



PROMONTORY

school of expeditionary learning

Creating the Great Thinkers of the 21st Century

Promontory School Governing Board Meeting Minutes

Thursday, May 21, 2020

At 7:00 PM

Attendance – Virtual Zoom Meeting

Trustees:

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

Director:

Jennifer Blaine

Visitors:

Nancy Moyle
Amber Schenavar
Jennifer Dabb
Mary Beth Farrer
Matt Lovell
Missi Connover

Officers:

Paige Kearl
Celeste Muhlestein
Marci Beeton
Valerie Neslen

CALL TO ORDER: 7:06 PM – Amber Edelman

7:07 PM Mission statement and welcome – Marci Beeton

7:08 PM Training – Training - Amber Edelman

From UAPCS weekly luncheon training

Agendas, Minutes, Public Notice Site, School Site

- Pledge of Allegiance OK but not required
- Can use a consent agenda for group of tabled items
- Public notice – Add meetings to public calendar website at least 24 hours in advance; we don't have to put them in the newspaper anymore
- Include school name in agenda title and attach a copy of the agenda and any supporting documents to the calendar posting
- When there is a closed meeting, the minutes are the same as regular meeting, but when go into closed meeting the recording is stopped. The recording is started again when exit the closed meeting; board members must sign an affidavit regarding the closed meeting.
- Post recording within 3 days of the meeting (technically we don't have to do this, but it is best practice so we will.)
- Post draft minutes within 30 days; final minutes within 3 days of approval
- One new idea is to post on school website some of highlights of the upcoming meeting; possibly email that out to parents – transparency is best

- Must have on school website:
 - School governance structure with list of board members with contact information written out – little envelope icon not ok – Nancy will fix that
 - Information about the United States Flag and the Pledge of Allegiance
 - Pledge recitation daily is law, but students may choose not to participate and are not to be discriminated against if they choose not to participate
- Questions board members should ask themselves when making a decision were reviewed; Michelle would like a copy of those questions

7:27 PM – ACTION: Approve Minutes

- April 16, 2020 minutes - Michael motions to approve, Mindy seconds
 - Dorothy: aye
 - Michael: aye
 - Mindy: aye
 - Michelle: aye
 - Lisa: aye
 - April 16, 2020 minutes approved

7:29 PM Public Comment

No public comment

7:29 PM Finance Report – Matt Lovell

- Summary of current budget
- Operating margin at 1.5 and will be up to 3 by final budget for the year
- Days cash on hand is excellent at 147
- Enrollment average at 434 for the year which will affect next year's budget
- Amber asks what Form 990 is and Matt explains it is an IRS form that is used to verify our tax-exempt status
- Valerie asks for the updated budget from Finance Meeting earlier in the week

7:37 PM Business Items

- Truss Update – Nancy Moyle
 - The truss repairs in the gym are complete
- Board Training Retreat Date – Dorothy Doodle Poll for 4th week of June
- Covid19 Status Update & Next Year Adjustments
 - Jennifer reached out to Bear River Health Department to find out how much of the CDC recommendations will be applicable to us. She will report back what they tell her via email.
 - Contingency plans are being discussed in team meetings and with the ILT.
 - As more information becomes available from the state, firm decisions will be made.
- West Side Projects – Outdoor Learning & Adventure Center
 - Ms. Jenn made a video showing progress on the center and highlighting projects that still need to be completed this summer.
 - She and student volunteers will be piecing together the large beehive model the first week of June.
- School Calendar Revision
 - Discussed option to match Venture's revised calendar or to keep with decision to match what Venture originally published that also matches Box Elder.
- 2019-20 and 2020-21 Salaries and Wages
 - COVID19 derailed the Utah budget for part of this year and for next year.
 - The legislature will meet in June to look at tax revenue to make decisions about layoffs, budget cuts, etc.
 - Promontory salaries and wages are frozen for next year. If/when the legislature decides things, we will revisit the issue
 - Promontory's debt service ratio needs to be at 1.2 but is currently at 1.13; we are working to readjust the budget to save funds immediately to get that ratio back where it needs to be.

- Plan for a lean year next year, and don't spend anything we don't have to for the rest of this year.
- Finance committee will meet again early next week to hash things out

8:38 PM Action Items:

- 5/6 and 7/8 Overnight Campouts
 - Mr. A has proposed that if COVID prevents traveling in the fall, the campouts will be held at the school following social distancing protocols
 - Vote to approve plans now, but have contingency plans ready to vote on in June because there will be no board meeting in July to approve them in time.

8:44 PM ACTION: Mindy motions to approve 5/6 and 7/8 overnight campout plans as presented. Dorothy seconds.

- Dorothy: aye
- Michael: aye
- Mindy: aye
- Michelle: aye
- Lisa: aye
- 5/6 and 7/8 overnight campout plans approved

8:45 PM ACTION: Michael motions to table changing the spring break schedule on the calendar and keep calendar as previously approved. Lisa seconds.

- Dorothy: aye
- Michael: aye
- Mindy: aye
- Michelle: aye
- Lisa: aye
- Motion is carried.

8:46 PM ACTION: Michelle explains adjustments made to proposed policy. Michelle motions to approve Promontory School Professional Code of Ethics Policy. Mindy seconds.

- Dorothy: aye
- Michael: aye
- Mindy: aye
- Michelle: aye
- Lisa: aye
- Promontory School Professional Code of Ethics Policy Approved

8:52 PM ACTION: Michelle presents Educator Exit and Engagement Policy. Michelle motions to table the vote on this policy until next board meeting. Mindy seconds.

- Dorothy: aye
- Michael: aye
- Mindy: aye
- Michelle: aye
- Lisa: aye
- Motion carried.

9:10 PM ACTION: Discussion about end of year bonuses being foregone this year due to budget constraints. Lisa motions to forego end of year bonuses for 2019-20 school year. Michael seconds.

- Dorothy: aye
- Michael: aye
- Mindy: aye
- Michelle: aye
- Lisa: aye
- Motion carried.

9:11 PM – Director's Report

- Staffing
 - Heather Ferguson will not come back as SPED director – she will continue her contract with Speech Language Pathology
 - One 5/6 teacher is leaving
 - Jennifer has been doing a lot of phone interviewing and will be doing in person interviews next week.
- Enrollment
 - Debbie and Jennifer ran the monthly lottery today and updated the waiting list
 - 445 registered and 2 waiting on paperwork
- Marketing/PR
 - Enrollhand report – 8 families have reached out to us through the Enrollhand marketing. Four of those enrolled one child in the lottery. Of those four, two of those students are on the wait list. Two additional families have tours scheduled this week and they each have three children so a potential for 6 additional students in the lottery.
- Student Achievement
 - Passages are amazing and Zoom is a new fun way to do passages – they're resilient smart, fun and reflecting on their learning journeys.
 - BE County Commissioner was on the panel and was so impressed he will be telling people how amazing our students are.
 - Debbie arranged the passages and panelists. Thanks to her.
- Charter Agreement Goals
 - Ethical Conduct: Promontory is compliant. The state decides this and no news is good news.
 - Board Member Development accomplished by passing off modules on the website
 - Attendance during soft closure is based on average rate of attendance from July 1, 2019 to March 1, 2020.
 - Debbie asks: In the past we've calculated continuous enrollment based on whole school history, 1st grade now 8th grade. Are we supposed to count that per student? Valerie says it didn't go that far. Maybe only for the first 5 years and whatever the state is reporting on the school report card is what the charter agreement goal is.
 - Professional Development
 - August 17th for staff retreat. Damon is finding a great spot to reserve. Board members are invited.
 - The EL School designer will impact the PD a lot. The Google classroom that Danielle has put together is fabulous for housing the information the teachers need to know. Teachers especially proficient in different areas will also lead instruction on those topics.
 - Jennifer is meeting with Jen Wood from EL next week. Jennifer is nervous about splitting our EL school designer between two people. She will get clarifying info on her questions when they meet.
 - Damon Andreasen sent Jennifer an email with some great ideas regarding EL
 - Utah Educator Professional Standards Training will be next Tuesday during staff meeting. It will be presented by Amber and one additional board member.

9:48 Closed Meeting – No closed meeting

9:49 ACTION: Mindy motions to close board meeting; Dorothy seconds.

- Dorothy: aye
- Michael: aye
- Mindy: aye
- Michelle: aye
- Lisa: aye
- Meeting Adjourned

Next meeting, Thursday, June 18, 2020 at 7:00 pm.