



Painted Desert Montessori Academy

Board of Trustees

Board Meeting Minutes

Painted Desert Montessori Academy

08/25/2020 9:00 AM

Regular Meeting of the Governing Board and Executive Session (August 25, 2020)
Generated by Maritza Kizzar on Thursday August 27, 2020 (DRAFT)

Board Members present:

Angela Hansen, Board Chair
William Brown, Board Member
Cynthia Gonzalez, Board Member

Others Present:

Maritza Kizzar, Secretary to the Board
Corina Quinn, Accountant ACEA Accounting

Absent: N/A

1. Opening Meeting (Procedural)

Angela Hansen, Board Chair called the Public Hearing to order at 9:04 AM Mountain Standard Time.

2. Public Hearing: Acknowledgment of Public Request to Speak

No request for public comment this morning.

3. Agenda:

***Approval of the Minutes from the PDMA Board Meeting on July 15, 2020**

(Discussion, Information, Action)

The Governing Board to approve the Draft Minutes from the PDMA Board Meeting held on July 15, 2020 per attached memorandum as presented.

Cynthia Gonzalez made the motion to approve, second by William Brown.

Yea: Cynthia Gonzalez, William Brown, Angela Hansen

Final Resolution: Motion carries unanimously

***Report from Executive Director (Information)**

Presented by: Cynthia Gonzalez, Executive Director

Executive Director, Cynthia Gonzalez, reported:

The First Week of School was a success, Teachers and Staff worked very hard, they conquered the first week and it was a successful one. Parents have been incredibly supportive. Our current enrollment is 320 non ADM. Enrollment is down, Maritza Kizzar



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explained that the families that she has spoken to have expressed that they are pulling their children to privately homeschool. Angela asked if surrounding schools have started on campus learning and it was reported that the schools around us are distance learning at this time. William asked Cynthia to expand on her report at next month's board meeting to include where we are vs. what the state has us on record for vs what our target enrollment is. William is requesting more of a narrative on the next Executive Director report as to why students are leaving and why they are coming to us.

We have hit the ground running regarding Marketing of our school. We have a new Facebook page, Instagram, a new website, and YouTube channel. Our "Boots On The Ground" marketing will begin shortly. The mailers have gone out to surrounding zip codes and the posters ordered should be in soon and will be placed in establishments around our community.

***Criteria and planning for on-site attendance to The Garden, The Zone, and all Grades (Discussion, Information, Action)**

Presented by: Cynthia Gonzalez, Board Member and William Brown Board Member

Three options were discussed by Cynthia Gonzalez.

- Option 1 (2 days on 2 days off, group A and B)
- Option 2 (Small Cohort Full Time Monday-Thursday teachers perform dual instruction)
- Option 3 (AM and PM Groups. Group A in the AM and Group B in the PM)

A survey will be sent out to our families and staff about the options. The cases regarding COVID are improving and there is an opportunity to open up our campus in some shape or form and we will adjust our methods based on the community need.

Motion to follow the benchmarks made by the State for reopening and as there are several plans to reopen, we will follow which re-opening plan will work best for PDMA.

Angela Hansen made the motion to approve, Second by William Brown

Yea: William Brown, Cynthia Gonzalez, Angela Hansen

Final Resolution: Motion carries unanimously

***2019-2020 Finance Report by Corinna Quinn Accountant ACEA Accounting (Information)**

Presented by: Corinna Quinn, Accountant with ACEA Accounting

Corinna Quinn presented the P & L. which include our COVID-19 Expenses. Corinna spoke that we are headed in the right direction and that we have a good idea of where we are financially which we have not known in the past. For the year, we are profitable even with our non-recurring expenses. Cash Flow analysis will be put together by Corinna Quinn for the next board meeting. William Brown asked if Corinna believed that the numbers from January 1 on are the numbers that we can stand behind and Corinna Quinn agreed. Corinna said that while going through past



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numbers, there were audited financial statements, but they were not what was reflected in QuickBooks. Corinna said that we will have to possibly reach out to the previous LLC owners to back the balance sheet for our next Audit in October. We are up to date on all our required filings to the best of our knowledge. William made clear that we may have some issues on previous filings that we did not initiate. Corinna said ACD as well as the IRS have been extremely helpful. Corinna asked if we had an assigned IRS agent for our payment plan. William said we do have a contact that worked with us on the agreement plan that was made and executed but we would need to work with the service center for generalized questions. The status with the IRS is that we are still in compliance and Angela spoke about being in good standing with the IRS at this time.

*** Proposed changes in the PDMA Policies-Student and Staff Handbook (Discussion, Information, Action)**

Presented by: Cynthia Gonzalez, Board Member

Adding:

- *COVID handbook as an addendum
- *Addition of Technology in our Curriculum
- *Addition of Retention Policy

Proposed changes in the Staff Handbook & Policy Changes

- *Change to Maternity and Paternity Leave (cancelling 160 hours paid)
- *Change to the Organization Chart of PDMA
- *Enhance Sexual Harassment in the Workplace (Specifying Sexual Harassment in the Workplace)
- *Eliminating Hourly Pay Policies (We have moved all hourly employees to salary)

Corinna Quinn mentioned that ADP will help with verbiage in order to be in compliance. Cynthia will work with Sofia to coordinate with them.

The approval of Student and Staff Handbook changes is being tabled until next meeting.

***A change in Governance of Painted Desert Montessori LLC and the addition of another Manager (Discussion, Information, Action)**

Presented by: Angela Hansen, Board Chair

Motion to add William Brown as the other Manager of Painted Desert Montessori LLC. Adding William Brown as the other manager would allow him to speak directly with the State Charter Board, to coordinate filings and registration with the State and give access to change legal documents accordingly.

Angela Hansen made the motion to approve, Second by Cynthia Gonzalez.

Yea: Angela Hansen, William Brown, Cynthia Gonzalez

Final Resolution: Motion Carries Unanimously

***Designation of a new Painted Desert Montessori LLC Charter Representative (Discussion, Information, Action)**

Presented by: Angela Hansen, Board Chair



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Motion to designate William Brown as a new Charter Representative as Frank Yanez is no longer part of the LLC or Painted Desert Montessori Academy.

Angela Hansen made the motion to approve, Second Cynthia Gonzalez

Yea: Angela Hansen, William Brown, Cynthia Gonzalez

Final Resolution: Motion Carries Unanimously

***Relationship with Oasis Virtual Academy (Information)**

Presented by: Angela Hansen, Board Chair

Oasis Virtual Academy to be the Private School of the PD Virtual Academy. Finances will be kept separate and will not use any state funds.

***Motion to Recess to Executive Session (Action, Procedural)**

Motion that the Painted Desert Montessori Academy Board move into Executive Session in accordance to provisions A.R.S. 38-431. for the purpose of holding a strategy session to discuss pending or reasonably imminent litigation and or to discuss purchase, sale, exchange of real property, and or the character, professional competence or the physical or mental health of an individual.

Motion by William Brown, Second by Angela Hansen

Yea: Angela Hansen, Cynthia Gonzalez, William Brown

Final Resolution: Motion Carries Unanimously

The Governing Board recessed the Regular Meeting and convened into Executive Session (not open to the public)

***Reconvene Regular Meeting**

Motion to Reconvene Regular Meeting and Adjourn Executive Session (Action, Procedural)

The Governing Board motioned to reconvene the Regular Meeting and adjourn the Executive Session at 11:03 AM.

Motion by Angela Hansen, Second by Cynthia Gonzalez

Yea: Angela Hansen, Cynthia Gonzalez, William Brown

Final Resolution: Motion Carries Unanimously

4. Adjournment (Action, Procedural)

The Governing Board made a motion to adjourn at 11:04 AM.

Motion by Angela Hansen Second by Cynthia Gonzalez



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Yea: Angela Hansen, William Brown, Cynthia Gonzalez

Final Resolution: Motion Carries Unanimously

The next board meeting is scheduled for September 29, 2020

Submitted by: Maritza Kizzar, Secretary to the Board 08/27/2020