



Board of Directors

DrewHosford Board Chair • ShayHigley Vice-Chair •David Meyer Treasurer •Dan Thurman •DanSchwieder
Jeanne Johnson, Interim Charter Administrator • Kaulani Stanfield Secretary

Montessori Public Charter School
4707 S Sweetwater Way, Ammon, ID 83406

July 22, 2021

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 6:06 p.m.

A roll call was taken:

Director Hosford - aye

Director Higley - aye

Director Meyer - aye

Director Schweider - absent

Director Thurman - absent

Quorum was present.

II. Pledge of Allegiance

The pledge was led by Chairman Hosford.

III. Recite School Mission and Vision Statement

The school mission and vision statements were read by Charter Administrator Mrs. Jeanne Johnson

IV. Approval of Agenda

MOTION: Director Meyer made a motion to approve the agenda. Director Higley seconded the motion. All ayes; motion carried.

V. Action/Discussion Items

1. IPCSC's Performance Framework

The board discussed the new performance framework. The board would like a custom comparison group as opposed to District 91. If not adopting new framework tonight it will be effective in 2023. The board discussed student achievement and comparison data.

MOTION: Director Meyer made a motion to approve the IPCSC's Performance Framework. Director Higley seconded the motion. All ayes; motion carried.

2. Review and Update COVID Plan

The board discussed the upcoming school year and COVID/Reopening Plan. They also discussed what other school in the area doing and will put on their August meeting.

VI. Discussion Items

1. Employee Agreements and Job Descriptions

- a. Model Job Descriptions
- b. Employee Agreement
- c. Employee Calendar

The board discussed an action plan to review and approve job descriptions and recommended to issue annually to all classified employees and employment agreement and an employee calendar.

2. Policy

- a. #3210 Students Uniform Grievance Procedure
- b. #4120 Community Relations Uniform Grievance Procedure
- c. #4120F Community Relations Uniform Grievance Procedure Form
- d. #5210 Personnel Work Day
- e. #5250 Personnel Certificated Staff Grievances
- f. #5400 Personnel Leaves of Absence
- g. #5400C Personnel Use of Leave During Health Emergency
- h. #5405 Personnel Proof of Illness for Sick
- i. #5410 Personnel Family and Medical
- j. #5412 Personnel Jury Duty Leave
- k. #5413 Personnel Witness for Court Appearance Leave
- l. #5420 Personnel Long-Term Illness, Temporary Disabilities
- m. #5440 Personnel School Holidays
- n. #5450 Personnel Vacation Leave
- o. #5470 Personnel Leave of Absence – Military Leave
- p. #5800 Personnel Classified Employment
- q. #5810 Personnel Compensatory Time and Overtime
- r. #7320 Financial Management Allowable Uses for Grants
- s. #7400 Financial Management Misc Procurement Standards
- t. #7409 Financial Management Acquisition of Real and Personal Property
- u. #7410 Financial Management Petty Cash Funds
- v. #7420 Financial Management Personal Reimbursements

The board and administration discussed moving forward and reviewing policies, this will takes come time, and is ongoing.

3. Procedure

- a. #5410P Personnel Family and Medical Procedure
- b. #5420P Personnel Family and Medical Procedure

- c. #5800P Personnel Classified Employment Procedure
- d. #7400P1 Financial Management Procurement Under a Federal Award
- e. #7400P4 Financial Management General Procurement Standards for Federal Awards
- f. #7405P Financial Management Procuring Public Works, Services, and Personal Property

The board and administration discussed moving forward and reviewing procedures to align with policies, this will take some time, and is ongoing.

- 4. Chain of Command – Mrs. Johnson led the discussion and will review policy to align with procedure and will keep the board informed. The procedure must be followed by staff and patrons prior to going to the board.
- 5. Purchase Order Process - New PO process discussed including the funding code and submitted to Mr. Johnson for signature and approval by Finance Director prior to being ordered.
- 6. Organization Chart
 - a. By Role/Position – The board will be working with addressing an organizational chart by role and position this year. This will be done in open session aligned with budget and financial workshop.

VII. Reports

- a. Enrollment Update – Current enrollment is 142 confirmed. The budget was based off of 226. The board will continue to get updates and budget/expenses accordingly.
- b. Back to School Night – Scheduled for August 23rd 5:30 – 7:30. The board was urged to attend and will be posted as a board quorum just in case.
- c. Finance Management Update – Finance Director discussed 20.21 fiscal year commission letter. Discussion included bank accounts, statements, reports, credit cards, posting of last year's items as well as going line by line in the financials. Last year's financials are still incomplete due to credit card usage and past practice. Finance Director is working with auditor. Journal entries will be made to balance the budget. FD updated the board that this year will not be the same as the board will be receiving monthly reports which include budget, accounts payable, and payroll. Mrs. Johnson thanked Finance Director for completing payroll due to staff issue.
- d. Moving Forward to First Day of School – Back to School Night has been scheduled. Administration will continue to monitor enrollment and update the board. The staff is excited about rebranding and getting the story out. Administration will work with staff to promote, communicate, and build unity with staff and community.

Open Session Ended at 8:40 p.m.

IX. Executive Session- I.C. 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.


There must be 2/3 attendance of board members to go into Executive Session. This item is tabled.

XI. Adjournment:

MOTION: Director Higley made a motion to adjourn the meeting at 8:21p.m. Director Meyer seconded it.



Chairperson



Clerk of the Board

Date Approved 8/19/21