

**Montessori Public Charter School**  
**4707 S Sweetwater Way, Ammon, ID 83406**  
**July 14, 2021**  
**Meeting ID: 856 7514 1978 Passcode: 835742**  
**6:00 p.m.**  
**Special Board Meeting Minutes**

**I. Call to Order**

Meeting of the Monticello Montessori School Board was called to order by Chairman Hosford at 6:02 p.m.

**II. Pledge of Allegiance**

The pledge was led by Trustee Meyer.

**A roll call was taken:**

- i. Trustee Hosford - aye
- ii. Trustee Higley - aye
- iii. Trustee Meyer - aye
- iv. Trustee Thurman - aye

**III. Recite School Mission and Vision Statement**

The school mission and vision statements were read by Trustee Thurman.

**IV. Approval of Agenda**

Motion: Trustee Higley motioned to approve the agenda as presented.  
Trustee Thurman seconded the motion. All agreed. Motion passes

**V. Consent Agenda**

- A. Approval of Minutes – June 30, 2021
- B. Approval of the Accounts Payable – June 2021
- C. Approval of the Payroll – June 2021

Motion: Trustee Thurman motioned to approve the consent agenda. Trustee Meyer seconded the motion. All agreed. Motion passes.

**VI. Public Input – No public input**

**VII. Action/Discussion Items**

- A. Finance Director

Discussion: Chairman Hosford read the written proposal by Candie Massey for the position of Finance Trustee, a role and position which was discussed in a previous board meeting. The proposal included finance, budget development, budget monitoring, record monthly reporting, back office services, financial procedures, grant management, annual audit, processing payroll, updated certified staff certifications, process Medicaid forms if necessary, quote for insurance and onsite twice a month on Fridays to meet with Staff and Administration. Details not discussed previously is that she has the capacity to work 216 days a year, 4 hours a day at \$25/hour, not to exceed \$26,000 a year, and will need to include travel expenses. If considered to be an employee FICA, Medicare and PERSI will be included.

Chairman Hosford estimated that travel reimbursements would be between \$7,000-\$10,000 a year.

Motion: Trustee Meyer motioned to approve the proposal for the Finance Director position. Trustee Higley seconded the motion. All agreed. Motion passes.

## **B. Amended Teacher Contracts 21-22**

Discussion: Idaho State Board Association representative, Lisa Sherick, presented amended contracts for Sally Mills, Dr. Douglas Tedford, Linda Rivers and John Adams. Dr. Tedford's contract was reprinted on the corrected Category 2 contract. Linda Rivers amended contract will reflect her AP2 status John Adams contract includes written notes on it that would need to be reprinted in order to be a valid contract. Adjustments for Linda Rivers' contract and Sally Mills' contract included proper placement on the Career Ladder.

Dr. Tedford added comments that his contract reflects incorrect placement on the career ladder a difference of about \$300.

Chairman Hosford mentioned that the Board's intention to approve the teacher's contract is to stick to the career ladders schedule.

Lisa Sherick suggested that in regards to time, that the contracts be approved as is and if there are errors Candie will correct the errors and have it approved at the next board meeting. The amended contracts are in violation of the state approved contract but the amounts could be approved and a reprint of state approved contracts without any amendments, will be provided to Linda Rivers and John Adams, who's contracts included amendments.

Trustee Meyer suggested that a reprint of contracts be completed and allow teachers to review it and if there are any discrepancies, that the Board will review it accordingly so that paychecks can be issued in time for this pay period.

Chairman Hosford mentioned that the Board approves the contracts but the Administrator makes the decision on the placement on the career ladder.

Motion: Trustee Meyer motioned that we approve the amounts on the amended teacher contracts as they are printed tonight and that we reprint correct contracts

without any handwritten changes on those so that they reflect the state contract. Those can be presented to teachers to sign and if the teachers have questions, they can address that with Administration. Trustee Thurman seconded the motion. All agreed. Motion passes.

### **C. Board Member Ratification**

Chairman Hosford announced that Trustee Higley, Trustee Meyer, and Trustee Thurman received more than 50% of votes and will be ratified to continue as Board of Trustees.

Motion: Trustee Thurman motioned to ratify the Board Members. Trustee Higley seconded the motion. All agreed. Motion passes.

## **VIII. Discussion Items:**

### **A. Finance Report**

Discussion: Michelle Covert said that even though there are issues with the 2M system, there is more money in the checking account than what 2M is showing. The dollar amount is in the positive and will end the year in the positive. Currently the account shows about \$139K right now with a few more bills that will come through but even with that, it will definitely be in the positive at the end of the year. Grant money is still out there that can be drawn down and utilized besides the money that the school will be receiving from the state. Michelle stated that she and Warren Peterson is currently in the process of getting everything separated between the 2020-2021 system and 2021-2022 system. Doing so would allow a more stable system as Warren Peterson presented at a previous board meeting.

### **B. Charter Commission Final Investigation Report**

- i. Presented by Jenn Thompson and Melissa Jo Rivera with IPCSC

Discussion: Using a power point presentation, Jenn Thompson and Melissa Jo Rivera presented their findings as outlined in their investigation report dated July 2, 2021.

### **C. Schedule Special Meeting in July to address Action Plan**

Discussion: Idaho School Board Association representative, Lisa Sherick, suggested that a special meeting be held on July 22, 2021 to get a jump on the action plan. Hopefully with a new Administrator, conversation on things that are priority can be discussed before school starts. ISBA would also like to have a meeting with the staff prior to the special meeting to review items from the Charter Commission and address any questions that the staff may have. The meeting would occur on Thursday, July 22, 2021.

## **IX. Agenda Items for Future Board Meetings**

A. Trustee Meyer would like to have an agenda item that either the Business Manager or Trustee Meyer provide an update on the items from the Commission that are due by August 5<sup>th</sup>. Accounting of the preschool is due by August 5<sup>th</sup>, closure of credit cards and signors on the account are also due by August 5<sup>th</sup>.

B. Trustee Meyer would also like to add an agenda item outlining the expectations for the monthly financial reports to the board so that it is in the board minutes.

C. Chairman Hosford discussed reviewing COVID practices, zoom usage and virtual settings, strategic plan once an Administrator is approved, Montessori supplies and training for community and staff.

D. Trustee Meyer asked to also add an agenda item to consider adopting IPCSC's revised framework, comparing the school to true peers, adjusted peer group or an amended peer group of some kind.

E. Chairman Hosford included that a review of grievance policies, vacation and other leave of absence, and other items that the Commission suggested be updated, especially with a new Administrator.

**X. Executive Session:**

**Motion:** Trustee Thurman motioned to enter Executive Session, Idaho State Code 74-206(1)(a)(b). Trustee Meyer seconded it. All agreed. Motion passes.

Idaho State code 74-206(1)(a)(b):

- **74-206(1)(a)** *To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general [Idaho Code §74-206(1)(a)]*
- **74-206(1)(b)** *To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student.*

**A roll call was taken:**

- i. Trustee Hosford - aye
- ii. Trustee Higley - aye
- iii. Trustee Meyer - aye
- iv. Trustee Thurman - aye

Open session ended @ 7:49 p.m.

Entered executive session @ 7:49 p.m.

Executive session ended @ 9:06 p.m.

Open session resumed @ 9:08 p.m.

**XI. Action Items:**

**A. Interim Charter Administrator**

Motion: Trustee Meyer motioned to approve Jeanne Johnson as Interim Charter Administrator. Trustee Thurman seconded it. All agreed. Motion passes.

**B. Interim Charter Administrator Contract**

Discussion: Chairman Hosford presented that the Interim Charter Administrator Contract will be set at \$88,000/year, with a \$50 stipend for cell phone usage, \$500 annual membership fee with no health benefits. Trustee Meyer stated that the amount offered and accepted was fair.

Motion: Trustee Thurman motioned to approve the Interim Charter Administrator Contract as presented. Trustee Meyer seconded the motion. All agreed. Motion passes.

**C. Action taken as a result of Executive Session**

Motion: Trustee Meyer motioned to approve Candie Massey as Finance Director and provide her access to the Single Point System. Trustee Higley seconded it. All agreed. Motion passes.

**XII. Adjournment**

Motion: Trustee Thurman motioned to adjourn the meeting. Trustee Meyer seconded it. All agreed. Motion passes. Meeting ended at 9:17 p.m.

  
\_\_\_\_\_  
Chairperson

*Shanna Nunez*  
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Clerk of the Board

8/19/2021  
Date Approved

Due to the need to efficiently conduct its business within the available time frame, to deal with situations where the Board needs to address issues not on the Agenda; the Agenda may be amended after the start of a meeting upon a motion that states the reason for the amendment and states the good faith reason the agenda item was not included in the original agenda posting. Final action may not be taken on an agenda item added after the start of a meeting unless an emergency is declared necessitating action at that meeting. The declaration and justification shall be reflected in the minutes. [State of Idaho Code 74-204 (4)(c)]