



# PROMONTORY

school of expeditionary learning

## Board Meeting Minutes

Thursday, January 21, 2021

At 7:00PM

**Attendance: Virtual Zoom Meeting**

### Trustees:

Amber Edelman  
Michelle Flynn  
Mindy Johnson  
Lisa Holgreen  
Michael Engh  
Dorothy Dobson  
Stephanie Quintero

### Visitors:

Tammy Taylor  
Mary Beth Farrer  
Brian Cates  
Missi Conover  
Glenna Peterson  
Becky Cornelius  
Gwen Andrus

### Officers:

Paige Kearl  
Celeste Muhlestein

### Director:

Jennifer Blaine

7:03 PM – **CALL TO ORDER**—Amber Edelman

Getting to know you game: If you had a tail, what kind would it be?

- Welcome and Mission Statement – Stephanie Quintero
- Pledge of Allegiance – Stephanie Quintero

7:09 PM – **Training**—Michael: Discuss Finance training. Got Training from Brian. There are videos with link to new audit website. There are three training modules. Only need to do first. Read script or watch videos. 22 pages to read. Everybody needs to take it before the next board meeting. We would probably be asked during an audit if we took the training. Talks about our roll on the finance committee.

Amber: Report to Michael once it has been completed.

### 7:10 PM – MINUTES

- November 19, 2020

Michelle motions to approve November 19, 2020 board minutes. Michaels seconds.

Amber Edelman--aye  
Michelle Flynn--aye  
Mindy Johnson--aye  
Lisa Holgreen--aye  
Michael Engh--aye  
Dorothy Dobson--aye

7:14PM – **PUBLIC COMMENT**

No public comments.

## 7:15PM – FINANCE REPORT

### • Budget Review – Brian

Finance meeting on Tuesday. W2 processing, 990 processing. A lot of extra revenue due to COVID-19 relief. Some related to PPE, cares program. ESSER –elementary and secondary schools. \$150,000 second round of ESSER. Application due the 26<sup>th</sup> so we can have those funds. Deadline is September 2022 to defer that amount. Outline of the budget and how those funds will be used. PTIF—not a lot of change. Interest earned is lower than what the school saw when it first opened. Good place to have excess cash. As of 12-31 we are halfway through the fiscal year. Revenues are in line. 50%. Very healthy 7.5% operating margin. Suggested to reduce the lunch sales revenue and interest in investments due to it not being a “normal” year. Expense distribution is where it should be. Enrollment trend is holding good.

Jennifer: We received more funds for our kindergarten. More than expected. Add to agenda for next month.

Amber: Thanks everyone. Mentioned the Christmas card and wanted everyone to know how appreciated they are and all they do.

Michael: Went over budget in finance meeting. Extra money. Awesome grants that are tailored to what we do without outdoor learning center. Matching grant of up to \$10k. Gazebo, deck over retention pond. Another grant match up to 150K for similar things. Ropes course may be an option. Get some of the outside projects up and going. \$150K grant is a matching grant.

Jennifer: Gwen is working on a competency grant as well. Hoping to get a grant to help with the aide pay. Working hard to get teachers up to a competitive pay.

## 7:28PM – BUSINESS ITEMS

### • COVID Update: Mindy: Information from BRHD epidemiologist as of today 1/21/21

Cases per 100,000k in the last 14 days- 711.9

14 day positivity rate- 27.9%

Cases in k-8 schools but excluding middle schools where it's not broken down by grade- 125 total, 10 currently active, out of the total there are 9 cases of suspected of school transmission

Jennifer: 4 in quarantine. 1 active. Vaccinations are now available. School transmission is really low.

Mindy: Epidemiologist stated that mitigation is helping as is testing with sports.

Michael: Charts tell the same story. 14 day case rate is trending down. Which is a good sign.

Pretty high as far as our risk category goes, but we are getting there.

Jennifer: Concerns with staff. Some are getting vaccinated. Amber asked if there is anything else they can do specifically? Jennifer will ask that question to the teachers.

• **ERATE**—Not needed for January. ERATE funding is a federal funding for libraries and schools for infrastructure. We just barely upgraded \$80,000 with the Cares funding. We do not need to apply for ERATE funding currently.

• **Sex Education Committee Meeting**—Jennifer, Gwen, Cameron went over curriculum. Need additional meeting. State standards: at least as many parents as teachers. Also needs a healthy care provider. Kelsey Bywater has agreed to join the committee. Lisa wants to be involved. Dorothy read everything and is willing to be on the committee. Not teaching until May. Jennifer will also send out an email stating when the meeting is. Michael suggested to Send out email to whole school not just 7/8 so everyone knows what is coming up.

• **POP Fundraiser Update**—POP cancel carnival for this year. We are going to include our online students. Discussed possibility of doing a Read-a-thon and work with the library. Possibly do a computer zoom thing so the online students can still be included. Scavenger hunt related to reading books recommended by the librarian. Basket sales online. Not too comfortable going around to too many companies. But asking for donations for baskets. Try to get more businesses related to the schools. Questions: in a read-a-thon you ask for donations. Technically we aren't allowed to do that? Jennifer—We are allowed to ask for donations, they just have to be voluntary. Amber: I wonder if the kids would like a beat the teacher kind of read-a-thon? Dorothy thinks it would be fun. Celeste: want a fundraiser that goes with our school values. Reached out to two different companies to help with advertising and prizes. Jennifer: lending libraries. Add a few books. Stephanie; encourage home students to read to someone over a video call. Mindy: Likes both baskets and the read-a-thon and also including the distant learners. Celeste still checking on a few specifics. Amber: Door to door sales are prohibited. Michael: sponsorship is ok. Review at next board meeting.

• **Family Handbook**—Jennifer: Grading section. Do we want more detail on grading system? It is standard base grading. 1-4 grades 1-6; 1-10 for grades 7-8. Enter into grades going into high school. Do we want to update this into the handbook? Amber: I think this is a great idea. Dorothy agrees that's transparency in everything is great. Mindy agrees that it will be helpful. Jennifer will update. Amber: Holidays and Birthdays. Talks about how we don't have a holiday theme party. We can have holiday theme parties as long as its engaging and uplifting. Mindy: Agrees that its more about the wellness policy. Celeste: Under organizational—needs to be changed to POP not PAP. Dorothy asked what is our relationship with EL Education? Vs. Expeditionary Learning. Amber: still using EL resources, not curriculum. Dorothy still wants to call it what it is. EL Education. Jennifer will work with Dorothy on the updates.

• **Registration Paperwork**—Mindy: Didn't have time to look over it. Celeste: thought it looked ok. Amber: thought it looked ok. Michael: looks good.

• **School Fees**—No reason to raise fees. \$97 middle school students. Can still apply for fee waivers if qualify for free/reduced lunch.

• **School Calendar**—180 instructional school days. Keep Fridays as short days instead of Wednesdays. Too many hours but we had one less day. We added an extra short day to the calendar. 3 professional development days. Student Lead Conference Days. First day of school will be August 23<sup>rd</sup>. June 3<sup>rd</sup> the last day. Mindy: Thanks for all your hard work. It looks great.

• **Policies to Review:** Paige Kearl:

- Cash Disbursement—Get changes made by Michael. Will get that updated.
- Corporal Punishment—Jennifer: Make sure staff is aware of it.
- Title 1 Parent & Family Engagement: Mindy asked if we do a yearly questionnaire and review? Training staff with communication with parents. Are we currently practicing this? Missi takes care of this. Title 1 requirement meeting annually via a Zoom meeting a few weeks into the school year. Mindy: Math curriculum online? Jennifer: Believes the links are on our website. Missi has been really good at keeping up with everything. Mindy asked if our math curriculum is still online. Jennifer: Openup Math and Eureka Math, I believe both links are on the website. Jennifer checking to make sure they are on the website.

Celeste: We let the families volunteer for the crews or do we assign them out. People fill in where they fit best. Mindy asked to make sure the front desk is letting new students know about the POP committee. February we are going to start advertising that we need a new POP President. POP cards available at front desk. Policy committee will get updates taken care of.

### 8:25 PM ACTION ITEMS

- **“Blue for Books” Fundraiser**

\$1.00 to wear blue jeans. Earning money for book vending machine.

Mindy motions to approve fundraiser. Stephanie seconds.

Amber Edelman-aye

Michelle Flynn-aye

Mindy Johnson-aye

Lisa Holgreen-aye

Michael Engh-aye

Dorothy Dobson-aye

- **School Fees—Vote on this next month**

- **School Calendar—**

Michael motions to approve. Dorothy seconds

Amber Edelman-aye

Michelle Flynn-aye

Mindy Johnson-aye

Lisa Holgreen-aye

Michael Engh-aye

Dorothy Dobson-aye

### 8:27 • Admission Policy:

Michelle: Everything resolved.

Mindy Motion to approves. Michelle seconds.

Amber Edelman-aye

Michelle Flynn-aye

Mindy Johnson-aye

Lisa Holgreen-aye

Michael Engh-aye

Dorothy Dobson-aye

### 8:28 • Founding Member Policy:

Michelle: Adding founding teachers as a founding member.

Listed founding member by names.

Michelle Motions to approve. Mindy seconds.

Amber Edelman-aye

Michelle Flynn-aye

Mindy Johnson-aye

Lisa Holgreen-aye

Michael Engh-aye

Dorothy Dobson-aye

### 8:40 PM DIRECTOR’S REPORT

- Staffing Update—Jamie Page is a new 1-2 aide in Stoddart’s class. Fully staffed for now. New student starting who may need special assistance.

- Enrollment—438. 55 distance learning. 63 on wait list for next year—mostly kindergarten. Feb 17<sup>th</sup> will run kindergarten lottery.

- Student Achievement—middle of year benchmarks in Acadience and I-ready.

- Charter Agreement Goal—68% student attendance rate. 90% enrollment rate. 68% year to year enrollment rate. Continuous enrollment rate 55%

- Professional Development—Jan 15<sup>th</sup>. Planning and modeling active instruction rather than lecturing. APPEL program was approved. We are now in compliance with our educator training program.

- Public Relations-delivering flyers to preschools. Advertisement in BENJ for three weeks.

- Lottery—Ran on 1-13-2021

**8:48 PM – ADJOURN**

Dorothy motions to adjourn. Michelle seconds.

Amber Edelman-aye

Michelle Flynn-aye

Mindy Johnson-aye

Lisa Holgreen-aye

Michael Engh-aye

Dorothy Dobson-aye

**\*Next scheduled Board Meeting: February 18, 2021**