receive this professional development at least once every three years. Additionally, the School will ensure that such educators are familiar with requirements of the Utah Family Educational Rights and Privacy Act.

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Utah Open & Public Meetings Act Annual Training Materials

DEFINITIONS

Public Policy: it is the intent of the Open and Public Meetings Act (the "Act") that public bodies take their actions *and* conduct their deliberations openly.

"Meeting" means a gathering:

1) of a public body;

2) with a "quorum" present; and

3) that is convened:

   a) by an individual:

      i. with authority to convene a public body; and

      ii. following the process provided by law for convening the public body; and

   b) for the express purpose of acting as a public body to:

      i. receive public comment about a "relevant matter;"

      ii. deliberate about a relevant matter; or

      iii. take action upon a relevant matter.

Electronic Message Transmissions. The Act does not restrict a board member from transmitting an electronic message to other board members at a time when the board is not convened in a meeting. (Remember, electronic messages are subject to the Government Records Access Management Act and the Act's definition of a "meeting.")

A **"Quorum"** means a simple majority of the membership of a public body, unless otherwise defined by applicable law.

"Relevant matter" means a matter that is within the scope of authority of a public body.

NOTICE REQUIREMENTS - Notice of public meetings must be: (i) posted at the anchor location for the meeting or the structure or other area where the meeting will be held; (ii) posted on the Utah Public Notice Website (www.utah.gov/pmn/); and (iii) posted on the School's website.

1) Notice must be provided no less than 24 hours prior to the meeting.

2) Notice must include the meeting agenda, date, time, and place.

3) Annual Notice. If regular meetings are scheduled in advance over the course of a year, the board must give notice at least once each year of its annual schedule (date, time, place).

4) Agendas. The agenda must provide reasonable specificity of each topic that will be considered at the board meeting.

   Public Comment. At the discretion of the board chair, a topic raised by the public can be discussed during the meeting even if it was not included on the agenda. However, the board cannot take final action on a topic unless it was included on a properly noticed agenda.

5) Emergency Meetings. If the board holds an "emergency meeting," as defined by § 52-4-202(5), the notice requirements above do not apply. Emergency meetings are limited to unforeseen circumstances that require immediate consideration, and the best practicable notice is still required.

ELECTRONIC MEETINGS - A board can hold an electronic meeting if it has adopted a resolution/rule/ordinance governing the use of electronic meetings (satisfied by adopting Electronic Meetings Policy).

1) Electronic Meeting Notice Requirements. In addition to the public notice requirements for a regular meeting, notice for an electronic meeting must also include: (i) written notice at the anchor location (unless no anchor location exists in accordance with the exceptions below); and (ii) 24 hr. minimum notice to board members with a description of how to connect to the meeting.

2) Anchor Location Requirements. When holding an electronic meeting, the board must identify an "anchor location" and provide space where members of the public can attend the open portions of the meeting. The anchor location must be in the building/location where the board would normally meet if they were not holding an electronic meeting or another building/location that is reasonably as accessible to the public.

3) Exceptions to Anchor Location Requirement.

   a) No anchor location is required if the board chair determines: (i) that having an anchor location presents a substantial risk to the health or safety of those present or who would otherwise be present at the anchor location; or (ii) the location where the board would normally meet has been ordered closed to the public for health or safety reasons. If no anchor location will be made available under this exception, the public notice for the meeting must include a statement of the chair's risk determination, a summary of the facts supporting the determination, and information on how the public may attend the meeting electronically. The determination is valid for 30 days.

b) No anchor location is required if all board members attend the electronic meeting remotely through electronic means and the board has not received a written request, at least twelve (12) hours before the schedule meeting time, to provide an anchor location for members of the public to attend in person the open portions of the electronic meeting.

REQUIRED OPEN MEETING RECORDS - Written minutes and a recording shall be kept for all open meetings.

1) Written Minutes. Minutes must include the following:

   a) the date, time and place of the meeting;

   b) the names of members present and absent;

   c) the substance of all matters proposed, discussed or decided (or audio link);

   d) a record, by individual member, of each vote taken;

   e) the name of any person who provides comments to the board, as well as a brief summary (or audio link) of their comment; and

   f) any information that a board member asks to be entered in the minutes.

      Note: Pending minutes must indicate they are not approved or that they are subject to change until they are approved.

2) Audio Recording. The board must maintain a complete and unedited recording of all open portions of each meeting.

   Note: members of the public can record the meeting so long as it does not interfere with the meeting.

3) Public Availability of Records:

   a) *Pending Minutes:* must be made available within a reasonable time after the meeting.

   b) *Approved Minutes & Meeting Materials*: within three (3) business days after approving written minutes, the board must: (i) post the approved minutes *and* meeting materials distributed at the meeting to the Public Notice Website; and (ii) make both available at the primary office.

Note: If an individual presents or provides electronic information related to an agenda item, the board shall require a copy to be included in the public record.

c) *Recording*: within three (3) business days after the meeting, make the audio recording available to the public.

CLOSED SESSION REQUIREMENTS - A meeting is open to the public unless closed under §52-4-204, -205, -206.

1) A meeting may be closed to the public by a 2/3 majority vote to close.

2) Closed Session Voting. No vote can be taken in a closed meeting, except for a vote to end the closed meeting and return to an open meeting (requires a majority vote).

3) Permissible Reasons for Closed Session. Discussions regarding: an individual's character, competence, mental health; collective bargaining; pending or imminent litigation; sale/purchase of real property; security personnel, devices or system discussions; investigative proceedings for criminal misconduct; or when acting as the evaluation committee, protest officer, or appeals committee under the procurement code.

4) Public Record of Closed Session. The public minutes and recording must include: (i) the reason(s) for holding the closed session; (ii) the location; and (iii) the vote, by name, of all members for or against closing the meeting.

5) Closed Session Records:

a) *Recording Requirement*. Closed meetings must be recorded in their entirety *unless* the meeting was closed to discuss: (i) the character, professional competence or physical/mental health of an individual; or (ii) to discuss security personnel, devices or systems.

The closed session recording must include: (i) the date, time and place of the closed meeting; (ii) the names of members present and absent; and (iii) the names of all others present in the closed session unless disclosure infringes on the confidentiality purposes of the closed meeting.

Note: if the meeting was not recorded under the exceptions noted above, the board chair/president must sign a sworn statement affirming that the sole purpose for closing the closed meeting was to discuss one of the exempt purposes.

b) Closed session minutes are optional.

c) Closed session recordings and minutes are "protected records" under Utah's Government Records Access Management Act.

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Mountain West Montessori Academy
Board of Directors Meeting Minutes
Tuesday, May 12, 2026

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

In Attendance: Steve Barnes, Corbin White, Nelson Altamirano, Sheri Ebert, Gimenia Palmer

Excused: Andrew Marx,

Others in Attendance: Angie Johnson, Coleen Dolan, Brandon Fairbanks, Cathie Hurst, Priscilla Stringfellow, Dawn Kawaguchi, Marianne Nobel,

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

2025-2026 BOARD PRIORITIES

Expand Mathematics, Pedagogy & Fidelity
Educate Stakeholders and Community about Montessori education
Develop Artificial Intelligence Policies & Procedures

5:38 PM – INTRODUCTORY ITEMS

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

There was no PUBLIC COMMENT.

REPORTS

- **Administration**
  - *Annual Comprehensive Guidance Data Review* – Marianne Noble presented her annual comprehensive guidance data review where they have been working to increase students seen in the counseling office for academic planning, social-emotional support, and dropout prevention by 10% during the 2025-2026 school year. She reported a 37% increase in student counseling services from the 2024-25 to 2025-26 school year, with 910 students served so far compared to 663 the previous year. Marianne discussed her work on academic planning, social-emotional support, and dropout prevention, noting improved student engagement and the implementation of preventative measures like emotion regulation and coping mechanisms. The discussion also covered available resources for mental

health support, including partnerships with the Parent Center and Douglas Center, as well as potential collaboration with the Cook Center for Human Connection.

- *State of the School* – Angie Johnson provided updates on three key board priorities: Montessori education, mathematics, and AI initiatives. She reported on the successful Maria Montessori musical production, which had good attendance across four performances, and highlighted the positive community engagement it generated. Angie also outlined the school's comprehensive positive behavior plan, which includes PBIS rewards for middle school students, teacher coaching on ASAP plans, and various wellness initiatives including movement breaks and counseling sessions. There was also a brief mention of the successful adoption of a new 6th grade math curriculum. Angie presented academic results showing strong performance in kindergarten and second grade math, with third grade needing improvement in concepts and applications. She discussed their progress on AI implementation, noting that teachers have received training on security, safety, and best practices, though administrative procedures for student AI use remain undetermined. Angie highlighted a strength that 94% of teachers will return next year while data showing low student interest in CTE classes, particularly noting that CTE courses like creative coding and digital literacy had lower engagement compared to math. She suggested that more hands-on approaches and less computer-focused content might improve student interest in these career-focused classes.

➢ **Board of Director**

- *Financial Update* – Cathie Hurst presented the financials as of April 30, 2026, reporting that we are 83% of the way through the year with revenue at $673,694 against a budget of $46,231, and noted that debt service and miscellaneous expenses were at 35% due to only one interest payment having been made.

➢ **Administration (Continued)**

- *Set 2026-2027 Board Priorities* – Angie shared her thoughts on the board priorities which she feels like there is still momentum with mathematics and AI. Montessori comes naturally and the education went very well this year. If the board felt like they wanted a third priority then she is recommending something in CTE. Angie doesn't feel like there is a big shift in priorities. AI is continually changing and we need more education on it. There was a discussion on prioritizing AI education at the school, emphasizing the need for careful planning and teacher education before implementing student programs. The group discussed having the committee research appropriate AI platforms, conduct parent focus groups to gauge opinions, and develop more specific administrative procedures beyond the current broad policy. Angie noted that while there's growing industry interest in AI education, the school should take a balanced approach to ensure appropriate implementation across different age groups. Angie discussed the math curriculum priorities, focusing on Montessori materials and textbook integration. The group identified two key priorities: reviewing and potentially revising the Montessori math curriculum for kindergarten through third grade to better address gaps, and investigating AI implementation for educational purposes. Angie noted that while the current adaptive math software works well for individualized instruction, there's a need to ensure teachers are using appropriate Montessori materials effectively, particularly given that some teachers may not be naturally inclined toward math instruction. There was also a discussion on the importance of teaching AI skills to students, comparing it to internet safety education that begins in kindergarten. Angie highlighted how AI can help level the playing field for students with disabilities and English Language Learners, while also noting that some employers now expect candidates to know how to use AI effectively.

CONSENT ITEMS

- *March 24, 2026 Board Meeting Minutes* – There was no further discussion.

VOTING ITEMS

- *Eide Bailly Statement of Work Letter* – Cathie Hurst presented the statement of work replaced the engagement letter. She is recommending their continued engagement for the upcoming year with a slight price increase of $650. Due to the increased federal expenditure threshold, the School probably won't qualify for a single audit this year.
- *2026-2027 Teacher Student Success Act Plan* – Angie Johnson presented the TSSA Plan where there were no changes from the current year with 40% going toward teacher salaries and bonuses, 40% going to teachers raises and stipends, and 20% for professional learning and supplies. These goals align with our Acadience reading goals.
- *USBE School-Based Mental Health Grant Program* – Angie Johnson presented details about the Mental Health Qualified Grant Program application, which aims to reduce suicidal ideation and increase proactive behavior support plans over a three-year period.
- *Service Animal Policy* – Angie Johnson presented the Service Animal Policy, prompted by the recent need to accommodate an employee who requires a service animal. She reviewed the policy, including the definition of a service animal and the guidelines governing their presence within the school.

Nelson Altamirano made a motion to approve the following:

- **Approve the Consent Items;**
- **Approve the Statement of Work Letter provided by Eide Bailly for the year ending June 30, 2026, and allow the Board President to sign on behalf of the school;**
- **Approve the 2026-2027 Teacher Student Success Act Plan;**
- **Approve the USBE School-Based Mental Health Qualified Grant Program application as presented; and**
- **Approve the Service Animal Policy.**

Corbin White seconded the motion. The votes were as follows:

Steve Barnes – Aye
Corbin White – Aye
Nelson Altamirano – Aye
Gimenia Palmer – Aye
Sheri Ebert – Aye

Motion passed unanimously.

REPORTS (Continued)

- **Board of Director (Continued)**
  - Board Vacancies – Steve Barnes informed the Board that both Andrew and Sheri will not be renewing their terms in June. We have posted and advertised the upcoming vacancy(s) on the School's website and on campus. The applications are due June 12th, with interviews to be scheduled for the June 29th meeting. The Board also discussed maintaining a Board size of five members.

BOARD TRAINING

- Annual Open & Public Meetings Act Training – This training will be moved to the June meeting.

DISCUSSION ITEMS

- Calendaring – ALL
  - Next Pre-Board Meeting – June 10^{th} @ 5 p.m.
  - Annual Board Meeting on June 29^{th}

Angie Johnson was excused at 6:53 p.m.

6:53 PM – Steve Barnes made a motion 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) in the library. Corbin White seconded the motion. The roll call votes were as follows:

Steve Barnes – Aye
Corbin White – Aye
Nelson Altamirano – Aye
Sheri Ebert – Aye
Gimenia Palmer – Aye

Motion passed unanimously.

Sheri Ebert and Gimenia Palmer were excused at 7:10 p.m.

7:28 PM – Corbin White made a motion to exit the CLOSED SESSION and ADJOURN. Nelson Altamirano seconded the motion. The votes were as follows:

Steve Barnes – Aye
Corbin White – Aye
Nelson Altamirano – Aye

Motion passed unanimously.

Mountain West Montessori Academy
Board of Directors
Closed Session Statement
Tuesday, May 12, 2026
Location: 4125 W. Foxview Drive, South Jordan, UT 84009

MOUNTAIN WEST
Montessori Academy

CLOSED SESSION SWORN STATEMENT:

*At a duly noticed public meeting held on the date listed above, the board of directors for **MOUNTAIN WEST 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 and/or to discuss deployment of security personnel, devices, or systems in accordance with Utah Code Ann. 52-4-205(1)(a) & (f).*

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

Signed on the 12th day of May, 2026.

Steve Barnes

Steve Barnes
Board Chair

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

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

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MWMA Board of Director's Meeting
Monday, June 29, 2026

Action Item: *Amended and Proposed Budget*

Background:

An annual budget for Mountain West Montessori Academy must be approved by the Board of Directors. Any adjustments made to the annual budget must also be approved by the Board before the end of the fiscal year.

Action Item:

Approval of a final amended 2025-2026 operating budget is needed to comply with state law prohibiting actual expenditures from exceeding budgeting expenditures. USBE (Utah State Office of Education) evaluates charter school performance on a number of financial metrics, one of those is expense budget variance. In order to maintain compliance, schools are not allowed to have total expenditure exceed budget. Additionally, schools cannot overspend their budget.

The current operating budget is the original budget that was prepared and adopted in the June 2025 board meeting. Since that time, there have been additional revenues and expenses, approved by the board, necessitating a final amended budget to comply with state law. The proposed final amended budget for Mountain West Montessori Academy is reflective of to date actual revenue and expenses plus projections for the remainder of the school year.

An operating budget for the 2026-2027 school year is required by state law to be adopted by the Mountain West Montessori Academy Board of Directors in the June meeting. Working closely with the administration, the proposed 2026-2027 budget is conservatively prepared with focus on teacher retention, student needs, and technology. The proposed operating budget for Mountain West Montessori Academy is reflective of conservatively forecast revenues and expected annual expenses for the coming fiscal year.

Recommendations:

It is recommended the Board approve the 2025-2026 Final Amended Budget and approve the proposed 2026-2027 Annual Operating Budget as presented.

Mountain West Montessori Academy
Budgets for Approval

	Year Ending 6/30/25	Annual 6/30/26	Annual 6/30/26	Year Ending 6/30/27	7/01/2025 - 5/31/26
	PY Actuals	CY Approved	CY Final Budget	26-27 Prelim Budget	CY Actuals YTD
Net Income					
Income					
Revenue From Local Sources	423,426	297,000	392,000	310,000	400,022
Revenue From State Sources	5,061,749	5,257,463	5,257,463	5,452,674	4,844,452
Revenue From Federal Sources	186,723	175,226	175,226	201,146	93,430
Total Income	5,671,898	5,729,689	5,824,689	5,963,820	5,337,904
Expenses					
Instruction/Salaries	2,563,627	2,921,168	2,921,168	2,993,211	2,378,003
Employee Benefits	720,141	785,378	785,379	774,950	630,608
Purchased Prof & Tech Serv	481,829	503,700	560,700	565,950	501,164
Purchased Property Services	164,389	308,562	352,561	245,149	313,657
Other Purchased Services	161,020	164,050	169,250	183,619	151,246
Supplies & Materials	419,025	444,412	446,913	495,593	378,077
Property	123,831	0	17,000	15,000	16,946
Debt Services & Miscellaneous	553,539	556,188	566,188	565,563	202,898
Total Expenses	5,187,401	5,683,458	5,819,159	5,839,035	4,572,599
Total Net Income	**484,497**	**46,231**	**5,530**	**124,785**	**765,305**

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MWMA Board of Director's Meeting
Monday, June 29, 2026

Action Item: *Speech and Language a la Carte Agreement*

Issue:

When the School enters into an agreement with a company and the total amount incurred in one year has a potential to exceed the purchasing policy amount of $25,000, the agreement must be approved by the Board.

Background:

The School has partnered with Becky Cushing from **Speech and Language a la Carte** to provide Speech and Language services for the academic year. Services are billed at an hourly rate of $80, with no increase from the previous year. Invoices are issued on a monthly basis.

The total cost for services will vary depending on the specific needs outlined in each student's Individualized Education Program (IEP). It is possible that, should the services required exceed typical expectations, the total cost could surpass $25,000 over the course of the school year. Either party may terminate this agreement with a written notice provided 30 days in advance.

Recommendation:

It is recommended that the board approve the Speech and Language a la Carte Agreement and allow the Principal to sign the Agreement on behalf of the School.

INDEPENDENT CONTRACTOR AGREEMENT

THIS INDEPENDENT CONTRACTOR AGREEMENT (the "Agreement") is dated this ________ day of ________________, ________.

CLIENT	CONTRACTOR
Mountain West Montessori Academy Mountain West Montessori Academy 4125 Foxview Dr. South Jordan, UT 84095. (the "Client")	Speech and Language a la Carte 11187 S. Devon View Dr. (the "Contractor")

BACKGROUND

A. The Client is of the opinion that the Contractor has the necessary qualifications, experience and abilities to provide services to the Client.

B. The Contractor is agreeable to providing such services to the Client on the terms and conditions set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Contractor (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

SERVICES PROVIDED

1. The Client hereby agrees to engage the Contractor to provide the Client with the following services (the "Services"):

   - Speech and Language Services.

2. The Services will also include any other tasks which the Parties may agree on. The Contractor hereby agrees to provide such Services to the Client.

TERM OF AGREEMENT

3. The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect indefinitely until terminated as provided in this Agreement.

4. In the event that either Party wishes to terminate this Agreement, that Party will be required to provide 30 days' written notice to the other Party.

5. In the event that either Party breaches a material provision under this Agreement, the non-defaulting Party may terminate this Agreement immediately and require the defaulting Party to indemnify the non-defaulting Party against all reasonable damages.

6. This Agreement may be terminated at any time by mutual agreement of the Parties.

7. Except as otherwise provided in this Agreement, the obligations of the Contractor will end upon the termination of this Agreement.

PERFORMANCE

8. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

CURRENCY

9. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in USD (US Dollars).

COMPENSATION

10. The Contractor will charge the Client for the Services at the rate of $80.00 per hour (the "Compensation").

11. The Client will be invoiced every month.

12. Invoices submitted by the Contractor to the Client are due upon receipt.

13. The Contractor will not be reimbursed for any expenses incurred in connection with providing the Services of this Agreement.

INTEREST ON LATE PAYMENTS

14. Interest payable on any overdue amounts under this Agreement is charged at a rate of 10.00% per annum or at the maximum rate enforceable under applicable legislation, whichever is lower.

CONFIDENTIALITY

15. Confidential information (the "Confidential Information") refers to any data or information relating to the business of the Client which would reasonably be considered to be proprietary to the Client including, but not limited to, accounting records, business processes, and client records and that is not generally known in the industry of the Client and where the release of that Confidential Information could reasonably be expected to cause harm to the Client.

16. The Contractor agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any

Confidential Information which the Contractor has obtained, except as authorized by the Client or as required by law. The obligations of confidentiality will apply during the Term and will survive indefinitely upon termination of this Agreement.

OWNERSHIP OF INTELLECTUAL PROPERTY

17. All intellectual property and related material, including any trade secrets, moral rights, goodwill, relevant registrations or applications for registration, and rights in any patent, copyright, trademark, trade dress, industrial design and trade name (the "Intellectual Property") that is developed or produced under this Agreement, is a "work made for hire" and will be the sole property of the Client. The use of the Intellectual Property by the Client will not be restricted in any manner.

18. The Contractor may not use the Intellectual Property for any purpose other than that contracted for in this Agreement except with the written consent of the Client. The Contractor will be responsible for any and all damages resulting from the unauthorized use of the Intellectual Property.

RETURN OF PROPERTY

19. Upon the expiration or termination of this Agreement, the Contractor will return to the Client any property, documentation, records, or Confidential Information which is the property of the Client.

CAPACITY/INDEPENDENT CONTRACTOR

20. In providing the Services under this Agreement it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The Contractor and the Client acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service. The Client is not required to pay, or make any contributions to, any social security, local, state or federal tax, unemployment compensation, workers' compensation, insurance premium, profit-sharing, pension or any other employee benefit for the Contractor during the Term. The Contractor is responsible for paying, and complying with reporting requirements for, all local, state and federal taxes related to payments made to the Contractor under this Agreement.

RIGHT OF SUBSTITUTION

21. Except as otherwise provided in this Agreement, the Contractor may, at the Contractor's absolute discretion, engage a third party sub-contractor to perform some or all of the obligations of the Contractor under this Agreement and the Client will not hire or engage any third parties to assist with the provision of the Services.

22. In the event that the Contractor hires a sub-contractor:

    - the Contractor will pay the sub-contractor for its services and the Compensation will remain payable by the Client to the Contractor.

- for the purposes of the indemnification clause of this Agreement, the sub-contractor is an agent of the Contractor.

AUTONOMY

23. Except as otherwise provided in this Agreement, the Contractor will have full control over working time, methods, and decision making in relation to provision of the Services in accordance with the Agreement. The Contractor will work autonomously and not at the direction of the Client. However, the Contractor will be responsive to the reasonable needs and concerns of the Client.

EQUIPMENT

24. Except as otherwise provided in this Agreement, the Contractor will provide at the Contractor's own expense, any and all tools, machinery, equipment, raw materials, supplies, workwear and any other items or parts necessary to deliver the Services in accordance with the Agreement.

NO EXCLUSIVITY

25. The Parties acknowledge that this Agreement is non-exclusive and that either Party will be free, during and after the Term, to engage or contract with third parties for the provision of services similar to the Services.

NOTICE

26. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties at the following addresses:

    a. Mountain West Montessori Academy
    Mountain West Montessori Academy 4125 Foxview Dr. South Jordan, UT 84095.

    b. Speech and Language a la Carte
    11187 S. Devon View Dr.

    or to such other address as either Party may from time to time notify the other, and will be deemed to be properly delivered (a) immediately upon being served personally, (b) two days after being deposited with the postal service if served by registered mail, or (c) the following day after being deposited with an overnight courier.

INDEMNIFICATION

27. Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses,

reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this Agreement. This indemnification will survive the termination of this Agreement.

ADDITIONAL CLAUSE

28. Mountain West will reimburse the work done by the speech-language technician at a rate of $57.00 per hour.

MODIFICATION OF AGREEMENT

29. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

TIME OF THE ESSENCE

30. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

ASSIGNMENT

31. The Contractor will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Client.

ENTIRE AGREEMENT

32. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

ENUREMENT

33. This Agreement will enure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators and permitted successors and assigns.

TITLES/HEADINGS

34. Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.

GENDER

35. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and

include the feminine and vice versa.

GOVERNING LAW

36. This Agreement will be governed by and construed in accordance with the laws of the State of Utah.

SEVERABILITY

37. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

WAIVER

38. The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

IN WITNESS WHEREOF the Parties have duly affixed their signatures under hand and seal on this ________ day of ________________, ________.

Mountain West Montessori Academy
Per:____________________________(Seal)
Officer's Name: __________________________

Speech and Language a la Carte
Per:____________________________(Seal)
Officer's Name: __________________________

Back to Agenda

MWMA Board of Director's Meeting
Monday, June 29, 2026

Action Item: *Re-Approve Parent & Family Engagement Policy*

Issue:

Mountain West Montessori Academy needs to re-approve its Parent & Family Engagement Policy.

Background:

The School must annually review and evaluate this policy, the school-parent compact, and the targeted assistance or schoolwide program plan to determine their effectiveness in improving the academic quality of the School and academic achievement of its students.

The School must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by Section 1116 of the Every Student Succeeds Act (the "ESSA"). The School must update this policy periodically to meet the changing needs of parents and the School, distribute it to the parents and family members of participating children, and make this policy available to the local community. The Board is required to review and re-approve this policy periodically. It was last amended on October 17, 2022. *It has been recommended by Academica West that the Board review and re-approve this policy every 2-years if the School receives Title I funding.* There are no recommended changes at this time.

Recommendation:

It is recommended that the Board re-approve the Parent & Family Engagement Policy.

Mountain West Montessori Academy
Parent & Family Engagement Policy
Adopted: October 29, 2018
Re-Approved: August 15, 2022
Amended: October 17, 2022
Re-Approved: June 24, 2024

PURPOSE

In support of strengthening student academic achievement, Mountain West Montessori Academy (the "School") receives Title I, Part A funds and must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by Section 1116 of the Every Student Succeeds Act (the "ESSA"). This policy establishes the School's expectations and objectives for meaningful parent and family involvement, describes how the School will implement a number of specific parent and family engagement activities, and is incorporated into the School's plan submitted to the state pursuant to Section 1112 of the ESSA. The purpose of an effective parent and family engagement policy is to improve all students' academic achievement.

POLICY

The School agrees to implement the following requirements as outlined by Section 1116 of the ESSA:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of this policy and the joint development of the targeted assistance or schoolwide program plan.

- Update this policy periodically to meet the changing needs of parents and the School, distribute it to the parents and family members of participating children, and make this policy available to the local community.

- Provide full opportunities, to the extent practicable, for the participation of parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format and, to the extent practicable, in a language parents understand.

- If the targeted assistance or schoolwide program plan under Section 1114(b) of ESSA is not satisfactory to the parents of participating children, submit any parent comments with such plan when the School submits the plan to the state.

- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

  Parent and family engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
  - ✓ *That parents play an integral role in assisting their child's learning;*
  - ✓ *That parents are encouraged to be actively involved in their child's education at school;*
  - ✓ *That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees (if any) to assist in the education of their child; and*
  - ✓ *The carrying out of other activities, such as those described in Section 1116 of the ESSA.*

<u>Required Policy Components</u>

Below is a description of how the School will implement or accomplish each of the following components required by Section 1116 of the ESSA:

- <u>Joint Development of Policies, Plans, Compact, and Programs.</u> The School will take the following actions to involve parents and family members in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I policies, plans, compact, and programs:
  - ✓ Distribute a copy of this policy and the school-parent compact to parents and family members at the beginning of each school year through appropriate channels, such as the registration packet. The policy and school-parent compact will also be posted on the School's website.
  - ✓ Notify parents and family members of an annual meeting where parents and family members will be informed about the School's participation in and the requirements of Title I programs.
  - ✓ Hold other parent and family meetings at flexible times during the school year to provide parents and family members with ongoing information, training, and materials to help them work with their children in the areas such as literacy, numeracy, and technology.
  - ✓ Hold parent-teacher conferences at least annually, where student achievement, behavior, and/or the school-parent compact will be reviewed and discussed.
  - ✓ The School and state websites will provide parents with information related to expected student proficiency levels.
  - ✓ The School website will provide parents with a description and explanation of the School's curriculum, mission, calendar information, policies, and opportunities for school and parent interaction.
  - ✓ Conduct an annual review and evaluation of this policy, the school-parent compact, and targeted assistance or schoolwide program plan. As part of the annual review and evaluation, the School will consider, and implement if appropriate, any

suggestions or feedback provided by parents and family members on how the School can improve this policy and the associated compact and plan. Suggestions or feedback may be provided to the School in the form of results from the School's needs assessment and evaluation given to parents, comments made by parents and family members in meetings at the School and during parent-teacher conferences, or through other means. The annual review and evaluation of this policy will also include identifying such things as barriers to parent engagement (especially engagement of parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background); needs of parents and family members to enable them to assist with the learning of their children; and strategies to support successful school and family interactions.

- <u>Communications.</u> The School will take the following actions to provide parents and family members timely information about the Title I programs in which the School participates:
  - ✓ Distribute a copy of the updated version of this policy and the school-parent compact to parents and family members at the beginning of each school year through appropriate channels, such as the registration packet.
  - ✓ Provide information related to the Title I programs, meetings, and other activities to the parents of participating children in an understandable and uniform format and, to the extent practicable, in a language that the parents can understand.

- <u>School-Parent Compact.</u> The School's school-parent compact outlines how parents, the entire School staff, and students will share the responsibility for improved student academic achievement and the means by which the School and parents will build and develop a partnership to help children achieve the state's high standards. The School will review the school-parent compact with parents of participating children by doing the following:
  - ✓ Distributing a copy of the updated version of the school-parent compact to parents and family members at the beginning of each school year through appropriate channels, such as the registration packet.
  - ✓ Obtaining all parties' signatures (electronic or written) on each school-parent compact on an annual basis.
  - ✓ Encouraging parents to review the school-parent compact with their children on a regular basis.
  - ✓ Considering, and implementing, if appropriate, any suggestions or feedback provided by parents and family members on how the School can improve its school-parent compact.

- <u>Reservation of Funds.</u> The School currently does not receive Title I allocations of $500,000 or more. In the event the School's Title I allocations reach or exceed $500,000 in the future, the School will follow the requirements in Section 1116(a)(3) of the ESSA.

- <u>Coordination of Services.</u> The School will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

- Building Capacity of Parents. The School will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the School and the community to improve student academic achievement through the following:
  - ✓ Providing opportunities for discussion with parents about the School's curriculum, forms of academic assessment used to measure student progress, and achievement levels of the challenging state academic standards.
  - ✓ Engaging parents with materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement.
  - ✓ Giving parents information at parent-teacher conferences about their student's state core testing and other appropriate curriculum based assessments.
  - ✓ Providing progress reports to parents to communicate their student's academic performance throughout the school year.
  - ✓ Facilitating communication between parents and School personnel through the School's LAND Trust Committee.
  - ✓ Scheduling School meetings, as well as parent-teacher conferences, in a way that will maximize parent and family member involvement and participation.
  - ✓ Gathering, on an annual basis, input from parents through a variety of methods. For example, parent surveys, needs assessments, conversation, parent-teacher conferences, and School activities.
  - ✓ Providing assistance to parents, as appropriate, in understanding topics such as the following:
    - ★ The challenging state's academic standards;
    - ★ The state and local academic assessments, including alternate assessments;
    - ★ The requirements of Title I, Part A;
    - ★ How to monitor their child's progress; and
    - ★ How to work with educators to improve the achievement of their child.

- Building Capacity of School Staff. The School will, with the assistance of parents, provide training to educate teachers, specialized instructional support personnel, principals/directors and other School leaders, and other staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; how to implement and coordinate parent programs; and how to build ties between parents and the School. The School may accomplish this training through in-person trainings and/or through the utilization of online print and video resources. The School may also provide other reasonable support for parent and family engagement activities under Section 1116 as parents may reasonably request.

Parents and Family Members of Children Learning English

Any time this policy references “parents,” “family,” or “family members,” it includes parents and family members of students who are English language learners, regardless of the prevalence of children English language learners in the geographic area in which the School is located.

The School may seek assistance from community organizations to assist the School in communicating with parents and family members of students who are English language learners. If the School provides such assistance, it will try to determine the method of communication preferred by the parents and family members of students who are English language learners.

Review

The School will annually review and evaluate this policy, the school-parent compact, and the targeted assistance or schoolwide program plan to determine their effectiveness in improving the academic quality of the School and academic achievement of its students. Results of the annual review and evaluation will be used to design strategies for more effective parent and family engagement.

Back to Agenda

MWMA Board of Director's Meeting
Monday, June 29, 2026

Action Item: *Amending SHiNE Policy*

Issue:

Annual review of the Salary Supplement for Highly Needed Educators Program (SHiNE) Policy.

Background:

By law, the school must update or re-approve its SHiNE Policy annually. There are no changes recommended with respect to the school's designated high-needs areas. However, in consultation with accounting and legal, some proposed provisions have been added to the policy regarding payment of the salary supplement in certain circumstances, including: (a) if an eligible teacher's employment with the school ends *before* the salary supplement is paid (e.g., a teacher quits or is fired mid-year), the teacher will receive only a prorated portion of the salary supplement based on the portion of the school year the teacher worked at the school; and (b) if an eligible teacher begins employment with the school *after* the certified list of salary supplement recipients is finalized, the teacher is not automatically entitled to a salary supplement but the administrator may in their discretion and subject to SHiNE funding award the teacher a prorated salary supplement. A couple other minor revisions to the policy are recommended as well.

Recommendation:

It is recommended that the Board approve the Amended Salary Supplement for Highly Needed Educators Program Policy.

Mountain West Montessori Academy
Salary Supplement for Highly Needed Educators
Program Policy
Adopted: May 19, 2025

PURPOSE

The purpose of this policy is to describe how Mountain West Montessori Academy (the "School") administers the Salary Supplement for Highly Needed Educators ("SHiNE") Program. This policy is meant to comply with the requirements of Utah Code § 53F-2-504.

Definitions

"Eligible teacher" means a teacher who:
(a) has a qualifying assignment;
(b) qualifies for the teacher's assignment in accordance with an LEA's policy; and
(c) is a new employee or has not received an unsatisfactory rating on the teacher's three most recent evaluations.

"Qualifying assignment" means a teacher who is assigned to a high-needs area.

"High-needs area" means at least two and up to five teaching assignments that an LEA designates in a policy as challenging to fill or retain.

POLICY

High-Needs Areas

The following teaching assignments are designated as high-needs areas at the School:

(a) Secondary Math (7-9); and
(b) Elementary and Secondary Teachers (K-9).

Process for Determining if a Teacher is an Eligible Teacher

The School's Director or his/her designee shall perform due diligence in determining whether a teacher meets the definition of eligible teacher as set forth in this policy. Due diligence includes, at a minimum, verifying that a teacher:

(a) is assigned to teach in one of the high-needs areas listed above;
(b) has a professional educator license in one of the high-needs areas listed above;
(c) is a new employee of the School or is not a new employee of the School but has not received an unsatisfactory rating on the teacher's three most recent evaluations from the School; and

(d) with respect to the second high-needs area listed above, has successfully completed a round of consultation and coaching on the School's schoolwide behavior model, Collaborative and Proactive Solutions (CPS).

On an annual basis, the School's Director or his/her designee shall create a list of all teachers who have been determined to meet the definition of eligible teacher under this policy.

Process for Certifying a List of Eligible Teachers to be Awarded a Salary Supplement

On an annual basis, the School's Director or his/her designee shall review the list of all teachers who have been determined to meet the definition of eligible teacher under this policy and shall make any changes to the list he/she feels is necessary. The list is considered certified by the School's Director or his/her designee when he/she finalizes the list with accounting or human resources~~sends, or causes to be sent, the list to payroll for processing of the salary supplement payment under the SHiNE Program~~.

Salary Supplement Amount

All teachers at the School determined to be eligible teachers under this policy (i.e., all teachers on the certified list described above) shall receive a salary supplement under the SHiNE Program in an amount ~~commensurate~~consistent with this policy and the funds allocated to and received by the School under the SHiNE Program.

Eligible teachers who are assigned 1.0 FTE in a high needs area shall receive the full salary supplement. Eligible teachers who are assigned less than 1.0 FTE in a high needs area shall receive a prorated salary supplement based on the percentage of their FTE in the high needs area. However, if an eligible teacher's employment with the School ends before the salary supplement is paid, the teacher shall receive only a prorated portion of the salary supplement based on the portion of the school year the teacher worked at the School.

In addition, an eligible teacher who begins employment with the School after the certified list described above has been finalized shall not be entitled to a salary supplement. However, the Director may, in the Director's sole discretion and subject to available SHiNE Program funding, award such teacher a prorated salary supplement based on the portion of the school year the teacher worked at the School.

The School may increase the amount of funds the School provides to eligible teachers if the School:

(a) first ensures proper distribution of funds the School receives under the SHiNE Program to the School's eligible teachers; and
(b) experiences a carry forward or leftover balance.

Appeals

If the School's Director or his/her designee determines that a teacher does not meet the definition of eligible teacher and therefore does not qualify for a salary supplement under the SHiNE

Program, the teacher may appeal that decision in writing to the School's Board of Directors (the "Board") if the teacher:

(a) believes he/she does meet the definition of eligible teacher under this policy; or
(b) has a teaching assignment at the School that is substantially equivalent to a high-needs area and otherwise meets the definition of eligible teacher under this policy.

When submitting an appeal, a teacher is required, at minimum, to provide transcripts and other documentation to the Board in order for the Board to determine if the teacher is an eligible teacher with a qualifying teaching background.

The Board shall make a decision on the appeal within thirty (30) school days.

<u>Administrative Procedures</u>

Each school year the Director shall establish, through administrative procedures, the salary supplement amount that each eligible teacher will receive for that school year.

<u>Updating Policy</u>

The School shall update this policy annually and provide notice of any changes to the policy to teachers within the School.

Back to Agenda

MWMA Board of Director's Meeting
Monday, June 29, 2026

Action Item: *Amended Parent Grievance Policy*

Issue:

Amending the School's Parent Grievance Policy.

Background:

The proposed revisions add clarity to the policy by providing more detailed procedures for addressing complaints, including by adding exceptions when it would not be safe or appropriate for a parent to first address concerns directly with the individual involved, explaining that sometimes the Board's action on a complaint that rises to its level may be to decline to take action, and that a Board's decision on a complaint is final. The revisions also clarify the Board's limited role in resolving operational complaints, establish expectations regarding communication with parents during the complaint process, and explain how complaints governed by other School policies will be handled.

Recommendation:

It is recommended that the Board approve the amended Parent Grievance Policy.

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

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

Mountain West Montessori Academy
Parent Grievance Policy
Adopted: October 22, 2013

~~POLICY~~PURPOSE

The purpose of this policy is to clarify for parents a process by which concerns can be addressed. The Board of Directors of Mountain West Montessori (the "School") embraces the Montessori values of grace, courtesy, respect and responsibility and therefore values open communication between parents, faculty, staff, administration, and the Board. The Board encourages active parent participation in their children's education, and hopes that parents will feel empowered to voice their opinions, volunteer in and out of the classroom for the School, and work as a team to provide the best education for their children. The Board also believes that individuals can generally resolve their own disputes through open, respectful communication. If a situation arises that cannot be resolved between a parent and the other parties involved, then this policy will be used. The purpose of this policy is to ensure that parents understand how to pursue the resolution of grievances, concerns and disputes involving the School.

POLICY

Concerns Involving School Personnel

A parent who has a complaint involving a teacher, staff member or member of the School's administration (including the Director) must first address the issue with the other individual involved and work reasonably and in good faith to resolve the concern. The parent should raise this concern with the individual within ten (10) calendar days of when the issue arises. If the complaint is of such a nature that it would not be safe or appropriate to address the matter directly with the employee involved, the parent should raise the issue with the School's Director as explained below.

A parent that is not able to resolve the dispute himself or herself may then raise the issue with the School's Director. The parent should first send to the Director a written complaint specifying the individual(s) involved, details of the incident(s) giving rise to the complaint, including dates and approximate times, details of an attempt to rectify the situation, and the requested solution. The parent and the Director should schedule a time within ten (10) working days of the Director's receipt of the complaint to discuss the concern in person or via telephone.

If a parent's complaint involves the Director, the parent must first address the issue with the Director and work reasonably and in good faith to resolve the problem. The parent is not required to send the Director a written complaint in this situation. The parent and the Director should schedule a time within ten (10) working days to discuss the concern in person or via telephone. If the complaint is of such a nature that it would not be safe or appropriate to address the matter directly with the Director, the parent may raise the issue with the Board as described below.

In the event the parent and the Director are unable to resolve a complaint and the parent wishes to bring the issue to the Board's attention, the complaint may be directed to the Board President in writing. Complaints shall specify the individual(s) involved, details of the incident(s) giving rise to the complaint, including dates and approximate times, details of attempts to resolve the problem, and the requested solution. ~~Within thirty (30) days, t~~The Board will consider the complaint and take whatever action it deems appropriate, which may include declining to take action. The Board's decision shall be final and shall conclude the School's internal complaint process.

After a complaint has been submitted to the appropriate individual or to the Board as set forth above, it shall be processed as promptly as reasonably practicable. While this policy does not require that complaints be resolved by the individual receiving the complaint, all complaints must be given appropriate consideration. The Director or the Board may, at their discretion, elect to conduct an internal investigation into any misconduct alleged in a complaint. However, the time required to review and/or investigate a complaint will vary depending on the nature and complexity of the issues presented, and therefore no specific timeline for consideration or action is required by this policy. The School shall keep parents reasonably informed regarding the status of their complaints throughout the process, including providing appropriate updates when there are significant developments or delays. The School shall not, in doing so, disclose to parents any student or employee information that is confidential or otherwise protected from disclosure by law.

Concerns Involving Board Policy

If a parent has a concern regarding Board policy as opposed to an individual, the parent may communicate with any or all members of the Board in person, via telephone, or through e-mail and may address the Board during the "public comment" portion of a Board of Directors meeting. Parents may also request to be added to the Board meeting agenda by contacting the Board President ~~of the Board of Directors~~ at least three (3) working days prior to the scheduled meeting date. However, the Board President has discretion over the Board meeting agenda items and may elect not to place the item on the agenda.

Concerns Involving Administrative Procedures

Concerns that involve administrative practices or procedures should be addressed with the Director rather than the Board.

Concerns Governed by a Different Policy or Procedure

Complaints about issues covered by a different School policy or procedure must be made using the process set forth in that specific policy or procedure. For example, complaints alleging sexual harassment must be made pursuant to the School's Civil Rights Policy, and complaints alleging that instructional material used by the School constitutes sensitive material shall be made pursuant to the School's Sensitive Material Review Procedures.

In the event the Director or Board determines, at their discretion, that another School policy or procedure more specifically addresses the nature of a complaint, that policy or procedure shall govern the procedures for handling the complaint, and the parent shall be notified accordingly.

Limited Role of Board in Resolving Complaints

The Board has a limited role in addressing and resolving general School management type complaints. The Board typically does not intervene in such matters unless the parent has strictly complied with the complaint process set forth in this policy, the complaint alleges serious misconduct or illegal activity, and the Board determines that its involvement is appropriate under the circumstances.

In addition, the Board will not consider complaints that should properly be directed to law enforcement, a prosecuting authority, or another governmental agency with jurisdiction over the matter, or that are the subject of pending or reasonably anticipated litigation.

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MWMA Board of Director's Meeting
Monday, June 29, 2026

Action Item: *Amended Staff Grievance Policy*

Issue:

Amending the School's Staff Grievance Policy.

Background:

The proposed revisions to this policy include emphasizing that (1) the Board has delegated to the Director the authority to address and resolve complaints between staff members that they cannot resolve on their own and (2) staff members shouldn't direct their complaints against other employees to the Board unless their complaint is against the Director, contains allegations of serious misconduct or illegal activity by the Director, and that they haven't been able to resolve the complaint with the Director. Other revisions to the policy have been proposed, including instructing the Director to establish administrative procedures regarding staff complaints.

Recommendation:

It is recommended that the Board approve the amended Staff Grievance Policy.

Mountain West Montessori Academy
Policy: Staff Grievance Policy
Adopted: December 2, 2013

PURPOSE

The Board of Directors ("Board") of Mountain West Montessori Academy (the "School") values open communication between faculty, staff, and administration, and, when appropriate, the Board. The Board also believes that individuals can generally resolve their own disputes through open, respectful communication. If a situation arises that cannot be resolved between the parties involved, then this policy will be used. The purpose of this policy is to ensure that staff members understand how to pursue the resolution of grievances, concerns and disputes involving other School employees.

The Board wishes to emphasize that the School is an at-will employer, and this policy is not intended to modify the at-will employment relationship between the School and its employees.

POLICY

Except where unsafe or inappropriate under the circumstances, ~~A~~a staff member who has a complaint regarding another staff member, including the Director, must first address the issue with the other employee involved and work reasonably and in good faith to resolve the concern before pursing the complaint through the process set forth in this policy.

A staff member ~~that is not~~who is unable to resolve the dispute ~~himself or herself~~with another employee may then raise the issue with the School's Director.

~~If a staff member's complaint involves the Director, the staff member must first address the issue with the Director and work reasonably and in good faith to resolve the problem.~~A staff member who is unable to resolve a dispute with the Director may submit the complaint to the Board only as provided below.

The Board has delegated to the Director the authority to address and resolve complaints between staff members that they cannot resolve on their own. A staff member ~~should~~must not direct a complaint~~s~~ to the Board unless all of the following are true: (a) the complaint is against the Director, (b) the staff member~~and until he or she~~ has complied with the requirements of this policy regarding~~worked in~~ good faith efforts to resolve the issues directly with the ~~other individual and with the School's~~Director, and (c) the complaint alleges serious misconduct or unlawful activity by the Director. Any such complaint submitted to the Board must be directed to the Board President in writing and specify the individual(s) involved, details of the incident(s) giving rise to the complaint, including dates and approximate times, details of attempts to resolve the problem, and the requested solution. The Board will then consider the complaint and take whatever action it deems appropriate, which may include declining to take further action. The Board's decision shall be final and shall conclude the School's internal complaint process.

~~In the event the staff member and the Director are unable to resolve a complaint and the staff member wishes to bring the issue to the Board's attention, the complaint may be directed to the Board in writing. Complaints shall specify the individual(s) involved, details of the incident(s) giving rise to the complaint, including dates and approximate times, details of attempts to resolve the problem, and the requested solution. The Board will then consider the complaint and take whatever action it deems appropriate.~~

This policy does not confer upon any employee of the School any additional rights. Accordingly, the existence of this policy does not preclude the School from terminating any employee for any lawful reason even if the employee is pursuing the resolution of a grievance.

Additionally, nothing in this policy is ~~not~~ intended to discourage or prohibit an employee from reporting suspected violations of the law by another employee to the appropriate individual(s) or governmental authorities or from engaging in any activity protected by applicable law ~~a legal violation committed by another employee and does not limit a School employee's right to appropriately report a legal violation committed by another employee~~. Moreover, this policy does not apply to staff complaints about issues covered by a different School policy, such as sexual harassment complaints which must be made under the School's Civil Rights Policy.

The Director shall establish administrative procedures consistent with this policy that govern the pursuit, review, investigation, and resolution of staff complaints.

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MWMA Board of Director's Meeting
Monday, June 29, 2026

Action Item: *2026-2027 Sex Ed Instruction Committee*

Issue:

According to the current Sex Education Instruction administrative procedures, the School's Board of Directors will review and approve the membership of the committee on or before August 1 each year.

Background:

According to the administrative procedures, the Principal will establish a curriculum materials review committee composed of parents, school employees, and others selected by the Principal. If possible, the committee will also include health professionals and school health educators. The committee will have at least as many parents as school employees.

The sex education instruction committee for the 2026-2027 school year will consist of the following positions:

- (1) Principal
- (1) Health Educator
- (1) School Counselor
- (1) School Nurse
- (4) Parents

Recommendation:

It is recommended that the board approve 2026-2027 Sex Ed Instruction Committee consisting of the following positions: (1) Principal, (1) Health Educator, (1) School Counselor, (1) School Nurse and at least (4) Parents.

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MWMA Board of Director's Meeting
Monday, June 29, 2026

Action Item: *Insurance Renewal*

Issue

The school is required by law to have adequate insurance coverage.

Background

For several years, the school has carried general liability, property & casualty, directors & officers, educators legal liability, and umbrella coverage through Wright Specialty with American Insurance & Investment (now One Digital) as the broker. The school also has cyber liability and an employee crime policy. The total premiums for last year's coverage was $33,846.00. We do not yet have renewal premiums for the existing coverage.

Academica West has been working with the broker Arthur J. Gallagher & Co. to put together a group insurance program for AW client schools. The policies would be under AW, and it's open to any school we work with. Any client school that chooses to participate would be covered under the policies as an additional named insured. Participation is voluntary, and it will remain open to enter and exit. The total premium for the school under the group program for 2026-27 would be $23,147.80.

The coverages for the group program and for the current policy are summarized in the additional documents in the packet.

The group program is contingent on having enough schools participate.

Recommendation

It is recommended that the Board decide to either (a) approve participation in the group insurance program through Arthur J. Gallagher & Co., contingent on having enough schools participate, and, if not, renew the school's current policies or (b) approve renewal of the school's current policies.

Gallagher

Insurance | Risk Management | Consulting

26-27 INSURANCE PROPOSAL SUMMARY

Prepared for Named Member:

Mountain West Montessori Academy

Issued On: 05/29/2026

DISCLOSURE: This proposal is an outline of the coverages proposed by Arthur J. Gallagher & Co. as part of a master policy program for clients of Academica West. Your school may not be eligible to participate in these programs if the relationship with Academica West ceases to exist. This proposal does not include all of the terms, coverages, exclusions, limitation and conditions of the actual contracts. The policies themselves must be read for those details. Policy forms for your reference will be made available upon request to the Arthur J. Gallagher & Co. team.

Member Overview

Named Insured: Mountain West Montessori Academy
Coverage Period: July 1, 2026 – July 1, 2027

Total Program Cost

Property Insurance: $9,833.83
General Liability Insurance: $3,254.95
Auto Insurance: $230.05
Educators Legal/Employment Practices: $3,796.91
Umbrella: $2,485.04
Cyber: $1,729.28
Crime: $450.53
Student Accident: $994.63
Security Risk Management: $ 372.58
Total Program Cost: $23,147.80

Exposure Summary

Students: 456
Employees: 86
Building Limits: $10730000
Content Limits: $950000

Commercial General Liability (American Family/Wright Specialty)

Coverage	Limit
Each Occurrence	$1,000,000
Damage to Premises Rented to You Limit	$1,000,000
Medical Expense Limit	$10,000
Personal and Advertising Injury Limit	$1,000,000
General Aggregate Limit	$3,000,000
Products/Completed Operations Aggregate Limit	$3,000,000
Law Enforcement Liability (LEL) (Claims-Made)	
LEL Each Wrongful Act	$1,000,000
LEL Annual Aggregate	$3,000,000
LEL Non-Monetary Relief Aggregate	$100,000
Abuse or Molestation Liability	$1,000,000/$3,000,000
Special Supplementary Payment	$10,000
Abuse or Molestation Alleged Participant	$500,000/$1,000,000
Employee Benefits Liability (Claims-Made)	
Deductible	$0
EBL Each Employee	$1,000,000
EBL Annual Aggregate	$2,000,000
Counseling Professional Liability Coverage	$1,000,000/$3,000,000
Honor Roll Elite General Liability Enhancement	Per Form

Educators Legal Liability (American Family/Wright Specialty)

Educators Legal Liability:
Limit: $1,000,000 each Wrongful Act/$3m Aggregate (Aggregate applies per school board)
Deductible: $25,000

Employment Practices Insurance:
Limit: Included with ELL
Deductible: $25,000

Defense Expense for Injunctive or Declaratory Relief:
Limit: $100,000 Each Action /$300,000 aggregate
Deductible: $25,000

Building, Contents & Business Income/Extra Expense (Wright Specialty)

Building Limits: Per Schedule On File
Content Limits: Per Schedule On File
Business Interruption Limit: $5,000,000
Extra Expense Limit: $5,000,000
Loss Limit: $200,000,000
Valuation: Replacement Cost with Agreed Value
Equipment Breakdown: $150,000,000
Flood: $5,000,000 / $25,000 Deductible
Earthquake: $10,000,000 / 5% Deductible
Property Deductible: $10,000 (Other than Flood or Earthquake)
Business Interruption and Extra Expense Deductible: $10,000

Auto Insurance (American Family/Wright Specialty):

Coverage	Limit of Coverage
Hired and Nonowned Auto Liability	$1,000,000
Hired Auto Physical Damage Limit	$1,000,000
Hired Auto Physical Damage Deductible	$100/$500
Owned Auto Liability Limit	$1,000,000
Owned Auto Physical Damage Deductible	$500

*All owned Auto must be scheduled and reported to Gallagher

Excess Liability Insurance (American Family/Wright Specialty):

Each Occurrence Limit: $10,000,000
Aggregate Limit: $10,000,000
Schedule of Underlying Coverages:
General Liability
Automobile Liability
Policy Professional Liability
Educators Legal Liability
Employee Benefits Liability
Abuse & Molestation Liability
Counseling Professional Liability

Gallagher
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Crime Insurance (Intact):

Coverage	Limit of Coverage
Employee Theft	$1,000,000
Employee Theft of Client Property	$1,000,000
Employee Benefit Plan	$1,000,000
Forgery or Alteration	$1,000,000
Inside the Premises – Theft of M&S	$1,000,000
Inside the Premises – Robbery or Safe Burg.	$1,000,000
Outside the Premises	$1,000,000
Computer Fraud	$1,000,000
Computer Data Restoration Expenses	$100,000
Funds Transfer Fraud	$1,000,000
Money Orders and counterfeit Paper Cur.	$1,000,000
Social Engineering Fraud Coverage	$150,000
Identity Fraud Expense Reimbursement	$25,000
Investigative Costs Coverage	$150,000
Deductible	$125,000

Cyber Liability Insurance (Amtrust):

Coverage	Limit of Coverage
Ransom Payment	$1,000,000
Data and System Recovery	$1,000,000
Bricking Costs	$1,000,000
Business Interruption	$1,000,000
Business Interruption from Suppliers	$1,000,000
Reputation Harm	$1,000,000
Cyber Event	$1,000,000
Cyber Deception	$250,000
Proof of Loss	$250,000
Cryptojacking	$500,000

Coverage for Claims Brought Against the Insured

Coverage	Limit of Coverage
Privacy & Network Security	$1,000,000
Regulatory Fines and Penalties	$1,000,000
Payment Card	$1,000,000
Media	$1,000,000

Aggregate Limit of Liability: $1,000,000 per Member with a $5,000,000 Policy Aggregate
Deductible: Revenue between $0-$25m = $15,000
Revenue above $25m = $25,000

Gallagher

Insurance | Risk Management | Consulting

Student Accident (Crum & Forester):

All enrolled students of the school participating in supervised and sponsored activities including interscholastic sports and extended day programs, including students participating in summer camps. Coverage also includes volunteer workers of the policyholder.

Schedule of Benefits

Benefit	Details
Benefit Maximum for All Accidents	$25,000
Medical Deductible	$0
Benefit Period	2 Years
Benefit Percentage	100% of Usual & Customary Charges
Terms of Payment - Full Excess	Paid after 100% of Accident Medical Benefit with additional Benefit $1,000 extended dental benefit
Accidental Death and Dismemberment (due to accident injury)	$15,000
Time Period for Loss	365 days
Aggregate Limit of Liability	$5,000,000

Loss of Life Schedule

Loss	Benefit (% Principal Sum)
Life	100%
Two or More Members	200%
One Member	50%
Thumb and Index Finger of the Same Hand	25%
Four Fingers of the Same Hand	25%

Catastrophic Accident

Benefit Period	10 years
Maximum Benefit Amount:	$5,000,000

Security Risk Management (Houston Casualty):

Coverage	Limit
Ransom	$1,000,000
Accidental Death & Dismemberment	$250k per person/ $1.25m per event
Threat Response	$100,000
Child Abduction	$1,000,000
Workplace Violence	$1,000,000

Aggregate Limit of Liability: $1,000,000 per Member with a $3,000,000 Policy Aggregate

	Wright Specialty
Auto (Owned, Hired & Non-Owned)	$ 1,000,000.00
Crime / Employee Dishonesty (incl. Funds Transfer Fraud)	1,000,000 / 3,000,000
Cyber Crime / Social Engineering (if not included in Cyber)	$ 1,000,000
Cyber Liability (Breach Response, Network Security, Extortion, BI)	10,000,000 with 250,000
Damage to rented premises	$ 250,000
Directors & Officers (if not included in ELL)	$ 1,000,000
Earthquake (if applicable/required)	$ 10,000,000
Educators Legal Liability / Professional Liability (E&O)	1,000,000/3,000,000
Employee Benefit Liability Coverage	1,000,000/2,000,000
Equipment Breakdown / Boiler & Machinery/Data Storage	1,000,000 / 3,000,000
Employment Practices Liability (EPLI)	
Employment Practices Liability (Wage and Hour Defense)	
Fiduciary Liability (ERISA)	1,000,000/1,000,000
Flood (NFIP and/or Excess Flood)	$ 100,000
General Liability (Premises/Operations, Products/Completed Ops)	$ 1,000,000
Inland Marine (Fine Arts, Equipment, Owned/Leased Property Off-Premises)	
Law Enforcement Liability Coverage	1,000,000 / 3,000,000
Med Pay	100,000/5000
Property (Building, BPP, Business Income/Extra Expense)	$ 200,000,000
Special Events / Field Trips (if not included elsewhere)	
Student Accident / Athletic Accident	Per Location Limit per SOV
Student Property (Per Occuerence/Per Student)	Available
Terrorism	Optional
Umbrella / Excess Liability	50000/5000
Volunteer Accident / AD&D (optional but common)	Optional
Workers' Compensation & Employers' Liability	$ 10,000,000
	$ 1,000,000
Accounts Receivable	$ 250,000
Automated External Defibrillators	$ 15,000

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

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

Automatic Additional Insured	Included	
Automatic AI	Included	
Back-Up of Sewer or Drain / Sump Overflow		
Borrowed Equipment PD	$	10,000
Business Interruption	Included	
Civil Authority / Ingress-Egress (BI extensions)		
Claim Expense	$	25,000
Claim Expense		
Communicable Disease / Cleanup (if available; often excluded)		
Construction Materials	$	100,000
Contingent Business Interruption (dependent properties/vendors)		
Contractual Penalties	$	25,000
Crisis Management	Included	
Customers Goods PD	$	10,000
Cyber Extortion	Included	
Debris Removal (in excess of limit)	$	250,000
Defense Outside Limits	Included	
EDP / Computer Equipment & Media (property side)		
eLearning Platform	Included	
Emergency Event Managment		
Emergency Vacating Expense	$	15,000
Emergency Vacating Expense	$	15,000
Employee Theft (note: usually excluded under property; covered under Crime)		
EPL Hotline	Included	
Event Insurance	1M/5M	
Expanded Territory	Included	
Extra Expense (standalone or within BI)		
Fire Department Service Charge	Actual Loss Sustained	
FLSA Defense	$	100,000
Glass Breakage		
Global Coverage	Up to 3M	
Hired Auto PD	$	75,000
Kidnap & Ransom Expense	$	50,000
Legal & Media Expense ($50,000 Aggregate)	$	10,000
Loan Lease Gap	Included	
Loss of Use	$	1,000

Money & Securities	$	50,000
Newly Acquired Property	$	1,000,000
No Aggregate Limit	Included	
Non-Owned Detached Structures		
Ordinance or Law (Coverage A/B/C: demolition, increased cost, undamaged portion)	$	1,000,000
Outdoor Property (fences, signs, playground equipment)	$	150,000
PCI Fines	Included	
Personal Effects	$	50,000
Personal Property of Others (in care, custody, control)		
Pollution Remediation	$	100,000
Processors Coverage	$	25,000
Product Withdrawal	$	10,000
Property in Transit / Off-Premises Property	$	100,000
Punitive Damages	Included	
Refrigeration Breakdown / Spoilage (cafeteria/food service)		
Rental Reimbursement	$	3,000
Risk Management Services	Included	
Salespersons Samples	$	25,000
Service Line / Utility Line (underground piping/wiring)		
Students Property ($50,000 Aggregate)	$	5,000
Tenant Improvements & Betterments		
Transit / Off Premises	$	100,000
Transportation Expense	$	1,500
Trees, Shrubs & Plants (landscaping)	$	25,000
Utility Service Insteruption	$	100,000
Valuable Papers & Records	$	250,000
Vandalism & Malicious Mischief		
Waiver of Subrogation	Included	
Water Damage (accidental discharge) – clarify exclusions/limits	$	100,000
Wind/Hail (including roof surfacing) – clarify cosmetic/wear & tear	$	25,000

Workplace Violence / Active Assailant expense coverage (if offered)

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MWMA Board of Director's Meeting
Monday, June 29, 2026

Action Item: *Ratify Board Members and their Terms*

Issue:

The Board must ratify all members and their terms annually.

Background:

Each year at the Annual Board Meeting, the board must ratify all members and their terms. This year, both Andrew Marx and Sheri Ebert are not planning on renewing their term. Below are the board members and their terms.

- Appoint a new board member with a *NEW* 3-Year Term to expire June 2029
- Corbin White – June 2028
- Steve Barnes – June 2028
- Nelson Altamirano – June 2027
- Gimenia Palmer – June 2027

Recommendation:

It is recommended that the Board appoint **New Board Member** for a new 3-year to expire June 2029 and ratify Corbin White and Steve Barnes with terms to expire June 2028, and Nelson Altamirano and Gimenia Palmer with terms to expire June 2027.

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Board of Directors

PROPOSED

2026-2027 Board Meeting Dates

Board Meeting Date	PreBoard	Time
August 24, 2026	August 12th @ 5 p.m.	6:00 pm
October 26, 2026	October 14th @ 5 p.m.	6:00 pm
November 30, 2026 *Electronic Meeting*	November 18th @ 5 p.m.	6:00 pm
December 14, 2026 *Holiday Social – No Meeting*	N/A	6:00 pm
January 25, 2027	January 13th @ 5 p.m.	6:00 pm
March 22, 2027	March 10th @ 5 p.m.	6:00 pm
May 17, 2027 *Retreat – Strategic Planning*	May 4th @ 11:45 a.m.	5:00 pm*
June 21, 2027 *Annual Board Meeting*	Monday, June 7th @ 5 p.m. *Due to UAPCS Conf.*	6:00 pm

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

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.