

BOARD OF DIRECTORS MEETING

January 19, 2023

7:00PM

1051 W 2700 S

Perry, UT 84302

**Trustees:** **Officers:**

Michelle Flynn Amber Jenks

Amber Edelman Amy Rich (Via Zoom)

Dorothy Dobson

Karen Braithwaite **Director:**

Josie Beth Archibald Jennifer Blaine

Stephanie Quintero

Zach Davis **Visitors:**

Becca Ashby Tammy Taylor

Michael Engh Susan Bennett (Via Zoom)

7:03 PM – **CALL TO ORDER**

·          Welcome/Mission Statement and Pledge:  Michelle Flynn

7:16 PM –Audit Training:  Michael Engh.  Need to watch the first two modules that were sent out via email.  Required via state mandates. Let Michael know once they have been completed.

 7:25 PM – **MINUTES**

·         11-17-2022 Board Meeting Minutes–Zach motions to approve.  Stephanie seconds.  Motion is carried.

·         12-15-2022 Board Meeting Minutes–Stephanie motions to approve. Michelle seconds.  Karen, Michael, and Becca abstain.

7:20 PM – **PUBLIC COMMENT:** No public comment.

7:27 PM – **FINANCE REPORT**

·         Budget Review – Brian Cates:  Discussed preliminary projections for next year’s fundings.  Looks promising. Legislative session concludes in March–start putting together a budget for next year.  Interest earned $18,500 year to date.  Re- Investments are great, just under $5,000 in month of December. Revenues and expenses are where they need to be.  Metrics at about 8% forecasting operating margin.  Cash balance starting to increase which is normal.  Enrollment is holding steady at 440.  Single audit–no findings which is good.  Working on spending down the operating margin.

7:37 PM – **BUSINESS ITEMS**

·         Audit Training:  Let Michael know once it has been completed.

·         Expansion Update:  Meeting with Roundtable and discussing plans, budget, timeline, logistics.  Flynn is our owner’s representative. We signed official approval plans last week, being sent onto engineers.  West on North side:  orchestra room and choir room with practice rooms in between and an office between each room. Couple single use bathrooms with a storage room behind. New interventions office. Make the break room bigger.  Current art room and SPED room will become two kindergarten rooms. Make some updates to the stage.  Where storage is now, will become a hallway.  Where the current kindergarten room is, will be another ½ classroom. Sound panels in the cafeteria. Parking lot will extend to the west–pick up two drive lanes.  Still waiting on official bonding from state of Utah.  Should be coming within the next couple of weeks. Projected to run about $3 million. Mortgage should see a small increase.

·         Communication Plan with 5/6 & 7/8 for High School–BEMS scheduled to come Feb 15th; Venture came Jan 18th.  Feb 1st another school. Also we are to hand out “survival tips”.

·         PPRA-UT FERPA Notice:  Remove “still in the process of…”  Add Promontory School has adapted these policies.  Dorothy will take out any hyper-links and the codes will be checked.

·         Procedures to Review Complaints:  Combined with Receiving and Processing Civil Rights Complaints. Clean it up and make it more Promontory.

·         Promontory State of Utah Report Card: Direct link on website.  Dorothy working on the self-reported indicator.

·         Receiving & Processing Civil Rights Complaints–remove from the website

·         Mental Health Policy:  Still working on policy.  Vote on it in February or March.

 8:15 PM **ACTION ITEM**

8:20PM·         POP Spring Fundraiser:  Karen motions to approve.  Michael seconds. Motion is carried.

8:21PM·         Library Fundraiser:  Stephanie motions to approve.  Becca seconds.  Motion is carried.

8:22PM·         Library Service Project:  Do not need to approve.

·         Communication Plan with 5/6 & 7/8 for High School:  Do not need to approve.

8:22PM·         7/8 Grade Dance:  Feb 16th.  Josie Beth motions to approve.  Dorothy seconds.  Motion is approved.

8:28PM·         School Fees–Business Item.  Do not need to vote on. This year $97 for middle schoolers 7th and 8th graders.  Proposing to keep it at $97.  Two different fees policies–one in our registration packet and one on our website.  Combining the two together.  Vote on school fees policy next meeting.

8:50PM·         2023-24 School Calendar:  Minimum days go until 1pm.  Comp days in December or one in March and one in October.  Vote on them as putting the comp days in December at Christmas break. Change board retreat to Nov 3rd. 1st week of school is half days.  Dorothy motions to approve.  Stephanie seconds.  Motion is carried.

8:40 PM **DIRECTOR’S REPORT**

·         Staffing Update: We need one more SPED aide but are having trouble filling that position.  Open positions for next year have been posted.  Right now, we have a 3-4 position since Ms. Reeder is retiring, an additional K teacher, an additional 1-2 teacher position open.  I also listed a part-time art position since Jenn Dabb’s responsibilities with the yard and facilities are so demanding.

·         Enrollment: We enrolled two new 1st graders and two new 6th graders this month, enrollment is 443. We have 53 kindergartners already on the waitlist.  We will run the kindergarten lottery on the 16th of February.  We did roll over the waitlist this month, so it reflects the correct waitlist for next year. No plans to enroll anymore students this year.

·         Student Achievement:  Celebration of Learning, MOY testing is ongoing

·         Charter Agreement Goal:  Percent of students attending target number of days:  92.3%, Percentage of students continuously enrolled throughout the school year 97%, Percentage of students continuously enrolled for all available years 79%, continuous re enrollment rate 44%

·         Professional Development: Professional Development Day on the 13th about Disruptive Thinking in education relating to the PCBL grant.  Gwen and I highlighted ways in which Promontory already has so many of these best practices in place.

* Emily talked about self-care and boundaries.
* The staff had the afternoon to spend time doing what they needed.
* Teachers participating in peer observations.

·         Public Relations: Dalene is delivering fliers to the preschools and putting in an ad in the Box Elder News Journal.  We still had such a quick fill in the lottery without these being done first.

* Gwen, Becky Cornelius, Tami Hirleman, and I are presenting at the Magellan Summit Conference tomorrow about our school’s Intensives program and how well it aligns with the PCBL grant program.

9:00 PM CLOSED MEETING–No Closed Meeting

 9:07 PM – ADJOURN:  Michelle motions to adjourn.  Stephanie seconds.  Motion is carried.

\*Next scheduled Board Meeting:  February 16, 2023