Board of Directors Meeting Minutes
May 28, 2025
1160 N. 645 West, Washington, Utah
Zoom link: https://bit.ly/4dchFxN

Agenda Item	Presenter	Action taken	Time
Board Meeting Call to Order	Chair Adams	**Board Members in Attendance:** Jamee Adams (Chair) |RaLynne Parry |Marisa Granado (Secretary) | Elizabeth Chesley |Courtney Carter |~~Chris Christensen~~|Shelby Bridges |Jess Smith **Others in Attendance:** Brian Clyne (Director), Kasidi Havens Reading of School Vision and Mission Statement by RaLynne Parry	6:16PM
Approve Minutes from Previous Meetings	Chair Adams	**Motion**: Shelby Bridges motions to approve the Board Meeting Minutes from April 10, 2025 Elizabeth Chesley seconds. Ayes: Jamee Adams, RaLynne Parry, Marisa Granado, Jess Smith Nays: None Abstains: None The motion is passed Adjournment set for 7:30PM	
Administrative Report	Director Brian Clyne	**Program** ● Faculty and Staff: all staff signed contracts, 1 teacher retired, hired new SPED director Karina Ferrier (sp?) past SPED director did not sign new contract, very little turn-over this year. ● 5 Year Review: positive overall, Kasidi Havens and Shelby Bridges in attendance ● School Charter: new charter draft for proposal to board for next year, project-based piece will need to be included in new charter. ● Field Day, Spring Festival, Graduations: good reflection of school, lasting impact on families ● EOY Test Scores (Kasidi Havens): 65% growth from BOY, very positive using new curriculum from last year. Need to show on website.	

		Upcoming ● June 10-11 - UAPCS Conference ● July 31 st - Teachers Report ● August 6 th – Warm Welcome ● August 7 th – First Day of School	
Financial Training & Report	Nate Adams	● Financial Summary as of April 30, 2025 ○ Fiscal year budget - to date all expenses paid but salaries and benefits ○ June meeting to strategize new budget for next year, fine-tune and review. 2026 year based on 226 students, current enrollment 270 students. ● Financial Budget Detail Report as of April 30, 2025 ● Financial Balance Sheet as of April 30, 2025 ● Discuss Fraud Risk Assessment: document with policies in place, very low risk for fraud, completed discussed and signed. ● Finance committee will meet before June meeting to discuss and review proposed 2026 year budget.	
Committee Reports		● ~~Finance & Audit Committee – Chris Christensen, Chair~~ ● Marketing & Outreach Committee – Jess Smith, Chair ○ 90% of advertising is Word of Mouth- we are all part of the culture ○ Goals: prepare pic/video shoot for website, website updates, communication via Jess for website matters to FrogTummy ○ new PTVO president Gabby ○ Blooms: new communication platform for parents and staff. Upcoming training. ○ New logo with change in colors and new t-shirts - families need to be informed sooner the better. Application for free/reduced school lunch program can be used to indicate need to supply families with school uniform shirts. Suggestion of parent donations to buy additional shirts for other families. ● ~~Director Evaluation Committee - Courtney Carter, Chair~~ ● ~~Policy Committee – Jamee Adams, Chair~~ ● ~~LAND Trust Committee – Brian Clyne, Chair~~	

Discussion / Action Items	Chair Adams	***Discussion Items:**
		● Thank you and good-bye to RaLynne
		● UAPCS Conference June 10-11
		    ○ Marisa, Jamee, Elizabeth, Jess enrolled to attend
		    ○ Utilize Board Expense allocated funds $250 for hotel
		● Bios and pics from board members (July): need to add to website
		● Board member applicant Ashlee Boyce
		    ○ Motion to not entertain any more applications this year: Jamee Adams motions, Jess Smith 2nds, Ayes: Elizabeth Chesley, RaLynne Parry, Marisa Granado, Shelby Bridges Nays: None, Abstains: None, The motion is passed
		● Take off in June or July? No. Zoom meeting June 12, In-person meeting July 23, 2025.
		
		● <u>MSA FY25 Audit Requests</u>
		● New members of the board receive training on audit committees and internal audit functions as required by R277-113-4 (Must be recorded and visible in Board Meeting minutes). *Jess Smith needs to complete this and confirm with Nate Adams.
		    ● Designate board members to serve on the audit committee (must be visible on the website and in Board Meeting Minutes). Jamee Adams, Chris Christensen, (Brian Clyne, Advisor)
		    ● Ensure budget was approved before the start of the budget year (must be recorded and visible in Board Meeting minutes) Completed
		    ● Review completed Fraud Risk Assessment in a Board Meeting presentation (must be recorded and visible in Board Meeting minutes) Completed
		    ■ Members of board receive annual training on open and public meeting requirements (Must be recorded and visible in Board Meeting minutes)*Jess needs to complete.
		    ■ Ensure all meetings are posted with proper notice, with specific agendas, and minutes are posted to public notice website within three days of being approved. Completed
		    ■ Ensure that agendas and minutes for all closed portions of any meetings contain the reason for holding the closed meeting and evidence of a roll call taken, the reason for the closed meeting (must be a permitted reason under UCA 52-4-206) and an audio recording of the closed meeting was made or a sworn statement taken that the sole purpose of the closed meeting was to discuss items on the agenda. Completed	

		○ Risk Based Compliance – Nate will send an email about this: (New this year) ■ Verify that the LEA developed policies with all required elements and approvals, and with input from all required parties. i. R277-107-3(3)-(6) (LEA Relationship to Activities Involving Educators) ii. R277-113-5 (Fiscal Policies) iii. R277-322-3(2) (Code of Conduct or Appropriate Behavior Policy) iv. R277-401-3 (Child Abuse-Neglect Policy) v. R277-495-3 and 4 (Electronic Devices Policy) vi. R277-607-3 (Attendance Policy) vii. R277-609-4 (Student and Classroom Management, School Discipline, and Restorative Practices Policy) viii. R277-613-4 (Bullying Prohibition Policy) ix. R277-628-3 (Instructional Materials Selection Policy x. R277-750: Special Education Rules Section X.T and 2 CFR 200.430 (Time and Effort Policy) *Will be completed by Brian by end of summer and be available in handbooks and posted on website ● Jess suggests change in label of school in vision and mission statements. Marketing and online platforms are using MVMUtah. Need follow up to make changes to logos and branding - may need board approval. Currently vision and mission statements will spell out the name Mountain View Montessori rather than using any abbreviations. Discuss and vote in next meeting.	
Public Comment	Chair Adams	*Please note that the Board will not take action on any items introduced during his portion of the meeting according to Utah Code 52-4-202(6)(b) ● No public in attendance *Kasidi Havens left meeting at 8:15pm	
Adjournment	Chair Adams	**Motion**: Shelby Bridges motions to adjourn the meeting. Jess Smith seconds. Ayes: Jamee Adams, Marisa Granado, Elizabeth Chesley Nays: None Abstains: None *RaLynne Parry left meeting at 8:45pm The motion is passed The meeting is adjourned.	8:50PM
Next Meeting		**June 12, 2025 - Via Zoom**	6:00pm

Audio Links:

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

Mountain View Montessori provides quality education founded on child-centered Montessori principles with project based learning to achieve academic excellence. We are dedicated to supporting the whole child by fostering intellectual, emotional and physical growth.