



PROMONTORY

school of expeditionary learning

Creating the Great Thinkers of the 21st Century

Board Meeting Minutes

Thursday, June 18, 2020

At 7:00 PM

Attendance – Virtual Zoom Meeting

Trustees:

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

Visitors:

Nancy Moyle
Becky Cornelius
Gwen Andrus

Director:

Jennifer Blaine

Officers:

Valerie Neslen
Celeste Muhlestein

CALL TO ORDER: 7:09 PM

7:10 Mission statement and Welcome: Lisa Holgreen

7:11 Training – Amber Edelman

- State Auditor training is required for every board member. Red Apple will send out this training. Once you have completed the training, please report to Nancy or Amber via email.
- Governing Board Evaluations
 - Internal Accountability is the belief that all adults will work in concert with shared expectations.
 - The culture of an organization is set at the top and a board must be strong.
 - The board is to set goals, develop policy, communicate, and evaluate.
 - Self-evaluation holds board be accountable to self, staff, and community.
 - An effective board fosters open communication and decision making by focusing on charter goals.
 - Amber would like to have one board member at each board meeting starting in August fill out a worksheet that evaluates the board that month. This will note board weaknesses and allow improvement over time.
 - Once per year the board will do a formal, in-depth evaluation, possibly each June.
- Board Meeting packets – all materials to be reviewed at board meeting should be given to Nancy at least 7 days before the meeting to be compiled and sent to the board at least 5 days before the meeting.
 - Valerie notes that if the financial report from finance meeting is to be included in the packet, then finance meeting will need to be moved to at least one week earlier than it is currently being held.
- Make sure we are following all Open Public meeting laws
- After board training next week, plan to talk about board goals for the year.

- SCSB Distance Program Form:
 - Pilot program from the state for 2020-21 and 2021-22 school years.
 - Meetings with Sydnee Dickson at the state level have been happening and announcements will be made by June 23rd in regards to budget and mandatory guidelines that must be followed.
 - As a charter school, we can make decisions that will be best for our school as long as they are compliant with the state rules.
 - This SCSB Distance Program is a program we can apply for that will allow us to offer distance learning for our students during COVID since distance learning is not part of our regular charter.
 - The state guidelines are going to require social distancing and we have to decide how best we can meet those needs.
 - Marie from the charter board said that temperature taking and masks will probably be mandatory.
 - The form requirements of the SCSB are as follows:
 - By board rule, instruction must be given by licensed Utah teacher and students must be registered and must follow state standards, state testing, and accountability measures (roll taking, etc) Measure time for 990 and 180.
 - Links for the required URLs to our expectations for home access and GoGuardian
 - Enrollment Policy – how we are going to track attendance and claim credit for it and make sure meeting those days/hours
 - We have to complete assurances – must outline the distance and blended learning program
 - We have to approve it in an open public meeting.
 - Must be turned in by June 30, 2020.
 - As of now, according to Jennifer Blaine, the ideas moving forward include:
 - Offer Google Classroom for older grades and Class Dojo for younger grades
 - Whether students are home or at school, they are studying the same topics
 - Crew meetings would be scheduled so that students in school and at home will be having crew meeting together
 - Teachers would coordinate so that on days in class students are doing more hands-on work and getting help from the teacher/aide. When working at home, students would focus more on virtual work/family fieldwork. Teachers would work together to draw out a curriculum map with these things in mind.
 - It's going to look and feel different from before but will include students at home and in class.
 - It's difficult and the worry is that it won't provide equitable education because some parents cannot help as much. Wednesday would be for tutoring and small group instruction for students who need additional help.
 - Question from Michael: Do we have a feel for the numbers of families who do not have tech at home to support the school work?
 - According to Jennifer and surveys she completed and how things went in the spring, there were no families who did not have internet access. Some did not have devices, but we were able to provide those. The issue more arose that some students did not have anyone there to help them effectively use the technology or answer questions they had. We will work to not have all of the instruction live, but post videos that can be accessed later.

7:57 PM – ACTION: Approve Minutes

- Feb 20, 2020 – will vote on these next month
- April 21, 2020 minutes – Michael motions to approve April 21, 2020 minutes. Mindy seconds the motion.
 - Dorothy: aye
 - Michael: aye
 - Mindy: aye
 - Michelle: aye
 - Lisa: aye
 - Minutes approved

7:59 PM Public Comment

No Public Comment

8:00 PM Finance Report

- Red Apple changes: Matt will no longer be our account manager. Monty assigned Brian Cates to be our new business manager. We are grateful to Matt because he has been so influential in helping us maintain excellent fiscal responsibility. We are excited to work with Brian because he is an excellent communicator and works with several schools that are very similar to us.
- Budget Review – Michael Eng
 - Went over budget carefully at finance meeting.
 - Need to get the debt-service ratio to 1.2%; with changes made at yesterday's finance meeting we are at 1.16. When we finish the capitalization of building expenses, then our ratio will be 1.24 for the year. So we will have met our financial obligations for the year.
 - We have a 1.9% operating margin, and this is still positive. We would like to see that higher next year, but that may be difficult with the expected state budget cuts.
 - Enrollment – 426 for the end of the year
 - Days cash on hand – 140
 - 1.4 million dollars in bank accounts
 - Finance committee went through the budget detail to find areas where expenses can be cut and did find additional funds to get us to the 1.2% debt service ratio.
 - There is a new budget line 4500 for the CARES act and it looks like we will have \$37,000 coming next year for CARES act spending.

8:07 PM Business Items:

- Spring Retreat Date – this coming Tuesday, June 23rd at 5:00 pm. We will have board training from Erin Preston from Lear and Lear and then will need to approve a few things.
- 8:10 PM – COVID-19 status and adjustments
 - Jennifer's thoughts on procedures and what items need to be purchased:
 - Face shields for the staff and teachers so their faces and lips can be seen
 - Thermometers (including contactless ones) for taking temperatures
 - CARES act funding will also be used for teacher salaries and tech purchases
 - Plexi glass for the front office
 - Portable sinks for quicker handwashing are suggested and discussed; Celeste says that the dad crew would probably be willing and able to construct some inexpensive portable sinks.
 - Whether or not visitors to the school will be welcome and what procedures they will be expected to follow are discussed
 - Ideas for recess are as follows: students will go to break and stay with their crew in an assigned area that will rotate each week. We will have more organized games and activities during break and playground equipment will be sanitized each day.
 - Limited to no sharing classroom materials - students need to each have their own supplies.
 - As far as limiting students to 6 feet separation, our classrooms are not big enough for this. The only way to feasibly mitigate this risk is to have less students in the classroom
 - Gwen's thoughts on EL during COVID: Need to shift our thoughts into the future and do things purposefully and work moving forward. Plan things that can work with an EL curriculum that is partially in school and partially at home. Focus on, "We are and we will," vs "We would have and could have." We will still have deep dive into expedition and will have a really great expedition for these kids.
 - Michael suggest a Zoom town hall meeting and invite parents so they can be face-to-face when we talk to them about the decisions.
 - Would we consider taking more distance learning students? Increasing those numbers would increase workload, so maybe that is not feasible, but would help with enrollment and budget. Michael would hesitate in doing that based on who we are and what our charter is. Jennifer does not feel comfortable adding more students even if they are strictly distance learning.

- One idea is that our charter allows up to 500 students, but our school is burdened if we go that high. However, if people want to do a distance-only year and commit to it for the entire school year, then we could use some of the CARES act funding to hire a couple strictly digital teachers and increase enrollment in the distance learning. Parents would have to sign a paper stating they understand their students who are currently enrolled in Promontory will have a spot when distance learning is over, but new people who come strictly for the distance learning plan would understand that once the year was over, they would have to enter the lottery to be enrolled in the school. Michael will send Matt and Brian ideas to see what our options would be if we upped our enrollment in distance learning for the year.
- 9:04 PM Budget Fiscal Year 2019-20
 - Is there anything more we need to discuss about this? No.
- 9:05 PM Budget Fiscal Year 2020-21
 - Column M is projected based on 430 students which is very conservative -- our current enrollment for next year is already higher than that.
 - We gave planned next year's budget to be exactly the same as this current year's budget because we know there are projected cuts and are not sure what that will do the budget raise the legislature approved.
 - We are going to vote on this tonight with the understanding that this will change again once the state budget cuts things by the projected 5%, 10%, or even 20%.
 - Both of the main budget lines that affect us as far as state funding to charter schools goes did not change in any of the proposed budget-cut scenarios.
 - A 3% operating margin is our limit. If we don't have that then we go back and start making cuts to our budget.
 - Our net income \$116,000 which is only 8% above what we need to make the 3% operating margin limit. We will likely have to amend this based on info from legislature.
- 9:12 PM Audit Committee Assessment
 - The Audit Committee is made up of four board members who cannot be school employees, contractors, or business managers.
 - Typically board chair, vice-chair, treasurer and one additional member.
 - The job is to choose the auditor based on a three-year contract and then to review the audit once per year.
 - The audit usually comes back in the fall in October/November time.
 - According to the UAPCS website, an annual audit is performed and presented to the board. The treasurer is to review the bank statements each month. An accounting manual and accounting controls are to be in place. The committee is to assure that the school is adequately protected by insurance.
 - PTIF resolution was ratified last June and it is recorded in the board minutes from that time.
- 9:17 PM Board Members
 - Valerie Neslen and Kassi Capener both feel it is time for them to move on and for the new board to take the lead so they are no longer going to serve on the finance committee. We will miss them and appreciate all they have done. They are willing to answer questions any time we need to ask something.
- 9:19 PM Fraud Risk Assessment
 - This is a new requirement. The state is looking for the finance committee to self-identify risk levels and controls we have for our financials. It is a high-level, quick look.
 - Our score yesterday was 325 points which puts us in the lower end of the low-risk category which is good.
 - One area of strength is basic separation of duties. Two people are signing checks, different people access and record money so we can avoid employee or board member embezzling without getting caught.
 - One area for improvement is that we need to create a policy to lay out how people can report suspected fraud or financial abuse and what the procedures for dealing with reports will be.
 - We need a policy on travel that defines what can and can't be paid for with school funds.
 - Our ethical behavior protocols are good now that we have the new ethics policy and training with requirement of signing a statement to follow the ethics policy by each employee.
 - We have a licensed CPA and accountants through Red Apple to help us.
 - We will get points for the new state auditor online training.
 - Our management team has at least 40 hours of financial training because Red Apple counts for that.
 - We could create a Fraud Hotline email if we want more points there.
 - Small charters and small districts do not usually have internal audit functions.
 - We will have a formal Audit Committee for next year so that is good.

9:35 PM Action Items:

9:36 ACTION: 5/6 and 7/8 Overnighter Contingency Plans

- Mindy motions to approve the 5/6 and 7/8 Overnighter Campout Contingency plans. Michelle seconds.
 - Dorothy: aye
 - Michael: aye
 - Mindy: aye
 - Michelle: aye
 - Lisa: aye
 - 5/6 and 7/8 Contingency plans approved

9:37 ACTION: Engagement and Exit Survey Policy

- Michelle resolved the concerns that were discussed last month. If we need to, we can adjust the policy next year, but it is ready for a vote now.
- Michelle motions to approve the Engagement and Exit Survey Policy. Lisa seconds the motion.
 - Dorothy: aye
 - Michael: aye
 - Mindy: aye
 - Michelle: aye
 - Lisa: aye
 - Engagement and Exit Survey Policy approved.

9:38 ACTION: Audit Committee

- Do any officers want to volunteer to be on the Audit Committee? No.
- Lisa motions to approve the Audit Committee with members of Amber, Mindy, and Michael. Seconded by Michael.
 - Dorothy: aye
 - Michael: aye
 - Mindy: aye
 - Michelle: aye
 - Lisa: aye
 - Audit committee consisting of Amber, Mindy and Michael approved.

9:39 Board Members

- Every August prior to the new school year all board members must read the policy manual and read and sign the board member agreement.
- Governing Board Trustees can serve two 3-year terms in a row. If they want to serve more after that, they must take a sabbatical and then can come back.
- Governing Board Officers have two-year terms and can serve as many in a row as they desire.
- Current Trustees that do not need to be voted on are Amber Edelman, Mindy Johnson, Michael Engh, Lisa Holgreen, Michelle Flynn, and Dorothy Dobson.
- The PoP! President is an officer on the board but is an automatic appointment of whoever the PoP! Crew votes as their president. (The board does not vote to approve this person.) This is Celeste's last year of her three-year term.
- Current Board Officers that do not need to be voted on are Paige Kearl and Chad Painter. Officers Loretta Muhelstein and Marci Beeton will need to be re-elected.
- Amber feels as we become more organized with board meeting packets going out in advance if we work to create a place and a job for officers maybe it will help them have a vested interest in participating fully. Marci has expressed interest in participating more and Amber will reach out to the others to gauge their interest in continuing as officers.
- Add the posting of officer and trustee positions to Tuesday's agenda. We would love more of both.

9:54 ACTION: 2019-20 Final Budget Approval

- Michael motions to approve the final 2019-20 annual budget. Dorothy seconds.
 - Dorothy: aye
 - Michael: aye
 - Mindy: aye
 - Michelle: aye
 - Lisa: aye
 - 2019-20 final budget approved.

9:55 ACTION: 2020-21 Annual Budget Approval

- Mindy motions to approve the 2020-21 annual budget. Dorothy seconds.
 - Dorothy: aye
 - Michael: aye
 - Mindy: aye
 - Michelle: aye
 - Lisa: aye
 - 2020-21 annual budget approved.

9:56 ACTION: 2020-21 Fundraiser Approvals

- Michelle motions to approve 2020-21 fundraisers as follows: Spring Family Fundraiser, Used Uniform Fundraiser, Box Tops Fundraiser, Primary.com Uniform Fundraiser, Smith's Community Awards Fundraiser, and Amazon Associates Program. Lisa seconds the motion
 - Dorothy: aye
 - Michael: aye
 - Mindy: aye
 - Michelle: aye
 - Lisa: aye
 - 2020-21 Fundraisers approved.

9:57 PM Director's Report

- **Staffing:** This was a big one. We still need to hire a few aides, but we will do that in August. New staff as follows: April Stoddart (1-2), Glenna Petersen (1-2), Tami Gerbich (1-2), Darnelle Earl (3-4), Becky Cornelius (5-6), Ian Kelly (5-6), Nick Smith (7-8 math), Jan Whimpey (SPED director), Gwen Andrus (Instructional guide), Kim Jensen (aide 1-2), Mandi Turner (SPED aide), Kelsey Walton (SPED aide), McKell Cottrell (aide 5-6), Naomie Williams (Aide 5-6)
- **Lottery:** Ran this morning at 9:15 am. Will have 454 if all offered accept and register.
- **Student Achievement:** Lots of playing outside for the summer!
- **Charter Agreement Goals:** students making connections with community – service learning – 100% this year. Great Thinkers 100% compliance. During closure some did more and some less about acting with humanity. 100% when the school was fully open.
- **Professional Development:** Invite all new teachers to do EL Classrooms and Practice which Jen Wood suggested. Meeting with them Tuesday afternoon to discuss needs and see what is best for the school as far as training new teachers. August 17th staff retreat. You are all invited. Amber will verify with Erin Preston that having a quorum there will not be a problem. New staff orientation will be at the beginning of August.

10:04 PM Closed Session – No closed session.

10:04 Adjourn Meeting

- Amber thanks everyone with a special thanks to Valerie and Kassi for staying on this year to help the board. We needed their life preservers and wealth of knowledge to help. Both have said that if we need help we can call them.

- Mindy motions to close the meeting. Michelle seconds.
 - Dorothy: aye
 - Michael: aye
 - Mindy: aye
 - Michelle: aye
 - Lisa: aye
 - Meeting adjourned.

Next scheduled meeting August 20, 2020