



# PROMONTORY

school of expeditionary learning

## Board Meeting Minutes

Thursday, September 16, 2021

At 7:00PM

### Trustees:

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

### Director:

Jennifer Blaine (Via Zoom)

### Visitors:

Tammy Taylor  
Matt Marshall  
Brian Cates

### Officers:

Janice Ward  
Karen Braithwaite  
Kristina Radtke  
Amy Rich (Via Zoom)

### 7:02 PM – CALL TO ORDER

- Welcome and Mission Statement –Mindy Johnson
- Pledge of Allegiance—Mindy Johnson

7:10 PM – **Training:** Amber Edelman--Public Health Order for Box Elder. Effective September 20, 2021. Currently we have two active cases and three in quarantine at the school.

### 7:10 PM – MINUTES

· August 19, 2021 Board Meeting Minutes  
Michelle motions to approve. Michael seconds. Motion is approved.

### 7:20 PM – PUBLIC COMMENT

No Public Comment

## 7:30 PM – FINANCE REPORT

- Budget Review – Brian Cates:

PTIF--two months of fiscal year under belts. Reinvestment slightly under from July. Still a good place to have our reserves. Summary as of end of August. Not a lot of change. Higher forecast of spending due to it being summertime and gearing up for the coming year. 5.8% operating margin. Cash position holding steady. Enrollment at 446 as of end of August. Above the number that we budgeted for. Overall seeing extraordinary revenues. We are in good shape for a successful year. Audit is still ongoing.

## 7:42 PM – BUSINESS ITEMS

- **US History Committee:** Met two weeks ago. Got pledge, flag, and symbolism policy ready to be reviewed. Working on educational equity portion of it. Only going to have three policies--US History and Civic character education teaching. Meeting again on September the 23rd at 7pm. Will be posted as an official board meeting.

- **Board Member Positions:** Mindy Johnson has stepped down as vice chair and stay as a trustee on the board. Don't need to vote her off. Don't need to post vacancy. If nobody volunteers by next board meeting, we will address it again next meeting or someone needs to step down as a trustee to an officer to open up a vacancy.

- **Policies to Review:**

- **Admissions Policy:** Add specific information regarding the number of days until they receive notification of acceptance. Amend it to say: Families will be notified first by email, then by text, and then a phone call. Documenting rejections? Yes. Waitlist does not dissolve annually. We do have an intent to return form.

(Excused Janice Ward from meeting.)

- **After School Activities:** Do we need to include having a faculty sponsor? Amber said it's included under the building use policy. Double check building use policy to make sure it's clear.

- **Articles of Incorporation:** Original application to open the charter school. No changes.

## 8:20 PM ACTION ITEMS

- **Fall Retreat**—Schedule & Plan--October 21st. Thursday. Will need two agendas--one for retreat and one for the actual meeting. Held at the Co-op in Corinne.

- **School Land Trust:** Current board serving as the school land trust council. Michael will get the form that needs to be signed.

Michael motions to approve the current school board as the school land trust council for this school year. Lisa seconds. Motion is carried.

- **Reporting Arrest Policy, Health and Safety Policy, Emergency Plan Policy:**

Lisa motions to table until next board meeting. Dorothy seconds. Motion is carried to table.

- **Accounting Manual:** changed principal to director.

Michael motions to approve. Michelle seconds. Motion is carried.

- 8:31PM **Administering of Medications Policy:** Michelle motions to approve. Becca seconds. Motion is carried.

- 8:33PM **Pledge, Flag, & Symbolism Policy:** Changes have been completed.

Lisa motions to approve. Dorothy seconds. Motion is carried.

- 8:45pm **Travel Policy:** Michael motions to approve. Zach seconds. Motion is carried.

## 8:50 PM **DIRECTOR'S REPORT**

- **Staffing Update:** Nancy wants to go part time October 1st. Hired Dalene Baxter. Considering a second Kindergarten Aide.
- **Enrollment:** 450—One 7th grader withdrew and a 1st grader also just withdrew. After October 1st, not as aggressive about adding new students.
- **Student Achievement:** 9/11 Veterans, wonderful fieldwork, benchmarks almost finished
- **Charter Agreement Goal:** (Look at slideshow that was sent out)
- **Professional Development:** Weekly Reading Horizon Training for part time staff. Gwen is giving mini training weekly during team meetings. Trying to prevent expedition overlap and repetition.
- **Public Relations:** Peach Days Parade, Veterans Visit, Social Media Posts

9:17 PM CLOSED MEETING: No closed meeting

9:20 PM – ADJOURN

Dorothy motions to adjourn. Zach seconds. Motion is carried.

\*Next scheduled Board Meeting: October 21, 2021 (Board Retreat)