



**PROVIDENCE HALL  
CHARTER SCHOOL**

***Providence Hall - Board of Trustees Meeting  
Thursday, August 8, 2013 - Minutes***

***Meeting called to order by ROBB ENGER at 2:35 pm:***

***ROLL CALL:***

*Board of Trustees members present: Robb Enger, Sonya Peterson, Melanie Kingdon, Alicia Hansen, Londyn Nelson, Laurie Compton is excused.*

***Others Present:*** *Erin Preston, Jodi Lusty, Shannon Singleton, Kathy Watson, Beverly Ledward, Jaci Thornell.*

***PUBLIC COMMENT:*** *Jana Collingridge*

*Information was forwarded by Robb Enger. Erin Preston will respond to Jana.*

***ROBB ENGER:***

***Item of Discussion: Follow Up Questions and Comments from Previous Meeting***

*Sonya Peterson asked about clarifying the policy that sunflower seeds were not allowed but gum was ok. Make corrections in the minutes. Alicia informs the board that she will be having another health and safety meeting once school starts and will get the information to them regarding how the fire drills will run for the jr high.*

***Item of Discussion: Approval of July BOT Minutes***

***MOTION BY SONYA PETERSON TO APPROVE THE BOARD MINUTES FROM THE JULY BOT MEETING, PENDING CHANGES. 2<sup>ND</sup> BY MELANIE KINGDON. VOTE IS UNANIMOUS IN FAVOR.***

***ERIN PRESTON:***

***Item of Discussion: Superintendent Report***

*Construction and finance update on the high school – both are going. Erin spoke to the state treasurer's office yesterday and they will let us know approximately within a week when we are up for review. Construction continues to go well with the next step being a permit for construction. No opposition in zoning. Meeting went well.*

***Item of Discussion: Financial Policy Changes Required by State***

*Finance policy changes are coming from Charter Solutions – Max and Shannon will check policies to make sure everything matches our current policies and is consistent. Board of Trustees will let them know if they object to anything in the policy packet. Can then pass at the September meeting. Robb would like an analysis of what Charter Solutions is proposing, what we already have and Shannon Singleton can compare the two and see what the differences are. No concerns on the packet as of now.*

***Item of Discussion: Full-time Employee Policy Change (with Shannon)***

*One policy change that must be made now due to Obama Care is full-time employees go from 35 hours to 30 hours. We have adjusted all of the employee hours who do not receive benefits to make their hours less than 28*

hours. Two employees did receive benefits who had not previously received them. TA hours were reduced from 23 to 16 but did receive an hourly increase. Kathy and Jodi realigned the master schedule to make the use of TA's more efficiently.

**MOTION BY ALICIA HANSEN TO CHANGE THE DESIGNATION IN THE EMPLOYEE POLICY THAT CHANGES THE FULL TIME EMPLOYEE FROM 35 HOURS TO 30 HOURS. 2<sup>ND</sup> BY SONYA PETERSON. VOTE IS UNANIMOUS IN FAVOR.**

**Item of Discussion: Update on additional SPED funds received**

Land Trust came back with an extra \$30,000. We already have a proposed plan on how to spend that by increasing the funding amounts on previously stated goals for funding.. Jodi Lusty, Kathy Watson, Erica Hancock and Nate Marshall have come up with additional RTI testing methods that are needed that will help assess students in Reading and Math. Money will be spent within the Land Trust goals. Kathy Watson will forward the expense spreadsheet to the board so they can see what the money will be spent on. Tests for lower performing students and the college prep test for assessing college readiness from 8<sup>th</sup> grade and up. SPED funds – receiving almost an extra \$40,000 than expected. Jodi Lusty explained only testing targeted students at the elementary. Erin Preston explains all students at the jr high will be tested but at the Elementary we already have existing tests that provide additional information on student proficiency that we can also use – but that doesn't exist at JH. After the initial testing they will then follow the elementary. Nate Marshall has also proposed ACT and pre-ACT test funding so that we can assess student's proficiency for college entrance exams beginning in the 7<sup>th</sup> or 8<sup>th</sup> grade and measured annually until ACT. The college prep tests will be held once a year to assess college readiness. Results will be given to parents and then used to make schedule decisions to get them ready.

**Item of Discussion: Home and Hospital Policy**

Erin discusses 2 potential situations where students may need to be put on home/hospital at the beginning of the school year due to discipline or safety concerns with inserting them into the general population. Home/Hospital Policy needs to be passed so those arrangements can be made if necessary. Board would like Erin to explain. Erin briefly explains that Home/Hospital is where a student cannot attend, whether because they are extremely ill and cannot physically come to the school or where there is another reason that their presence in school would be unsafe, for instance, where the students have posed a significant threat to the other students. To provide educational services for these students in a home placement, PH teachers will visit with the student twice a week/1 hour at a time, and provide basic educational services to that child so they can receive education while they are not at the school. Teacher would be employed by Providence Hall. Home/Hospital policy would require a doctor's note or a school designation in order to place the student in this setting. This will pertain to students with illness and discipline concerns.

**MOTION BY SONYA PETERSON TO APPROVE THE HOME/HOSPITAL POLICY AS IT READS IN BOTH CASES. 2<sup>ND</sup> BY ALICIA HANSEN. VOTE IS UNANIMOUS IN FAVOR.**

**JODY LUSTY / ERICA HANCOCK :**

**Item of Discussion: Manage Bac Update**

Meeting next Friday to make sure all teachers have their first units ready to go and for parents to access during IB Nights in September. Robb Enger asks how parents will know. September 10-12 at the elementary, jr high will be the following week. Information will be given to the parents to tell them what Manage Bac is and how to access it. Follow up letters containing access codes will be sent to the parents. This does not replace SIS, but will be in addition to it because SIS does not do report cards they way we want them. Parents will log into SIS to see progress but Manage Bac will show what is going on in the classroom. Alicia Hansen would like a short presentation for the board on what it is and what it does in both schools. Jodi and Erica will set something up. CRT grades and results were sent out in an email by Erin Preston. She sent an analysis with needs for

*improvement and areas that are good. Changes to assessment next year – SAGE. The Administration plans to include analysis of these scores and the School Report Card data in IB Nights so that we can educate the parents on what the scores really mean. Other school scores have not been released yet. Should be in September. Erin will post surrounding school scores once they are released. Alicia Hansen would like an easier explanation; maybe a visual. Erin has concerns that the new “growth” score component formula is proving difficult to understand for even experienced educators and believes a political response may be coming to help clarify.*

***BUSINESS MANAGEMENT:***

***Item of Discussion: 2013-2014 Budget Finance Update***

*Robb asks about the progress on the audit. Jaci Thornell tells Robb that the elementary and jr high are within the 5% variance. Max Meyer tells the board the auditors have everything they need and expect to be finished by August 15<sup>th</sup> and on track. Beverly did a great job providing all the necessary information. Bill for the audit could be slightly higher than expected because of the time frame they have completed it in. Robb requests Auditors present on the audit results in September BOT meeting.*

***MOTION BY ALICIA HANSEN TO END THE MEETING AT 3:20 PM. 2<sup>ND</sup> BY ROBB ENGER. VOTE IS UNANIMOUS IN FAVOR.***

***MEETING ADJOURNED BY ROBB ENGER AT 3:20 PM.***

***Recorder B – Folder B – 09***