



PROMONTORY

school of expeditionary learning

Creating the Great Thinkers of the 21st Century

Board Meeting Minutes

Tuesday, June 23, 2020

At 5:00 PM

Attendance – Virtual Zoom Meeting

Trustees:

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

Officers:

Paige Kearn
Celeste Muhlestein

Director:

Jennifer Blaine

Visitors:

Nancy Moyle
Erin Preston
Debbie Payne
Gwen Andrus
Lynette Reeder
Mary Beth Farrer
Darnelle Earl
Becky Cornelius
Shawna Ulm

5:04 PM CALL TO ORDER:

- Amber Edelman

5:05 MISSION STATEMENT:

- Michael Engh

5:07 PM TRAINING: Erin Preston

- Erin Preston is from Lear & Lear, our attorney's office. She has served as a founding member of a board, board chair, and a general board member. Six years ago she went to work for an attorney's office to focus on helping charter schools.

- Main items a board is responsible for: 1 – Finances, 2 – Academics, 3- Safety, and 4 – Legal Compliance
- To ensure proper expenditure of state and federal funds, the Board Finance Committee meets regularly with our contracted Business Administrator, Red Apple.
- The board makes sure that legal procurement procedures are followed. State procurement procedure is in place to ensure transparency in the public process, ensure fair and equitable treatment of all people who participate (board selection, bid, meetings) and to provide increased economies to the best use of funds.
- Goes over Promontory procurement policy as described in Promontory’s Cash Disbursement Policy which is located on the school website.
- Oversight for the school is performed by the finance committee working with administration and the Business Administrator.
- The governing board ratifies the school budget and votes on any proposed changes to the budget.
- The administration must have freedom to make financial choices, but the board’s responsibility is to have policies in place to make them aware of large purchases in any one line item.
- Academics: the board is responsible to oversee and ensure that the school is run according to the approved charter. The board ensures that academic progress is on track based on test scores, etc.
- It is important to have redundancy inside of school systems so that if any one person is taken out of the equation, the school can continue to carry on.
- Hiring and firing committees should include someone from the executive committee of the board. This person should ensure that all hiring/firing laws, both state and federal, are followed.
- The board ensures that policies and procedures are in place to guarantee FERPA rights.
- There should be a Head Injury Policy in place.
- The board must ensure the school is ADA compliant both physically and on their website.
- It is good policy to separate Special Education information from health information so that more employees who can help are aware of health issues. (For example, epi pen needs, etc.)
- Board members should be aware of and make sure the school complies with all state and federal laws. Lear and Lear will do a presentation before the start of each school year about the laws that have changed that year.
- Board must follow Open and Public Meeting laws.
- When people make a complaint against the school some items go to the director and some go directly to the board. Policies should be in place and procedures should be communicated so that people follow the right channels for complaints and so that the administration and/or the board can properly handle all complaints.
- Promontory should do the fraud risk assessment from the state to see how well things are set up to protect the school from fraud.
- Board members should be present when employees are given ethics training.
- Board members must know and maintain a line with teachers. If you want to be homeroom mom or dad but when teacher starts talking about things about other teachers, etc, then go to teacher. If teacher wants to be your BFF they might be using that as political leverage with other teachers. Board members should be clear when they are wearing their “board member hat” versus their “parent hat.”
- A bad administrator does not want you to have relationships with teachers. A good admin wants you to have appropriate relationships with teachers. A bad teacher wants to whine and moan to board members and a good teacher wants the board to be there to see the great things that are going on.
- If a complaint is made, the board members have a role in determining to what extent an investigation should occur.

6:50 PM PUBLIC COMMENT

- No public comment

5:52 PM BUSINESS ITEMS

- **Board Goals:**
 - Financial Goal:
 - Make a plan to start finding a way to build an auditorium adjacent to the school and make a plan over the next few years to meet the goal;

- Year 1
 - research grants and continue to meet board's financial goals and requirements to that any funding left at the end of the year can be saved towards the auditorium
 - get ideas on the building itself like how much it would cost, what we would want in it, what teachers want in it, ways to include areas for CTE and STEM in the building, etc
 - Show ways these ideas meet our charter and mission
- Year 2
 - Apply for the grants
- Year 3
 - Put it all into action
- Governance Goal:
 - Have a monthly packet for board meeting that goes out at least a week before board meeting so members have a chance to review and be very prepared for what will happen at the meeting.
 - Invite parents to each board meeting via email and include agenda
 - Year 1 - Packet week before and invite parents with an agenda – Send packet information to Nancy by noon Thursday the week before and Friday at noon at the latest it will go out to the board and – need to move finance meeting; beef up on our committees and get more officers for the board
 - Year 2 – offer packet/emails – get more committees and officers
 - Year 3 – training up the next future board

7:29 pm – Jennifer Leaves

- School Culture Goal:
 - Board wants Promontory to be a place where the faculty wants to and enjoys coming to work and students are enjoying learning and where they don't leave when they get to middle school, enrollment and retention, establish retention from Kindergarten through 8th grade
 - Add in special events to help 7/8 community students feel included and excited
 - Year 1 – Clarify the board's position on holidays and festivities; retention for year 1-8; teacher retention goal – as the culture is good and the policies are in place and good communication happens, teacher retention will increase
- Student Performance Goal:
 - Year 1 – Establish new relationships with new teachers as students are moving to new crews – establish connections with families and children
 - Year 2 – Explore ways to meet the needs of gifted kids through symposiums, small adjustments to curriculum expectations
 - Year 3 – reevaluate next year
- This is the first time Promontory Board has ever had official goals written down as a group.

8:17 PM ACTION ITEMS

- New Board Members: talk about voting in new officers or trustees. Michael says more officers would be good probably a trustee or two would be good because having more people voicing their opinions is good and inspires debate and good ideas. We should not all agree – we are more effective when we have more input.

8:20 PM – ACTION: New Board Members

- Michael motions to open a posting for 3 openings for board officers. Michelle seconds.
 - Amber: aye
 - Dorothy: aye
 - Michael: aye
 - Mindy: aye
 - Michelle: aye
 - Lisa: aye
 - Motion approved

8:22 PM – ACTION: Maintenance of Effort Policy

- Michelle motions to approve Maintenance and Effort Policy. Lisa seconds the motion.
 - Amber: aye
 - Dorothy: aye
 - Michael: aye
 - Mindy: aye
 - Michelle: aye
 - Lisa: aye
 - Policy approved.

8:23 PM – ACTION: Attendance Policy

- Lisa motions to amend the attendance policy as presented. Dorothy seconds the motion.
 - Amber: aye
 - Dorothy: aye
 - Michael: aye
 - Mindy: aye
 - Michelle: aye
 - Lisa: aye
 - Attendance policy amendment approved.

8:24 PM – ACTION: Internet Safety Policy

- Mindy motions to approve Internet Safety Policy. Michael seconds the motion.
 - Amber: aye
 - Dorothy: aye
 - Michael: aye
 - Mindy: aye
 - Michelle: aye
 - Lisa: aye
 - Internet Safety Policy approved.

8:25 PM – SCSB Distance Learning Program

- Question: Will students have to be on the computer all day long? No, school can set a number of hours for students to be online each day. The state is not requiring 990 hours like other years, still 180 days, but not an hours requirement.
- The waiver allows us to add distance learning without changing our charter. And distance does not have to equate to online. Activities outside of online can count. Change the title from Digital to Distance.

8:36 PM – ACTION: Attendance Policy

- Michael motions to amend the word “digital” to “distance” in the attendance policy. Lisa seconds the motion.
 - Amber: aye
 - Dorothy: aye
 - Michael: aye
 - Mindy: aye
 - Michelle: aye
 - Lisa: aye
 - Policy amended.

9:02 PM – ACTION: SCSB Distance Learning Program

- Michael motions to approve the SCSB Distance Learning Program for school year 2020-21. Mindy seconds the motion.
 - Amber: aye
 - Dorothy: aye
 - Michael: aye
 - Mindy: aye
 - Michelle: aye
 - Lisa: aye
 - SCSB Distance Learning Program approved for 2020-21 school year.

9:03 CLOSED MEETING:

- No closed meeting

9:06 PM – ACTION: Adjourn

- Dorothy motions to adjourn. Michelle seconds the motion.
 - Amber: aye
 - Dorothy: aye
 - Michael: aye
 - Mindy: aye
 - Michelle: aye
 - Lisa: aye
 - Meeting adjourned.

Next Meeting: August 20, 2020.