

BOARD OF DIRECTORS MEETING

August 17, 2023

7:00PM

1051 W 2700 S

Perry, UT 84302

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

Michelle Flynn Jennifer Blaine

Amber Edelman

Dorothy Dobson **Visitors:**

Karen Braithwaite Tammy Stutznegger

Stephanie Quintero Brian Cates

Zack Davis Matthew Flynn

Becca Ashby Ben Rasmussen--USBE

Josie Beth Archibald

**Officers:**

7:00 PM – **CALL TO ORDER–**Amber Edelman

•        Welcome/Mission Statement and Pledge:  Stephanie Quintero

7:05 PM – Training: Ben Rasmussen with USBE. Honored as a Purple Star School program.

7:10 PM – **MINUTES**

·   05-18-2023 Board Meeting Minutes: Becca motions to approve. Stephanie seconds. Motion is carried. Dorothy abstains.

·   06-15-2023 Board Meeting Minutes:  Michelle motions to approve. Dorothy seconds.  Motion is carried.  Becca abstains.

7:23 PM – **PUBLIC COMMENT:** No public comment.

7:25 PM – **FINANCE REPORT**

·        Budget Review – Brian Cates: Audit has started and will begin through October.  Budget summary–end of July looking at 2.65 operating margin. Cash balance has a large jump due to a lot of reimbursement requests.  Revenue and data holding steady with no surprises. Looking good for our Oct 1 count.  Issued our Bond last May–debt service covenant is 1.15 and over 40 days. Forecasted to have 150 days cash on hand.  Debt ratio:1.42. Tightened up our operating margins due to increased wages. Increased paras wages to help be more competitive. We are well positioned for the future.

7:34PM  PTIF Permissions:  Account management permissions to have correct policies in place.  Brian, Amber, and Jennifer.  Adopt the PTIF Permissions.  [Josie Beth Archibald](mailto:jarchibald@promontoryschool.org) approves. [Dorothy Dobson](mailto:DDobson@promontoryschool.org) seconds.  Motion is carried.

Board Member Statement Agreements discussed.

 7:45 PM – **BUSINESS ITEMS**

·        Construction Update:  Matthew Flynn:  Construction is on going.  Took a tour of construction. Completion is expected around November. Everything will be safe for students to come to school on Monday.  Fences are coming and blocks will be put up around construction areas.

·        Wellness Policy: Gray areas that fall within the wellness policy.  Ex.  Snacks.  Form a committee to work on wellness policy. Emily Morgan, Amanda Walker, Becca Ashby, Karen Braithwaite–have a teacher be on the committee. Clarifying concerns.  Encourage parents to complete the free/reduced application forms to help bring up our numbers for funding.

·        Peach Days Parade:  Going to have a float.  Suggest making posters with pictures of our expeditions.

·        Purple Star School Recognition:  Done during training. Good through April 2026.

·        Accounting Manual:  Nothing to update.

·        Administration of Medication:  Policies were updated.

·        Admissions Policy:  Last updated 2021.  Will get it formatted and posted.

·        After School Activities: Nothing to update.

 8:30 PM **ACTION ITEM**

·        Accountability Report–Remove from action item.

·        Fall Retreat—Schedule & Plan:  November 3, 2023 in Corinne.

8:45PM·        POP Safety Fair:  Josie Beth suggested having more professionals involved–Smith’s Food, Brigham Recreation, Peak, The Edge, Nutrition classes, etc. Thursday, October 5th 6-8pm. Josie Beth motions to approve. Dorothy seconds.  Motion is carried.

·        Review & Ratify Committees: Josie Beth divided policies up according to the committee that is being reviewed.  About 30 or so policies per year are reviewed. On the shared board drive.

Look at committees and decide where you want to be. Move to September Board Meeting.

8:52pm·        LEA License:  Colton Kraus needs to be awarded an LEA License.  He will be graduating in the spring.  Karen motions to approve.  Zac seconds.  Motion is carried.

8:55 PM **DIRECTOR’S REPORT**

·        Staffing Update:  New Full-time staff: Angela Christiansen (SPED Teacher), Danette Mahana (SPED Teacher), Colton Kraus 3-4 teacher, Lydia Munoz Kindergarten teacher, Darsie Vella 1-2 teacher, Rob Christensen 7-8 Math teacher, Nicole Sprinkel 1-2 teacher.

New part-time staff: Makayla Griffin K-4 Art teacher, Amanda Lucherini 5-6 aide, Shasta Peterson 3-4 aide, Zach Olschewski SPED aide, Courtney Fairbourn SPED aide, Jenica Burgan SPED aide, Nikki Fowers 1-2 aide, BriAnn Peterson 1-2 aide, and Jason Cornelius Library.

In need of a kitchen aide and half-day classroom aide.

·        Enrollment:  449 now.  Will have 452 if the last two offers are accepted.

·        Student Achievement:  Back to school night coming up.  Positive responses to home visits.

·        Charter Agreement Goal:  Percentage and reporting compliance 100%, Regulatory and reporting compliance–percentage of employees and board members with completed background checks–94%

·        Professional Development:  Ethics course assignment.  Part time staff training today.  ST Math training for new teachers.  Benefits meeting, Reading Horizon

·        Public Relations: New families, movie theater advertisement.  Peach Days Parade.

·        Board Involvement with HR:  HR Concerns with Director Procedures.  Clear Expectations and communicate with staff, Direct conversations with staff member when there are concerns, email the concern so it is in writing, Make notes, discuss with executive board committee, Make an agreement with the employee for improvement, termination when needed.

Bullying–Create a safe culture and climate, reteaching by social worker and director at first concern, parent notified, agreement with student, restorative practices with all students involved, resilience education for all students, parent involvement and agreements, suspension in school and out of school, expulsion after all other steps have failed.

9:06 PM – ADJOURN:  Zac motions to approve.  Dorothy seconds.  Motion is carried.

\*Next scheduled Board Meeting:  September 21, 2023