

# MARIA MONTESSORI ACADEMY

## Board Retreat Minutes

Friday, July 8, 2011

Location: Homestead Resort  
700 North Homestead Drive  
Midway, UT



**In Attendance:** Rosemary White, Joan Effiong, Yana Sprague, Loma Prince, Preston Allen

**Others in Attendance:** Nancy Lindeman (Director), Kim Dohrer (AW), Ryan Arrington (AW), Kara Finley (AW)

The mission of Maria Montessori Academy is to provide an individualized grade K-6 education that promotes academic excellence founded on the authentic philosophy of Dr. Maria Montessori. MMA will craft each child's education in partnership with educators and parents to achieve higher levels of academic, personal and social achievement, thereby preparing students to become constructive contributors to their community.

### MINUTES

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**1:17 PM – CALL TO ORDER by Preston Allen**

#### BOARD MEETING

##### BUSINESS ITEMS (TO BE VOTED UPON)

- ❖ Nancy Lindeman explained the use of the Records Xpress System and the benefits it has to the school and the teacher's use of the system. Yana Sprague motioned to approve the Montessori Records Xpress Subscription purchase for \$3,252.80; Joan Effiong seconded the motion. Motion passed unanimously.

#### WORK SESSION

##### INTRODUCTION ACTIVITIES

- ❖ Nancy Lindeman discussed the Montessori Philosophy of Grace and Courtesy. Rosemary White arrived at 1:30 PM.
- ❖ The Board participated in team development activities.

##### BOARD GOVERNANCE

- ❖ The Board discussed their readings in the Board University book by Brian Carpenter. Loma Prince pointed out the format of the 30-30-30 Board Meetings. Joan Effiong discussed the role of the mission.
- ❖ The Board reviewed scenarios and the proper responses to situations. Scenarios included test scores, grievances, purchases, and Director direction.

##### BREAK

- ❖ Break from 2:51 – 3:11 PM.

##### BOARD GOVERNANCE

- ❖ The Board discussed Communication Guidelines and how they would like them outlined. The Board reviewed an outline and updated it to fit the schools needs and address communication channels. Recorder was momentarily stopped to change the battery at 3:32 PM.

##### SWOT ANALYSIS AND YEAR IN REVIEW

- ❖ Strengths, weaknesses, opportunities, and threats were discussed. Each Board Member provided their SWOT opinions and they were reviewed and presented to the Board to discover trends.
- ❖ Kim Dohrer and Joan Effiong reviewed the Teacher Satisfaction Survey with the Board. Joan provided an oversight of the responses, including positives staff responses and desired areas of improvement.
- ❖ The Parent Satisfaction Survey was again reviewed with the Board. Nancy Lindeman addressed some of

the topics that were originally brought up in the survey and the areas that she is working to improve. Some of the goals for next year are being worked on through hiring a part-time office person who will also help with technology, utilizing instant chat, posting Director availability, and expedited office responses.

**ADJOURN**

- ❖ Loma Prince motioned to adjourn the Board Retreat for the day; Yana Sprague seconded the motion. Motion passed unanimously. Meeting adjourned at 5:08 PM.

# MARIA MONTESSORI ACADEMY

## Board Retreat Minutes

Saturday, July 9, 2011

Location: Homestead Resort  
700 North Homestead Drive  
Midway, UT



**In Attendance:** Rosemary White, Joan Effiong, Yana Sprague, Loma Prince, Preston Allen

**Others in Attendance:** Nancy Lindeman (Director), Kim Dohrer (AW), Ryan Arrington (AW), Kara Finley (AW)

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### MINUTES

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#### 9:15 AM – CALL TO ORDER by Preston Allen

#### FRIDAY FOLLOW-UP

- ❖ The Board finished reviewing the Board Communication Guidelines.

#### BUDGET 101 FOR CHARTER SCHOOLS

- ❖ Ryan Arrington gave an overview of charter school budgets and reviewed the school budget with the Board. The Board talked about the advantages and disadvantages of purchasing the building and the funding process.

#### BREAK

- ❖ Break from 10:26 – 10:36 PM.

#### MISSION BRANDING AND BELIEF STATEMENTS

- ❖ The Board participated in a team development activity.
- ❖ The Board discussed the mission statement and how to brand that to the parents and families. The Board also worked to develop a vision statement.

#### FIVE-YEAR PLAN

- ❖ The Board discussed their perspective of what they would like to see the Board, school, and students look like in five years. They stated traits of the students and broke them into the following categories: confidence, self-motivated, educated, socially skilled, and service oriented. The Board also discussed their thoughts on the addition of a junior high and the planning involved.  
Break from 12:21 – 12:30 PM.

#### LUNCH

- ❖ Joan Effiong motioned to recess for lunch; Rosemary White seconded the motion. Motion passed unanimously.  
Recessed to lunch at 1:10 PM.
- ❖ Called to Order by Preston Allen, resumed at 2:29 PM.

#### FOLLOW-UP

- ❖ The Board continued discussing the next steps for researching a junior high option.
- ❖ The Board reviewed their calendars to plan for the annual Board calendar. The Board will traditionally meet on the second Tuesday monthly.

Ryan Arrington departed at 3:00 PM.

Rosemary White departed at 3:12 PM.

- ❖ The Board reviewed the retreat and what they would like to see for the next retreat and follow up items.

**ADJOURN**

- ❖ Yana Sprague motioned to adjourn the Board Retreat; Loma Prince seconded the motion. Motion passed unanimously.

Meeting adjourned at 3:31 PM.