



PROMONTORY

school of expeditionary learning

Creating the Great Thinkers of the 21st Century

Promontory School Governing Board Meeting Minutes

Thursday, February 20, 2020

At 7:00 PM

Attendance

Trustees:

Amber Edelman
Michelle Flynn
Lisa Holgreen
Michael Engh
Dorothy Dobson

Interim Director:

Jennifer Blaine

Visitors:

Nancy Moyle

Officers:

Paige Kearl
Celeste Muhlestein

CALL TO ORDER: 7:04 PM – Amber Edelman

7:07 PM Mission statement and welcome – Paige Kearl

7:08 PM Training – Training - Amber Edelman

- RISE FAR
 - Respect, Integrity, Service, Excellence, Family, Adventure, Responsibility – These apply to everyone in the school from staff to students and to the board. Henry Ford Quote “When everything seems to be going against you, remember that the airplane takes off against the wind, not with it.”
- Board Binders: Nancy presents and explains binders created for each board member

7:13 PM Minutes

- January 23, 2020 minutes
 - Can't approve these minutes because Mindy is absent tonight and Dorothy and Amber were missing from that meeting. Will have to vote to approve them at the next meeting.
- **ACTION 7:13 PM:** Feb 4th 2020 minutes
 - Dorothy motions to approve February 4, 2020 minutes. Michael seconds.
 - Lisa - aye
 - Michelle - aye
 - Amber - aye
 - Michael - aye
 - Dorothy - aye
 - Unanimous – Motion carried, minutes approved.

7:16 PM – Public Comment

- No public comment

7:16 PM – Finance Report

- Matt is excused – Michael is doing the report
- Grants coming due for applications and are getting submitted by Jennifer and the team
- Matt mentioned funding sources we can go after – Title IV and RDA funds, both worth up to \$1,000. We have applied for both and think we have the RDA funds. That will be a new budget line item.
- Reviewed Jenn Dabb’s proposal for outdoor projects to be done between now and end of summer including purchase of riding lawn mower. To reduce our expenses by \$10,000 per year by doing it in house.
- Gaga Ball Pit contracted and lands need to thaw so that we can install it.
- Chromebooks – starting to see failing devices and need to start replacing them. Get with Todd for plan to replace them and laptops.
- Budget: Ratios look very good. Enrollment is a concern. Sitting at 429 in January. Matt’s been explaining that our state funds are given to us based on monthly enrollment, not just on Oct 1. There’s nothing of serious concern, but need to watch the following enrollment. Doing reevaluation of salaries in expenses. We over budgeted on salary needs for the year. Line 161 reduction is due to that.
- Move \$5,000 to marketing from furniture so we could pay Enrollhand for social media marketing
- Matt will come to board meeting next month and do some training on how to read and understand the financial report and how projections work.

7:27 PM – Business Items

- Spring Retreat Date
 - April time frame – Erin Preston will give us some dates she can come – when we get those dates, Dorothy will do a Doodle Poll with everyone to see when they can come.
- Committees – We haven’t had active committees for some time – Let’s go over the list of what we have and add your name to the different committees.
 - Finance - Amber, Michael, Mindy, Valerie, Kassi, Jamie and meet once a month for the Tuesday before Board Meeting
 - Hiring Committee – director, a board member, then a classified employee, and teachers from the community where the hiring is happening if it’s for teachers – hope to have a larger pool of board members on the hiring committee. We will establish a process to go through.
 - Emergency Plan Committee – Ricky has all of the files and has been doing it in the past.
 - Director Evaluation – Amber, Mindy, and others who are willing to join – please volunteer; will be helping submit the teacher evals of the director in the future – surveys that we send out – part of that same process
 - Credentialing/Charter Fidelity – calendar dependent on original charter and created a calendar and we used it each month to evaluate if we were following our charter goals with fidelity. Waiting to hear from state what new goals are.
 - Grants – If anyone has experience or is willing to learn, it’s something that would definitely benefit the school. (Heidi LeBlanc is willing to help someone – she is a great advisor.)
 - Charter Amendment – we amended it from 200 some pages to 10 pages about 3 years ago. Took out old, irrelevant information. This is not an active committee, but more to be aware of what our charter is and be on the lookout for any needed updates or changes.
 - Board Retreat – Two times per year we need someone who wants to help with that. Nancy will help.
 - Board Member Recruiting – Amber and Mindy, would love a third person
 - School Land Trust – only Trustees from the board are on this committee and we need to make sure there is a two-parent majority of trustees.
 - Campus Crew/ West Side Facility – this was the committee for big projects or for when the board was handling the facilities issues (before Shawna)
 - Audit Committee – made up of the finance committee and Red Apple provides the info needed for this

- Accountability – Dorothy plus anyone who will help – Nancy can help
- PR Committee – Amber, Nancy’s responsibility for the school,
- Teacher Appreciation: PoP! Should we move Teacher Appreciation to the same week that other schools do it – in early May? Celeste is willing to check into why we do it at another time?
- Truss Update – The contractor will come during Spring Break.
- Policies:
 - Michlle is working on the Code of Conduct Policy
 - Paige is working on two things
 - Creating one place to store all of the files – will use a Google Drive
 - Updating the state codes referenced in each policy
 - Once the policies are approved, they will be updated with current date in a list under the original approval date in the top right corner of each document and then will be sent to Nancy to put on the website.

8:08 PM – Action Items

- **ACTION 8:08 PM:** School Fees – This was discussed last month but will vote on it tonight. No changes will be made to the school fees from last year. Michael moves to approve the school fees as outlined. Michelle seconds.
 - Lisa - aye
 - Michelle - aye
 - Amber - aye
 - Michael - aye
 - Dorothy - aye
 - Unanimous – Motion carried. School fees approved.
- **ACTION 8:09 PM:** Budget Approval - biggest updates is change in salary line items where the projections were too high. Brought them down to where they should be. Moved \$5000 from furniture to marketing and updated custodial. Lisa motions to approve budget as amended. Michael seconds.
 - Lisa - aye
 - Michelle - aye
 - Amber - aye
 - Michael - aye
 - Dorothy - aye
 - Unanimous – Motion carried. Budget amended.

Mindy Arrives

8:10 PM – Director Report

- Jennifer Blaine, Interim Director
 - Staffing – need additional sped aide and temp kitchen aide so listed those positions today and one interview set for Friday morning. Increase student load so need another. Jennifer, Heather, and two SPED teachers will be there plus one board member Friday morning at 8:15.
 - Enrollment – 429 – spoke to a parent today who wants to pull child to do online; likes school and siblings are staying. Will drop to 428. 45 kindergarten accepted for next year, 3 decline, and 2 non-response. Debbie says this is normal and she is not worried. All the spots will fill before the start of school.
 - Student Achievement – Jamie talked about improvement with intervention groups – the shake up has impacted that but doing the best we can. We have done interim RISE testing – some teachers liked it and others didn’t. Restorative justice system is fabulous and highlight for Jennifer to see. Huge student achievement – teaches life skills. Math in 7/8 changed from Eureka to a new program that is well received. With each module Reuben has been doing a real live project to see how math works in the real world. He’s working on adding and subtracting and charting numbers so he’s doing a mock stock-market. The kids love it and are really grasping the material.
 - No Charter Agreement Goals this month

- Professional Development – ELA curriculum mapping so putting that into their expeditions and Martha helped them map out the curriculum by starting with the end in mind and plan backwards and weave in the ELA standards. Seemed to go well.
- Public Relations – Enrollhand made a video and they target a certain audience – the google analytics is amazing that they do. Nancy will send the link to the video.
- Lottery – Jennifer will learn how to push those buttons.

8:25 PM – Recess – Nancy, Jennifer, Celeste and Paige leave.

ACTION 8:32 PM – Mindy motions to go into a closed session to talk about the character and professional competency of an employee. Michelle seconds.

- Lisa - aye
- Michelle - aye
- Amber - aye
- Michael - aye
- Dorothy – aye
- Mindy - aye
- Unanimous – Motion carried. Enter closed meeting.

February 21, 12:34 AM – Exit Closed Session

- No action items from closed session
- **ACTION 12:35 AM** Lisa motions to close the meeting. Michelle seconds.
 - Lisa - aye
 - Michelle - aye
 - Amber - aye
 - Michael - aye
 - Dorothy – aye
 - Mindy - aye
 - Unanimous – Motion carried. Meeting adjourned.