

# DRAFT



**PROMONTORY**  
school of expeditionary learning

## *Great Thinkers of the 21<sup>st</sup> Century*

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Board Meeting Minutes

Thursday, October 22, 2020

At 7:00 PM

### **Attendance – Virtual Zoom Meeting**

**Trustees:**

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

**Visitors:**

Tammy Taylor  
Nancy Moyle  
Mandi Walker  
Andrea Rose  
Christina Radtke  
Lori  
Brian Cates  
Valerie Neslen  
Jordan Sevilla

**Officers:**

Paige Kearn  
Celeste Muhlestein

**Director:**

Jennifer Blaine

**CALL TO ORDER: 7:01PM**

7:02 Pledge of Allegiance and Mission Statement: Paige Kearn

**7:05 Training:**

- Amber Edelman discussed that the trustees had been in EL Training all day learning about what they have to offer this year.
- Dorothy did a training on how to start a class with a morning message. She did a simple activity GIPS: Greeting, Initiation, Pledge, and Schedule. She discussed the importance of Crews. Crews are what separates our students from other students.
- Amber: Commented on the importance of crews. Also wants us to be a crew ourselves and set an example with other staff and board members. New Assignment: If you are assigned a welcome and admission statement, also come with a greeting or a mission statement. This will help us to become a crew, reunite and remind ourselves that we are here to work together.

**7: 32 MINUTES:**

- **September 17, 2020 Minutes.** Michelle motions to approve September 17, 2020 minutes. Michael Seconds the motion.
  - Amber Edelman--aye
  - Michelle Flynn--aye
  - Mindy Johnson--aye
  - Lisa Holgreen --aye
  - Michael Engh --aye
  - Dorothy Dobson--aye
  - Stephanie Quintero--aye

Voting is unanimous. September 17, 2020 minutes are approved.

- **October 2, 2020 Retreat Minutes not completed. No action required.**
- **October 2, 2020 Special Session Minutes not completed. No action required.**
- **February 20, 2020 minutes.** Dorothy motions to approve February 20. 2020 minutes. Michael Seconds the motion.
  - Amber Edelman--aye
  - Michelle Flynn--aye
  - Mindy Johnson--aye
  - Lisa Holgreen --aye
  - Michael Engh --aye
  - Dorothy Dobson--aye
  - Stephanie Quintero--aye

Voting is unanimous. February 20, 2020 minutes are approved.

### 7:23 Finance Report: Brian Cates

- Financial summary as of the end of September. Had a good productive financial meeting. Overall we are forecasting an operating margin of 9%. We have received quite a bit of extra funding due to COVID. We are in a good position with cash on hand. Financial summary we are within target percentage in most categories. Audit is ongoing, should be wrapping it up in November/December.
- Amber asked Michael is he had any thoughts: No major concerns.

### 7:36 Business Items:

- **Chocolate Milk Presentation** by Jordan Sevilla As part of Jordan's student council campaign, he wanted to get chocolate milk as an option for school lunch. The board decided that it was not a board decision, but rather under the discretion of the nutrition director. Mandy will make the decision based on the wellness policy and USDA guidelines.
- **COVID Update:**  
Mindy: Shared recent data from the epidemiologist. Total # of cases per 100,000 over the last 14 days preceding 10-20-2020 was 148. Which put us in the orange category. K-8 Community had 8 cases at that time, none of which were transmitted at school. As of today, the number per 100,000 is 351 cases in Box Elder County over 14%. We have moved up to the highest risk category. Still no transmission within the schools. Mitigation techniques are working. We currently have 9 active cases as of Tuesday, none of which were transmitted within the school.

Michael: Discussed how today we had 35 new cases within our county. Relatively consistent 12-15 daily. Gone up a little as of today. Increase from yesterdays numbers. Today was by far worse with an increase of 4% total cases from yesterday. Total number of cases by county at our board meeting in September we had 60 active cases, as of today we have 228 active cases. Cases keep increasing, not flattenin. We need to be ready to react when cases arrive at our school.

Amber: We had talked previously as a board that if we changed color, we would need to revisit our decision on having kids in school. Jennifer: Currently no cases. 6 students on quarantine, due to exposure not active cases. Jennifer discussed what would happen if cases keep increasing: we are keeping firm on if we have 3 positive

cases in one class, the class would go virtual. If the school gets a total of 15 cases, the whole school will go on quarantine for 2 weeks. If we get 2 positives, then its time to re-evaluate our schedule. Teachers do like having students back, but it is a lot of students in a classroom at once. But the covid cases are concerning. Amber: We will work with Jennifer and she will let us know when and if we need to re-evaluate. We are going to keep going and hopefully be able to keep kids in the classroom.

- **Policy Review—Admissions Policy, Building Use Policy**

**Admissions Policy:** The lottery was discussed. Jennifer stated that the lottery is ran once a month, a couple of days before board meeting. Ran regularly. Wording in the policy needs to be updated. Make is more vague than specific. Michele and Paige and Stephanie stated they would be willing to help out on it.

**Building Use Policy:** No adjustments. We have the Northern Utah Orchestra use our building but they are not charged. Outdoor area is treated like a public park—open to the public. Haven't had a huge interest in outside people wanting to use our building.

- **Director Evaluations and Surveys:** . Goal to have it done within the next 2-3 weeks. Dorothy: Looked at in two weeks. Completed by November 12<sup>th</sup>. November 5<sup>th</sup> down for review. Dorothy sending something out tomorrow.
- **E-Rate:** Jennifer: Federal funding program to get updated communications at the school. Nancy manages our E-rate. Currently hiring process out. Pays for our internet. Part 2 for upgrading wiifii equipment. Fund 40%. New application in 2021 we qualify for \$77,000. Number is determined by number of students over a 5 year. Pretty restrictive and on wifi upgrades. Will discuss with Todd and Nancy. Amber: Huge project. It's a five year program. Reapply every five years. Nancy has had to study to keep up to date on the project. Federal Government is picky about it and can come back and reclaim the money 7-10 years after.
- **School Land Trust Committee Review:** Michael: October and November we will have a quick review on how things are going. Review tonight, we are going to go over safety protocol for students and what they are allowed to use at home. We will go over this in the directors review. Amber: We have chosen to use our board and committee. We have certain obligations to be within the standards and protocol. New board members: Google school land trust committee that needs to be watched so you are aware of where we spend the money and where it comes from. Report back at our next meeting.
- **Utah Consolidated Application.** Is now Utah Grants, changed in 2018.. Needs to renamed. Covered in finance meeting. Red Apple fills out a lot of applications for us. We work together on the budget. So far this year, we have submitted 6 grants already. Automatic notifications when new grants are opened up. Amber: Needs to be just Utah Grants.

### 8:35 Action Items:

- Chocolate Milk—Not needed
- **School Calendar Adjustments:** Amber. Adjustment came in from our A/B Schedule. Student Led conferences November 11<sup>th</sup> and 12<sup>th</sup> and no school on the 13<sup>th</sup>. Same in March. 9<sup>th</sup> and 11<sup>th</sup> was originally scheduled changing to 10<sup>th</sup> and 11<sup>th</sup>. Take off A/B day.

Mindy motions to approve. Stephanie Seconds School Calendar Adjustments.

- Amber Edelman--aye
- Michelle Flynn--aye
- Mindy Johnson--aye
- Lisa Holgreen --aye
- Michael Engh --aye
- Dorothy Dobson--aye
- Stephanie Quintero—aye

Voting is unanimous. Motion is approved.

### 8:37. Director's Report:

- Staffing Update: Looking for a Part time SPED aid . Fully staffed in full time employees. Greater need for SPED. May lose one aide in near future.
- Enrollment: Wait list is up to 60 up from 40 last month. Oct 1<sup>st</sup> count 448. 444 current enrollment. Charter funding used to depend on the Oct 1 count. Takes into account our enrollment on a monthly basis. Good solid count on Oct 1<sup>st</sup>. Tammy will be helping with social media. 10 students have enrolled directly because of enrollment. Successful tool for us.
- Student Achievement: SLC Nov 11-13<sup>th</sup> with option to do virtual conferences. Amanda Bradford is teaching a percussion class to the 5/6 class that struggle to succeed with choir and orchestra. Purchased 10 drums for this class with director budget money.

Fall festival learning next week: I am of the opinion that any great thinker they can think of is approved.

Celebration of Learning December and January Covid Style. We could have one class at a time come to the school so that it can still be interactive. Ideas?

- Charter Agreement Goal-None
- Professional Development. Intensive plans are coming in. Nothing is final. Nov 1<sup>st</sup> . Gwen working closely with students to finalize those by November board meeting. EL National conferences are going on right now.

In compliance with our school land trust and digital learning grant, we completed our digital safety instructions to students last week. GoGuardian is used to monitor and control what students can access on school devices. Blocks a lot of contents. Nancy is the one monitoring this.

Teachers are the true heroes! They are gracefully doing their best with all of the expectations and challenges thrown their way. It felt good to listen to the teachers and work together for the same outcome.

**Closed Meeting: 8:51**

8:53 **ADJOURN:** Michael Motions. Mindy Seconds. Voting is unanimous. Meeting is adjourned.

Amber: Thanks to the teachers, office staff, parents and employees. It's been an incredible experience to watch people that love our school and are invested in it. We appreciate all that everyone has done. Additional gratitude is expressed by board members.

Next meeting is November 19, 2020 at 7:00 pm.

December: No Board Meeting.