



PROMONTORY

school of expeditionary learning

Board Meeting Minutes

Thursday, November 18, 2021

At 7:00PM

1051 W 2700 S Perry, UT 84302

Trustees:

Becca Ashby
Mindy Johnson
Michelle Flynn
Dorothy Dobson
Zach Davis

Director:

Jennifer Blaine

Visitors:

Tammy Taylor
Gwen Andrus
Helena Davis

Officers:

Janice Ward
Karen Braithwaite
Amy Rich (Via Zoom)

7:02 PM – CALL TO ORDER

- Welcome and Mission Statement –Karen Braithwaite
- Pledge of Allegiance—Karen Braithwaite

7:05 PM – Training: Open Public Meeting Training: Done at special session on 10-21-21 by Andrew and Marie from UT State Charter Board.

- Training on Expeditions and Intensives: Michael Engh

Expeditions--no less than 2 times per year. Outline state standards. Need to include key elements (Compelling topic, Kickoff experience, great thinker introduction, visiting expert, Fieldwork, Service learning, celebration of learning, approved by the board of trustees)

Intensives--two times a year. Chosen topics are studied every day all day for 3-10 days. (Begins with guiding questions, Outline learning targets, Outline the scope and sequence of learning experiences, could also include expert speakers or fieldwork, end with a product to showcase, presented to the board but not approved by the board)

Dinner date for Board Christmas Dinner: Dorothy will do a poll to find a date that will work for everyone. Dorothy suggested December 16th for Maddox.

7:30 PM – MINUTES

- **10-21-2021 Board Meeting Minutes:** Mindy motions to approve. Zach seconds. Motion is carried. Michael abstains.
- **10-21-2021 Special Session Minutes:** Becca motions to approve. Mindy seconds. Motion is carried. Michael abstains.
- **10-28-2021 US History Meeting Minutes:** Zach motions to table minutes. Dorothy seconds. Motion is carried to table minutes.

7:32 PM – PUBLIC COMMENT: No public comment

7:35 PM – FINANCE REPORT

- **Budget Review – Brian:** PTIF 4 months of reinvestments. Slight increase in the past month. Still best place to have our reserves. Budget summary: current forecasted operating margin about 10%. Still high due to covid federal funding. Cash balance is trending well. State revenue--not too much of a change. By January we should have a more definite picture of what our state revenue forecast will be. Michael discussed the Gazebo project which has been put on hold due to cost. Jennifer Blaine discussed another option to cover the area by the outdoor crew circle.
- **Audit Report:** Came back. Compliance section: look to see if actuals don't exceed the final budget. Check if fraud risk assessment had been completed. Report was sent to the finance committee--they will send it to everyone.

7:46 PM – BUSINESS ITEMS

- **US History Committee-voted on the education equity policy.** Also voted on the 5% intensive request. Currently working on the instruction equity policy. Divided up sections to review. Dorothy has been attending a social studies class and will send information to those who need it. Next meeting will be December 2, 2021, at 7:15pm
- **Intensive Update:** Gwen put together emails for individual teachers with feedback. Teachers have been appreciative of the feedback.
- **Attendance Procedure Policy:** Add ½ days guidelines into policy. Suggested having it short term, not a full-term option. "Exceptions can be made for reasonable consideration."
- **Attendance Policy:** Update references/codes to Utah law.
- **Assurances Policy:** Change North Peak to Promontory? Do not change due to it having a signature. Q: add a "to". Clean up charter goals. V: UT Open public meeting law. Has some formatting issues. Dorothy will work on formatting.
- **Board Member Screening:** Suggested to remove some of the expectations. Michelle suggested putting it in a google doc and make suggestions.
- **Building Use Policy:** updated it last in November 2020. Minor changes were made then. Take a good look at it once our new addition is completed. Remove section about computer lab.
- **Bullying and Hazing:** bullying being limited to physical abuse. Abusive conduct is bullying--needs to be clarified. Policy we have is a cut and paste from

the state. Dorothy suggests we add something about racism. Look into the states to see if it has any updates. Remove the section that talks about school buses.

- Bylaws: Needs to be formatted. Section 3-4 vacancies: add that board vacancies can be changed (e.g., how we handled Mindy stepping down and Michelle taking over VP) Maybe put it in 4-4. Change wherever we have it already talked about.

8:30 PM ACTION ITEMS

- **Spring Expedition Approval**--expectation of the following additions being included:

Kindergarten is missing a few components. 1/2 needs the celebration to be more compelling, 3/4 fix the dates and how is the hike connected? 5/6 too many great thinkers, make sure it is developmentally appropriate, needs a stronger kickoff. 7/8 needs to narrow down their experts.

Michael motions to approve with additional notes outlined in the minutes. Dorothy seconds. Motion is carried.

- **Winter Bonuses**--Approve final number. Total number is \$9900 for teachers and staff at school. Michael motions to approve. Zach seconds. Motion is carried.
- **8:48PM Communication Plan with 5/6 & 7/8 for High School**-- Last year we only had 7/8 meet with High Schools. Mindy suggested the 7/8 going to the 5/6 to talk about our 7/8 community. Consider having Bear River High School come to talk to our 7/8. Dorothy motions to approve. Mindy seconds. Motion is carried.
- **8:51PM TSSA Plan**--Money from this funding source is used to employ an instructional guide full time to help train and support our teachers

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

8:55 PM DIRECTOR'S REPORT

- Staffing Update-- 1/2 aid is leaving to have a baby. Corinne Keller will be new aid. Received 2 resumes for kindergarten teacher position. Waiting a couple more months to get more of a selection. Michelle is retiring at the end of the year.
- Enrollment--three students have moved since last month. Holding steady at 444. We overfill at the beginning of the year. Online applications--9 students.
- Student Achievement--Student led conferences. Choir and Orchestra performance. \$3,000 book from our book fair. Patriotic artwork on display.
- Charter Agreement Goal: None for November
- Professional Development--Behavior simulation. Conscious discipline booked for January 14th. Peer observation--teachers observing each other.
- Public Relations--Gwen's daughter is putting together advertisements for us for her senior project. Also designed invitations for celebrations of learning.

9:20 PM CLOSED MEETING--Zach motions to enter a closed meeting to discuss a person's character, competence, or health. Mindy seconds.

9:24PM Entering closed meeting at Promontory school to discuss personal character, competence, or health at the school to discuss Winter bonuses.

Mindy motions to approve bonus. Dorothy seconds. Motion is carried.

Michael motions to end the closed meeting. Dorothy seconds. Motion is carried to end close meeting. 9:29PM

9:30PM Coming back from closed meeting.

9:31 PM – ADJOURN

Michael motions to approve the closed meeting. Zach seconds. Motion is carried

*Next scheduled Board Meeting: January 20, 2021