

MARIA MONTESSORI ACADEMY

Annual Board Meeting Minutes

Friday, June 14, 2013



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

In Attendance: Preston Allen, Yana Sprague, Loma Prince, Dore Elmer, Stephanie Speicher, Joan Effiong
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

10:10 AM – CALL TO ORDER by Preston Allen

CONSENT ITEMS

❖ **New Hires**

Nancy Lindeman reviewed the new hires, positions, and certifications.

Loma Prince made a motion to approve Laura Kinmont, Brittany Herrera, Shanan Zollinger, Amity Rockwell, Emily Goddard, Karen Byers, Jennifer Hall, Felicia Sanchez, Kristina Lewis, Breelyn Everett, and Alexis Prothero as New Hires; Dore Elmer seconded the motion. Motion passed unanimously.

❖ **Ratify Board Member Resignation**

The Board thanked Stephanie Speicher for her service on the Board of Directors.

Yana Sprague made a motion to ratify the resignation of Stephanie Speicher from the Board of Directors effective immediately; Loma Prince seconded the motion. Motion passed unanimously.

CLOSED SESSION TO DISCUSS PERSONNEL

- ❖ Dore Elmer made a motion to enter a Closed Session to discuss an individual's character, professional competence, or physical or mental health; Loma Prince seconded the motion. Motion passed unanimously, the votes were as follows:

- Preston Allen – AYE
- Yana Sprague – AYE
- Loma Prince – AYE
- Dore Elmer – AYE

Entered Closed Session at 10:22 AM.

Stephanie Speicher and Nancy Lindeman were excused from 10:22 AM to 10:59 AM.

- ❖ Yana Sprague made a motion to adjourn the Closed Session; Dore Elmer seconded the motion. Motion passed unanimously, the votes were as follows:

- Preston Allen – AYE
- Yana Sprague – AYE
- Loma Prince – AYE
- Dore Elmer – AYE

Adjourned Closed Session and entered Board meeting at 10:59 AM.

PUBLIC COMMENT

- ❖ No public comments were made.

CONSENT ITEMS

- ❖ **Meeting Minutes**
Dore Elmer made a motion to approve the May 14, 2013 Board Meeting & Closed Session Minutes; Loma Prince seconded the motion. Motion passed unanimously.

REPORTING

- ❖ **MAPA Update**
Dore Elmer reviewed the end of year activities MAPA held and the plans for next year, including committees and the summer pool party. MAPA is also working on getting receiving a 501(c)3 status and has action items that they will be pursuing throughout the summer.
- ❖ **Directors Report**
Nancy Lindeman discussed the curriculum mapping and studio plans for next year. The DWA test results were provided and the schools scores have improved. Nancy is working with Stephanie Speicher for an easy transition. The MACTE accreditation is in process. Teacher's certifications were reviewed along with their hiring status.
Nancy Lindeman left at 11:30 AM.
- ❖ **Budget Report**
Ryan Arrington reviewed the budget including the revenue and expense accounts for the final FY2013 budget. The surplus was discussed that will cover the interest only payment as well as the expenses incoming. The Special Education funding was reviewing including the increases in students that created a need for increased contracted services.

VOTING ITEMS

- ❖ **PTIF Funding**
The Board discussed adding additional funds into the PTIF account.
Dore Elmer made a motion to approve funding \$20,000 to the PTIF Account and to re-evaluate the PTIF account in November 2013; Yana Sprague seconded the motion. Motion passed unanimously.
- ❖ **FY 2013 Budget**
Yana Sprague made a motion to approve the final 2012-2013 FY Budget; Loma Prince seconded the motion. Motion passed unanimously.
- ❖ **FY 2014 Budget**
The Board discussed how the furniture and equipment for the Junior High program might be funded through loans, USOE, and RCAC. They also discussed teacher reimbursements and tuition payment.
Joan Effiong arrived at 12:05 PM.

CLOSED SESSION TO DISCUSS PERSONNEL

- ❖ Yana Sprague made a motion to enter a Closed Session to discuss an individual's character, professional competence, or physical or mental health; Loma Prince seconded the motion. Motion passed unanimously, the votes were as follows:
 - Preston Allen – AYE
 - Yana Sprague – AYE
 - Loma Prince – AYE
 - Dore Elmer – AYE
 - Joan Effiong – AYEEntered Closed Session at 12:11 PM.
- ❖ Dore Elmer made a motion to adjourn the Closed Session; Yana Sprague seconded the motion. Motion passed unanimously, the votes were as follows:
 - Preston Allen – AYE
 - Yana Sprague – AYE
 - Loma Prince – AYE

- Dore Elmer – AYE
 - Joan Effiong – AYE
- Adjourned Closed Session at 1:00 PM.

BREAK FROM 1:00 PM to 1:21 PM.

VOTING ITEMS

❖ **Ratify Board Members and Elect Officers**

The Board reviewed the officers and terms and discussed positions for next year.

Dore Elmer made a motion to renew Yana Sprague’s term for an additional four years and ratify the Board Members and Elected Officers as follows; Joan Effiong seconded the motion. Motion passed unanimously.

- Chair – Preston Allen
- Vice Chair – Joan Effiong
- Secretary – Yana Sprague
- Financial Coordinator – Loma Prince
- Board Member – Dore Elmer

❖ **Director Employment Agreement and Compensation**

Yana Sprague made a motion to approve the Director Bonus for 2012-2013 and the 2013-2014 Director Employment Agreement and Compensation with Stephanie Speicher; Dore Elmer seconded the motion. Motion passed unanimously.

❖ **Children’s Garden Montessori, LLC Agreement**

Preston Allen reviewed the agreement and questions regarding stipends were discussed. The Board discussed the terms of the agreement and the parameters of the services being offered.

Loma Prince made a motion to approve the agreement with Children’s Garden Montessori; Joan Effiong seconded the motion. Motion passed unanimously.

DISCUSSION ITEMS

❖ **Annual Open Meetings Act Training**

Each Board Member was provided with a copy of the Open Meetings Act Training video and will watch the training.

❖ **Board Retreat Expectations**

Kim Dohrer reviewed the agendas for the retreat and asked Board Members to start considering their retreat expectations.

Nancy Lindeman arrived at 2:06 PM.

VOTING ITEMS

❖ **School Specialty Purchase**

Nancy Lindeman reviewed the proposed School Specialty order and the items that it covers, including the junior high furniture. The Board reviewed where in the budget money is allocated for the purchase.

Dore Elmer made a motion to approve \$4,939.08 with School Specialty; Loma Prince seconded the motion. Motion passed unanimously.

❖ **Cincinnati Montessori Secondary Teacher Education Program Invoice**

Nancy Lindeman reviewed the program with the Board and the program fees that will be charged for secondary teacher training. The Board discussed the amount of the tuition as well as the housing and airfare costs associated with additional visits.

Joan Effiong made a motion to approve the Cincinnati Montessori Secondary Teacher Education Program Invoice for \$7,750; Yana Sprague seconded the motion. Motion passed unanimously.

❖ **IGS Teacher Tuition**

Nancy Lindeman reviewed the teacher training and tuition through IGS. The Board discussed the precedence that has been set with previous teacher trainings and in the future looking at creating a committee. They discussed payment schedules for the trainings.

Loma Prince made a motion to approve up to \$13,000 for IGS Teacher Training Tuition; Joan Effiong

seconded the motion. Motion passed unanimously.
Nancy Lindeman left at 3:09 PM.

❖ **FY 2014 Budget**

Ryan Arrington reviewed the budget and the anticipated expenses for next school year.
Dore Elmer made a motion to approve the 2013-2014 Budget with the discussed changes; Yana Sprague seconded the motion. Motion passed unanimously.

ADJOURN

- ❖ Joan Effiong made a motion to adjourn the Board Meeting; Dore Elmer seconded the motion. Motion passed unanimously.
Board Meeting adjourned at 3:16 PM.

MARIA MONTESSORI ACADEMY

Closed Session Minutes

Friday, June 14, 2013



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

In Attendance: Preston Allen, Yana Sprague, Loma Prince, Dore Elmer

Excused: Joan Effiong

Others in Attendance: Kim Dohrer (AW), Ryan Arrington (AW), Kara Finley (AW)

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MINUTES

10:22 AM – CALL TO ORDER by Preston Allen

Closed Session to discuss an individual's character, professional competence, or physical or mental health.

ADJOURN

- ❖ Yana Sprague made a motion to adjourn the Closed Session; Dore Elmer seconded the motion. Motion passed unanimously, the votes were as follows:
 - Preston Allen – AYE
 - Yana Sprague – AYE
 - Loma Prince – AYE
 - Dore Elmer – AYE

Adjourned Closed Session and entered Board meeting at 10:59 AM.

12:11 PM – CALL TO ORDER by Preston Allen

Closed Session to discuss an individual's character, professional competence, or physical or mental health.

ADJOURN

- ❖ Dore Elemer made a motion to adjourn the Closed Session; Yana Sprague seconded the motion. Motion passed unanimously, the votes were as follows:
 - Preston Allen – AYE
 - Yana Sprague – AYE
 - Loma Prince – AYE
 - Dore Elmer – AYE
 - Joan Effiong – AYE

Adjourned Closed Session and entered a break at 1:00 PM.

MARIA MONTESSORI ACADEMY

Board Retreat Minutes

Friday, June 14, 2013



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

In Attendance: Preston Allen, Yana Sprague, Dore Elmer, Joan Effiong, Loma Prince

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

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MINUTES

3:42 PM – CALL TO ORDER by Preston Allen

DISCUSSION ITEMS

❖ **Board Retreat Expectations**

Kim Dohrer asked Board Members their expectations for the retreat and items that they want to have settled by the end of the retreat. Expectations included discussing the Bullying and Hazing Policy and potentially starting a teacher scholarship fund.

Loma Prince arrived at 4:00 PM.

Nancy Lindeman arrived at 4:03 PM.

❖ **End of Year Survey Results**

Stephanie Speicher presented the end of year survey results for the Parent and Staff Surveys. She discussed the response rates, the survey saturation, the averages, and the similar comments.

Nancy Lindeman Left at 4:17 PM.

❖ **Charter School Baseline Performance Data & UCAS**

Kim Dohrer reviewed the baseline data released by USOE and the information available on the USOE website through the PSD Gateway. The Board discussed the school performance and the scoring system for schools based on growth and achievement. They discussed how this was compiled and the way the scores were totaled.

Ryan Arrington reviewed the financial performance on the baseline data and how the ratios are calculated and that since the school purchased their school they are in good standing regardless of placement on the list. The Governance section was discussed including the AFR/APR reports and retention rates.

ADJOURN

❖ Joan Effiong made a motion to adjourn the Board Retreat; Yana Sprague seconded the motion. Motion passed unanimously.

Board Retreat adjourned at 5:11 PM.

MARIA MONTESSORI ACADEMY

Board Retreat Minutes

Saturday, June 15, 2013



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

In Attendance: Preston Allen, Yana Sprague, Loma Prince, Dore Elmer, Joan Effiong

Others in Attendance: Nancy Lindeman (Director), Stephanie Speicher (Director), Kim Dohrer (AW), Kara Finley (AW)

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MINUTES

10:00 AM – CALL TO ORDER by Preston Allen

STRATEGIC PLANNING

❖ **Charter School Board University Chapter 10**

Loma Prince reviewed fiduciary responsibility and making sure that the Board does due diligence and fulfills their duty to the stakeholders. The Board discussed the three duties of fiduciary responsibility of oversight, loyalty, and obedience. The Board needs to obey the federal regulations, state regulations, authorizer and charter rules, and organizational documents.

❖ **SCOT Analysis**

The Board discussed school strengths, challenges, opportunities, and threats and compared them to the SWOT analysis that was completed last year.

Nancy Lindeman arrived at 10:39 AM.

❖ **Review and Revise Five Year Plan & Student Outcomes**

The Board discussed their priorities for the next few years and discussed the five-year plan that was created last year and updated it for the next five years.

❖ **Director Evaluation Tool and Committee**

A committee was created to revise the tool.

DISCUSSION ITEMS

❖ **Calendaring**

- The Annual Board Meeting Calendar was reviewed and will be posted for the community.
- Board Meeting July 9, 2013 at 5:30 PM

❖ **Action Items**

The action items were reviewed and Board Member expectations were reviewed and action items were set to accomplish them. They discussed the scholarship fund and the Bullying and Hazing Policy.

The Board thanked Nancy Lindeman for her service as the Director of Maria Montessori Academy and extended their gratitude for her time and dedication.

ADJOURN

- ❖ Joan Effiong made a motion to adjourn the Board Retreat; Yana Sprague seconded the motion. Motion

passed unanimously.
Board Retreat adjourned at 12:40 PM.