

May 16, 2024

7:00PM

1051 W 2700 S

Perry, UT 84302

**Trustees:** **Director:**

Michelle Flynn Gwen Andrus (For Amber)

Dorothy Dobson--Zoom

Becca Ashby--Zoom **Visitors:**

Kiersten Baker Tammy Stutznegger

Stephanie Quintero Brian Cates—Zoom

Zach Davis Susan Bennett--Zoom

Riley Riser Darnelle Earl—Zoom

Stephanie Quintero Holly Jeppson—Zoom

 Becky Cornelius--Zoom

**Officers:** Megan Lawson--Zoom

Amber Jenks Jeni Sevilla

Kandice Scothern Tami Hirleman—Zoom

Hilary Gerhardt

**Absent:**

Emily Morgan

Josie Beth Archibald

7:02 PM – **CALL TO ORDER:** Michelle Flynn

·         Welcome/Mission Statement and Pledge:  Stephanie Quintero

7:18PM – **PUBLIC COMMENT:** No public comments

7:15 PM –Training:  No Training

 7:19 PM – **FINANCE REPORT**

·         Budget Review – Brian Cates:  We have been busy preparing for multiple different things.  Preparing budgets for next year and finalizing this years budget.  Currently preparing for getting reimbursement requests in for funds that we are spending down.  PTIF**.**  Nothing too new here. Still, the best place to have our cash. About 6,500.  Rates haven’t changed, but have gone up. The budget summary as of the end of April we're 83% through the fiscal year. Current operating margin is 3.3. So still pretty tight, we're working to save where we can. We are winding down on any large expenditures that we potentially could move to next year and plan in next year's budget. All those details were talked about in the finance meeting as usual. Cash balance typical trends. A little bit kind of downward. But still overall in a good spot, as far as cash goes, and then enrollment 4, 38 as of the end of April. This year, looks pretty solid. We don't expect to see any major changes in our forecast for the rest of this year. Obviously, we'll continue to monitor our monthly activity. Month over month. And then, as I mentioned, I've been working closely with Amber preparing a budget for next year. Based on the legislative estimates that were sent to us and obviously plans and any changes that the school has for next year. So overall about 160,000 $159,000 increase in revenue on the expense side, overall about $126,000 increase most of that coming in the 100 s. Which is the salaries and compensation. Another about 5% in the related employee benefits. Another significant change is our property. With that project fund we had a lot of additional property that was purchased– property or equipment. So we're redoing a lot of those line items were reduced and then in the 800. This is an increase in our bond payment, which was on schedule according to the amortization schedule. We did have an increase in the 24-25 year, so that is taken in as well. So currently $212,000 Bottom line is what's forecasted, which is healthy.

 7:28 PM – **MINUTES**

·         4-25-2024 Board Retreat Meeting Minutes:  Stephanie motions to approve our April 25, 2024 minutes.  Riley seconds.  Motion is carried.  Zach abstained.

 7:30 PM – **BUSINESS ITEMS**

·         Ethics Policy:  Major changes to policy.  The whole code that was used to write the policy has changed.  Majority of codes have changed.

·         Equity Curriculum: Will need a new name.  Equity changed to equity opportunity.  Michelle will look into what we need to do to get the policy updated.

·         FERPA Rights Notification: Committee looked over policy.  No changes.

·         FERPA Use of Student Directory Information Notice:  Committee reviewed this policy as well.  No changes.

 7:39 PM **ACTION ITEM**

·         Fall 7/8 kick-off– Hasn’t been submitted yet.

7:40PM·         Equipment Policy and Procedures:  New policy that was needed for our audit.  States that promontory will maintain inventory and property records for items purchased with restricted funds.

Zach motions to approve.  Kiersten seconds.  Motion is carried.

7:46·         Time and Effort Policy:  Keep track of employee times.  Tracking times used to meet grants.  Zach motions to approve.  Kiersten motions to approve.  Motion is carried.

 7:47 PM **DIRECTOR’S REPORT**

·         Staffing Update: I am still working on getting 2 teacher positions filled, have interviews set for next week. Staff agreements are in the process of being handed out, about ¾ finished.  I spent one on one quality time with each staff member discussing the handbook, and goals for next year.

·         Enrollment:  Compared our lottery wait list numbers from last year to this year.  We are doing really well.  Currently our Kindergarten half has a waitlist of 21 and our full day has a waitlist of 31 students.  Overall our waitlist for last year was 438 and this year it is 446.

·     Student Achievement: Mega celebration - Great success, Concerts (percussion, orchestra, choir) Lots of Fieldwork, RISE testing and end of year DIBELS testing, Passages, Treasure Island Play was a HUGE HIT! Discussed reading progress of 1-3rd grade.  1st grade was 69%, 2nd 57%, and 3rd 43%.

·         Charter Agreement Goals: UCAP assurances completed at the beginning of this month.  Board performance and stewardship was all 100 percent with no violations.

·         Professional Development: Personal reviews for each employee as the agreements are extended for next year, emphasis on growth and personal goals.  May 29-30 LAVA HOT SPRINGS PCBL Training

·         Public Relations:  Social media posts and senior spotlights.

·         POP:  Earned over $5,000 on the carnival and baskets fundraiser.

 8:50PM CLOSED MEETING:  No closed meeting.

 8:04 PM – ADJOURN:  Kiersten motions to adjourn.  Stephanie seconds.  Motion is carried.

 \*Next scheduled Board Meeting Thursday, June 20, 2024