



PROMONTORY

school of expeditionary learning

Board Meeting Retreat Minutes

Thursday, May 20, 2021

At 7:00PM

Trustees:

Becca Ashby
Mindy Johnson
Michelle Flynn
Dorothy Dobson
Lisa Holgreen
Michael Engh
Amber Edelman
Zach Davis

Director:

Jennifer Blaine

Visitors:

Tammy Taylor

Officers:

Paige Kearl
Janice Ward
Karen Braithwaite
Kristina Radtke
Amy Rich
Celeste Muhlestein

7:05 Call to order: Welcome/Mission Statement & Pledge: Amber Edelman

7:16 Training: Michelle Flynn

Required Policies: Road map for how the school is conducted. Define rules and responsibilities. We review policies annually. State requires certain policies. It is the school board's job to keep policies up to date.

7:30 Minutes

April 30, 2021 Board Retreat Minutes

Michael motions to approve. Dorothy seconds. Voting is unanimous, motion is carried.

7:32 Public Comment: No public comments

7:38 **Finance Report:** Brain Cates: 990 is complete and submitted. 990 is the form for the IRS for tax return that is done on an annual basis. PTIF not a whole lot of changes. Best place to hold reserves. Audit that occurs over the summer--looking at same programs. TSSA, Procurement, SPED, and Progress Assessment. End of July into August.

Budget Review: 83% through fiscal year. Healthy margins. Not a whole lot of changes. 7%-8% operating margin. Cash balance is good. Enrollment holding steady. June final budget is approved.

Next Fiscal Year Budget Line by Line: Table until June

Fraud Risk Assessment: Auditors looking for the completed report. We need meeting minutes that reflect that this was presented and discussed. Confirm that we have two policies: reporting fraud and abuse and travel. Had a score of 325 which places us in the low-risk category. Most are in low/moderate risk category. We are in a good place to be.

7:52 Business Items

COVID Update: 0 active, 2 students on quarantine due to family members having COVID. Everybody contained and quarantining, testing students for the dance, extra cleaning. Contacted health department: Epidemiologist said they felt like we handled our situation great and said that we should be ok to allow mask removals. Suggested having outside activities.

7:56 POP Fundraiser Update: Over 100 baskets for auction. A lot of donations from families. Auction will go live on Tuesday. Picked up on 1st and 2nd. Private company will do the auction and collect money and send us a check. Will send a letter going out to parents talking about field day and auction instructions. Field day--triathlon: track, tires, hula-hoop, fitness competition. Popsicles, watermelon, and water. Money will be raised for plexi stained-glass windows that students have designed. For the outdoor adventure learning center in the gazebo.

POP Volunteer Appreciation: Debbie Payne our new POP Captain wants to create a google form to update their volunteer hours and manage hours. Have more communication with parents. Wants a volunteer appreciation of the month. Whoever volunteered most hours would be designated a parking spot. Debbie will manage it and post it on Facebook.

US History Committee: Patriotism and US History. Dorothy and Zach and Karen, Mindy, Amber, Michelle and open up to some teachers. Patriotic education, instruction of flag, civics education. 16-19 theory: trying to keep it out of schools. Creating our own policy about what we want taught at our school.

Behavior Procedures: More guidance on behavior procedures. Train teachers in preventative measures. Checklist for teachers to complete when they have a student who is out of line. IEP ZEN assessment plan. Helps us understand the child and the behavior. Behavior Flow Chart. Tier 2, 3, and non-negotiable.

8:30PM Westside Project/Ropes Course: Grants for \$75,000. Plans have already been designed by students. Getting two bids for the course. We have 24 months to spend the reimbursement grant.

Roots & Wings

Report findings from state on Bylaws & Charter Amendments: Application with changes, present it in front of Utah State Charter Board. Will be Minimal changes, but we will be in better compliance.

8:42 Policies to Review

Medical Recommendations by School Personnel to Parents: Definitions of parent/natural needs to be renamed. Code 53 a is now under 53g which references other state codes. Make sure codes are the same. Reference district policy 11b which is a Davis school district policy. Change concern to decision in FERPA paragraph.

Maintenance of Effort Policy: Made in June 2020. No changes.

Library and Computer Use Policy: 5D--Use chats in google classroom through platform. Prohibit change to wise use of, educational support use. Under teacher supervision. Create a new section and address changes. **Policy committee revisit library**

8:52 ACTION ITEMS:

Roots & Wings: Leave EL in terms of formal contract and use their resources. Use extra money if any for other educational resources. Vision is still a part of Promontory. Keep the Root there. Do Not renew our contract.

Dorothy motions to end our contractual agreement with EL. Lisa seconds. Voting is unanimous. Motion is carried.

8:59EOY Bonuses: \$5,000 budget for end of year bonuses. \$100 teacher, \$50 aides. Michael motions to approve. Zach seconds. Voting is unanimous. Motion is carried.

9:01 PM Next Fiscal Year Salaries/Wages: Increase Aides pay raise by \$1.50 an hour. Michael motions to approve. Mindy seconds. Voting is unanimous. Motion is carried.

9:02 PM POP Volunteer Parking Spot

Michelle motions to approve. Dorothy seconds. Voting is unanimous. Motion is carried.

9:02PM Board Member Vote: Vote off two members because they have not resigned. Chad Painter and Marci Beeton.

Michael motions to remove following board members. Lisa seconds. Voting is unanimous. Motion is carried.

9:11PM Masks--Last Week of School:

Leave it the choice to remove masks. One full day for kindergarten on their last day of May 24th. Last week of school June 1st and 2nd.

Zach motions to approve. Becca seconds. Michael Nays. Motion is carried.

9:15PM Virtual Meeting Policy:

Michelle motions to approve. Mindy seconds. Voting is unanimous. Motion is carried.

9:19PM Governing Board Policy:

Lisa motions to approve. Michelle seconds. Voting is unanimous. Motion is carried.

Pest Management Policy: Table Policy

Key Policy:

Mindy motions to approve. Dorothy seconds. Voting is unanimous. Motion is carried.

DIRECTOR'S REPORT

Staffing Update: Shawna Andreasen hired as new $\frac{7}{8}$ ELA teacher. Jennifer Delaney new $\frac{1}{2}$ teacher, replacing Jex. No aide spots currently open. One SPED Aide opening.

Enrollment and Lottery: Lottery waitlist is at 121. 442 currently. 452 next year. 52 spots each grade.

Student Achievement: Acadience (Reading benchmark) 1st and 4th have seen a big jump.

Charter Agreement Goal: Board goals 100%. 88% of students attending target number of days. 68% year to year enrollment. 55% continuous enrollment K-8th grade.

Professional Development: Behavior procedures

Public Relations: graduating senior posts. News article about book vending machine. Enroll hand is continuing their services.

9:40PM CLOSED MEETING

Mindy motions to go into a closed session. Michael seconds. Voting is unanimous. Motion is carried.

Dorothy motions to open a closed session. Zach seconds. Voting is unanimous. Motion is carried.

Lisa motions to end closed session. Dorothy seconds. Voting is unanimous. Motion is carried.

9:54 PM ADJOURN

Michael Motions to reopen the meeting. Mindy seconds. Voting is unanimous. Motion is carried.

9:56PM Michael motions to approve end of year bonuses as discussed in the closed meeting. Dorothy seconds. Voting is unanimous. Motion is carried.

Lisa motions to adjourn. Zach seconds. Voting is unanimous. Motion is carried.

*Next scheduled Board Meeting: June 17, 2021