



Board of Directors Meeting Minutes

Aug. 10, 2023 | 1160 N. 645 West, Washington, Utah

6:00 pm - Board Meeting

Google Meet link: <https://meet.google.com/tqw-ahso-trd>

Agenda Item	Presenter	Questions to answer	Time
<b>Board Meeting Call to Order</b>	Chair Connolly	<p><b>Board Members in Attendance:</b> Linsey Connolly (Chair)   Jamee Adams (Secretary)   Elizabeth Chesley   Rachel Edwards   Marisa Granado</p> <p><b>Others in Attendance:</b> Director Chelsea Bergeron, Heidi Patha (Committee Member), Nate Adams (Financial Director), Katy Carter (Faculty)</p>	6:00 pm
<b>Public Comment</b>	Chair Connolly	<p><b>No Public Comment</b></p> <p><i>Public Comment Note: The Board will not take action on an item introduced during this portion of the agenda according to Utah Code 52-4-202(6)(b)</i></p>	
<b>Approve Minutes from Previous Meeting</b>	Chair Connolly	<p><b>Motion:</b> Elizabeth Chesley motions to approve the minutes from the last meeting. Rachel Edwards seconds.</p> <p>Ayes: Linsey Connolly (Chair)   Jamee Adams (Secretary)   Elizabeth Chesley</p> <p>Nays: None</p> <p>Abstain: Rachel Edwards   Marisa Granado</p> <p>Minutes are approved</p>	
<b>Training</b>	Chair Connolly	<p>Post: <a href="https://pmn.Utah.gov">pmn.Utah.gov</a> - there's a box to check to let you know when the meeting is. Many schools also post on school websites.</p> <p>Required to post a schedule.</p> <p>Board Minutes - Complete enough to understand substance.</p> <p>Names of all attendees, anyone who speaks</p> <p>Votes must be recorded by name</p> <p>Presentation– can be attached to the minutes.</p> <p>Posted within 30 days.</p> <p>Audio- uploaded in 2 business days</p>	
		Welcome to new board members and staff.	

<b>Administrative Report</b>	Director Bergeron	<ul style="list-style-type: none"> <li>• Chelsea sent out the Early Learning Plan to the Board.</li> <li>• First week of school. Kinders next week.</li> <li>• Letters- phonic program for all K-2 teachers to be certified in. Changed teacher names to native Utah plants- lots of teacher turn-over.</li> <li>• Journey and discovery for Lower-Elem. Lots of parents came.</li> <li>• Lower-El - Katy will start to have more parent meetings. Krista Whipple- still doing theater and will also do counseling.</li> <li>• Got all cameras added upstairs. All exits are covered.</li> <li>• Bathroom remodel is finished.</li> <li>• Hired someone to come help clean the picnic area.</li> <li>• All of teachers in Cactus are updated (educator licensing)</li> </ul>	
<b>Financial Report</b>	Nate Adams	<p>Been with MVM for 5 years. Payroll, accounts payable, plans and reports, financial auditing, money managing reports, financial data that needs to be uploaded to the state.</p> <ul style="list-style-type: none"> <li>• We are going through a financial audit at this point.</li> <li>• Fiscal year begins July 1.</li> <li>• Enrollment makes the budget.</li> <li>• Board approved the Budget in June, was submitted to the state.</li> <li>• Operating Profit: \$124,000.</li> <li>• Board and State– want schools to have goals. Want goal of 3-4 % throughout the year. Right now we’re at 4%- it’s a good spot.</li> <li>• At the future– we will need a treasurer (possibly)</li> <li>• Financial committee - can get a standing appointment with Nate ahead of time.</li> <li>• Marisa– what is goal for enrollment. Budget- based on 250 students. Seated for 410 – Chelsea thinks 300 would be ideal.</li> </ul>	
<b>Discussion / Action Items</b>	Chair Connolly	<ul style="list-style-type: none"> <li>• Finance Committee report <ul style="list-style-type: none"> <li>○ Outdoor classroom setting - yes</li> <li>○ Solar panels - yes</li> <li>○ Join Utah Retirement System- not tonight</li> <li>○ Sending teachers to Montessori Training - yes</li> <li>○ Bus - yes</li> <li>○ Montessori materials - yes</li> </ul> </li> <li>• Strategic Plan – Short term and 5yr plan. Realistic action plan. Chelsea’s priorities: <ul style="list-style-type: none"> <li>○ 2 more Lower-El teachers trained, then 2 upper trained.</li> <li>○ Are the teachers willing? Yes. Lower: Abby, Vashni. Upper: Sally.</li> <li>○ What is needed from us on the Board? Nate: Right now we have \$24,000 for this year and \$24,000 for next year.</li> <li>○ Linsey: We recognize that we are going into our reserves. The school has a very healthy reserve account, and can</li> </ul> </li> </ul>	

		<p>spend some money on the capital improvements and training.</p> <ul style="list-style-type: none"> <li>○ Nate: Training and development- direct impact to operating budget.</li> <li>○ If use \$23,000, still at net 3% operating.</li> <li>○ Need to add a motion to the agenda for next month.</li> <li>○ Next priority: Bus - seats 70-80, driver with CDL <ul style="list-style-type: none"> <li>■ Needs to be an official school bus. Used. Optimally– bus for field trips, a vehicle for “going out” (student-driven) - like individual students that are interested in airplanes can go to the airport, etc.</li> <li>■ Do we have someone who can help choose a good bus?</li> <li>■ Nate: Have a specific action item to approve a bus. Can get a good one for \$30,000 or under. Can motion to “spend up to \$30,000 on a school bus.” We will add a motion for a school bus in September.</li> <li>■ Chelsea will be contact point for research, etc.</li> <li>■ Will add a budget item - driver, maintenance, insurance, gas, etc.</li> <li>■ Washington County said that if they were “Risk Management”- we can use their buses. Nate: suggests that we explore that, but that others have tried and have been denied.</li> <li>■ Parking the buses– there are places at the school</li> </ul> </li> <li>○ Next– Montessori Materials <ul style="list-style-type: none"> <li>■ How much do we need? Enough for 2 more classrooms. Upper has nothing right now. What does Upper need? Same as Lower. \$8000 * 3 (1 for Lower, 1 for upper, 1 to reimburse Katy).</li> <li>■ If we can pay Katy back– \$8000 reimbursement.</li> <li>■ Nate: Usually the State likes to see invoices, receipts, requisition forms, etc. Does Katy have receipts? Yes. If retro-active, then that’s okay if the Board approves.</li> <li>■ The training, the bus, and these investments, brings us to a 1.5% surplus, less than the desirable 3%.</li> <li>■ We have 90 days cash on hand– we have 250 days cash on hand. What is the point of having the extra? Nate: We want to have a positive operating budget. Make sure you’re still in the</li> </ul> </li> </ul>	
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		<p>black. Balance between cash on hand and operating budget.</p> <ul style="list-style-type: none"> <li>■ IRS has 5-year audit window.</li> <li>■ Looking at funding -\$8000 for Katy, \$8000 for Uppers, \$8000 next July for another Lower. We can put this on the agenda for next month. (\$16,000)</li> <li>○ Pre- K– completely privately funded. Can they be mixed in with older kids? Maybe, maybe not.</li> <li>● Director’s salary <ul style="list-style-type: none"> <li>○ Current: ~\$99,000. Raised in 2021. 5.75% over 4 years. teachers: Average pay increase: 4.5%.</li> <li>○ Phone stipend and new computer.</li> <li>○ Jamee: 5% raise (with all trainings, etc.) – 1.6% <ul style="list-style-type: none"> <li>■ 6% raise (with all trainings, etc.) - 1.6%</li> <li>■ 4% raise (with all trainings, etc.) - 1.6%</li> <li>■ 7% - 1.5%</li> </ul> </li> <li>○ <b>Final:</b> 7% raise, phone stipend, new computer</li> <li>○ We need to vote on this.</li> </ul> </li> </ul> <p><b>Motion:</b> Elizabeth Chesley motions to offer Chelsea a 7% raise a \$100 per month stipend for phone, and \$2000 for a new computer. Rachel Edwards seconds.</p> <p>Ayes: Linsey Connolly, Jamee Adams, Elizabeth Chesley, Rachel Edwards, Marisa Granado</p> <p>Nays: None</p> <p>Abstain: None</p> <ul style="list-style-type: none"> <li>● PTVO assistance <ul style="list-style-type: none"> <li>○ Elizabeth Chesley will head up a liaison with the PTVO</li> </ul> </li> </ul> <p>Under Finance Committee we have the Early Learning Plan.</p> <p><b>Motion:</b> Elizabeth Chesley motions to approve the Early Learning Plan.. Rachel Edwards seconds.</p> <p>Ayes: Linsey Connolly, Jamee Adams, Elizabeth Chesley, Rachel Edwards, Marisa Granado</p> <p>Nays: None</p> <p>Abstain: None</p>	
<b>Board Member Resignation</b>	Chair Connolly	Katie Ross has resigned from the Board. We thank her for her willingness.	
<b>Adjournment</b>	Chair Connolly	<p>Motion: Rachel Edwards motions to adjourn the meeting. Elizabeth Chesley seconds.</p> <p>Ayes: Linsey Connolly, Jamee Adams, Elizabeth Chesley, Rachel Edwards,</p>	7:58 pm

		Marisa Granado Nays: None Abstains: None The motion is passed the meeting is adjourned	
<b>Next Meeting</b>		<b>September 14th, 5:30 pm   Board Meeting</b>	

**Audio Link:**

[https://drive.google.com/file/d/1D8FZhSJchHio\\_WPeUSHI67R07cCNqEEa/view?usp=drive\\_link](https://drive.google.com/file/d/1D8FZhSJchHio_WPeUSHI67R07cCNqEEa/view?usp=drive_link)

**Vision**

At MVM, our vision is to awaken within each child their unique potential that will enable them to make a valuable contribution to society.

**Mission**

The mission of Mountain View Montessori (MVM) is to provide a child-centered education founded upon the philosophy of Dr. Maria Montessori. MVM will foster a structured environment of freedom and discovery in which each child can reach his or her full academic, social, and personal potential. Graduates of MVM will demonstrate creative thinking, self-discipline, respect, and cooperation, and will build a solid foundation for future success.