



*Minutes
Providence Hall - Board of Trustees Meeting
Thursday, March 14, 2013*

Meeting called to order by LAURIE COMPTON at 2:46 pm:

ROLL CALL:

Board of Trustees members present: Robb Enger, Sonya Peterson, James Barker, Alicia Hansen, Laurie Compton. Melanie Kingdon and Londyn Nelson are excused.

Others Present: *Erin Preston, Jodi Lusty, Jim Freeland, Shannon Singleton, Erica Hancock, Kathy Davis, Rebecca Strait, Kathy Watson, Kelly Mattingly, Max Meyer, Beverly Ledward, Melissa Enger, Chelsea Hoyt, Kristen Leininger, Tiffany Jones, Sarah Andersen.*

PUBLIC COMMENT: *None submitted.*

4th Grade Presents: *showed the board a slideshow of what they did today. Discussed air pressure, air temperature. Experiment: Students put a ping pong ball on a hair dryer, tried to balance it and discussed what happens when they put their hand over the dryer and stopped the air flow.*

ROBB ENGER:

Item of Discussion: *Follow Up Questions and Comments from Previous Meeting
No questions or discussions.*

Item of Discussion: *Approval of February BOT Minutes*

MOTION BY ROBB ENGER TO APPROVE THE MINUTES FROM FEBRUARY 14, 2013. 2ND BY ALICIA HANSEN. VOTE IS UNANIMOUS IN FAVOR.

ERIN PRESTON:

Item of Discussion: *Land Trust*

\$56,000-\$60,000 to be spent on land trust items. Staff cannot dictate what items to spend the money on but can make suggestions. Jodi and Kathy came up with a list of suggested, qualified items. Elementary received the bulk of money last year. Robb Enger recommends 1 laptop cart. Minus \$12,000 in salary for 1 reading intervention instructor will provide purchases of all other items. If more money is granted then put that towards another reading instructor. Utilize ta's in the meantime.

MOTION BY ROBB ENGER TO ACCEPT THESE LAND TRUST ITEMS FOR CONSIDERATION WITH THE EXCEPTION OF ELIMINATING 1 LAPTOP CART AND ELIMINATE THE SALARY FOR 1 ADDITIONAL READING INTERVENTION INSTRUCTOR. IF ADDITIONAL MONEY IS GRANTED WE WILL PUT THE SALARY FOR READING BACK ON. 2ND BY SONYA PETERSON. VOTE IS UNANIMOUS IN FAVOR.

Item of Discussion: *Architect SOIQ*

Procurement code: Cannot ask for drawings or price. Picking based on resumes. Erin suggests picking the top 3 candidates and over the next few weeks have them go through the SOIQ process. Submit drawings and pick the final candidate. Guidelines are put in Utah code. The bid selection process is a 2 part process. The board will select the top 3. After the final 3 are ranked, an architectural committee will interview candidates, confirm references and may then enter into price negotiations. If process is appealed, everything stops. Some of the things we can judge on are experience in school design (specific to charter schools ideally), ability to provide architectural services, work load availability, experience of people, delivery plan and schedule, history of finishing on time, project management and organization plan, examples of recent school designs. May be judged on quality of design if we pay a stipend for the design. We can also ask the name and size of the firm, age of firm and people, education of the people, experience of the people, 5 clients for references. Erin recommends the board stack rank the candidates. Process is for the plans. Builders will divulge price. Board does not want to go with a developer model. Once a selected architect is eliminated, you cannot go back to them but can move on to the next candidate. March 28 – deadline for final selection. Board will go through all applicants today and put in ranking order. Architectural committee will be formed and rank top 3. Continued from earlier: Board looks over applications. Tally up ranks. Alicia Hansen will call on references for #1, #3, #4, #5 and #10. Take those to committee.

Item of Discussion: *Formation of Architect Committee for Final Selection of HS Architect Committee could be made up of board members.*

Item of Discussion: *CS Staffing Update*

Beverly Ledward is introduced. She is newly hired to help take some of the load from Shannon Singleton and Max Meyer. Erin asked Max if she could hire another full time person and phase out our part time person. Work has been too great for them to handle. Beverly will be over portions of the jr high and finance preparations. Shannon will be at the elementary. Going into the high school and next year we will need to hire 3 full-time people. Shannon will be brought in-house as an employee of Providence Hall beginning with the 2013-2014 school year. She will be helping on the construction with Erin Preston.

Item of Discussion: *Construction Finance Update*

2 months for architects to produce a bid set of docs. 2 months - RFP to builder. Construction by October but ideally by September. Must have a completed guaranteed maximum price contract to the builder no later than the end of July so we can shop the bonds to be able to get the financing by August and start construction by September.

Item of Discussion: *FMLA Leave Policy Changes*

Maternity leave – not gender specific. Teacher is about to have a baby and plans on returning next year, and another teacher is wanting to take maternity leave with his wife. Both have been with PH for less than 1 year. Policy states we do not give maternity leave to a teacher who has not been at Providence Hall for a year. Board reviews current policy. Board will not write an exception policy. Teacher can have the 12 days of sick/personal and take additional weeks off but would be unpaid. Other employees can donate time from other employees. Set parameters. Shannon suggests renaming policy to Family Medical Leave Policy and add an

additional Providence Hall Leave Policy. Erin recommends to the board that administration make a decision on these 2 specific situations and the board can revisit this policy next month. Set parameters on employees gifting some of their days.

Item of Discussion: Door Fobs for Elementary and Jr High

Kitchen Entries for Food Drop-Offs: food is delivered after hours at the elementary and jr high. Increases the safety for students while out at recess by not having trucks drive through the playground. Delivery personnel would only have access after school hours.

Elementary Playground Doors: TA's need access to enter and exit the rear of the elementary building for recess. Installing fobs will allow ta's to have a secure access without jeopardizing other parts of the building. Put fobs on lanyards and leave in classrooms. Can also limit fob access to certain school times.

MOTION BY SONYA TO APPROVE \$9200 TO ADD FOBS TO THE JR HIGH AND ELEMENTARY FOR SECURITY. 2ND BY ROBB ENGER. VOTE IS UNANIMOUS IN FAVOR.

ERICA HANCOCK / JODI LUSTY:

Item of Discussion: MYP Consultant, Roger Dowd, Update

Roger Dowd is our official IB MYP consultant, assigned to PHJH to help us through the Authorization process. He came on March 14-15 and met with teachers, observed classes, and met with administration to see how we were doing on the implementation of IB. During the board meeting he was asking the board a few questions about their level of commitment to IB and they all responded very favorably. He reported to the board that we were in a good place with our IB Authorization, and that he would give us an official report after his visit concluded.

Item of Discussion: Benchmarks

Jr high lost 3 science teachers within a 2 week window of taking a test. Another benchmark test will be given before they start reviewing for CRT's to help focus their reviews better. No scores for the board this month. Will provide next month. Some students at elementary are in red or yellow we are targeting. Mostly in sped or intervention program. 68 students in sped. Tracking students in intervention program and have made 2-3 levels on average. Laurie praises the work Jodi and Erica do. Dibels – January assessment. is tough. Math benchmarks – each grade level has increased math proficiency scores through the school year. Teachers will collaborate. teachers can request to observe other teachers at any time. Harder for jr high as they do not have ta's in the classrooms. Possibly schedule elementary ta's to watch jr high classes so those teachers can leave their classrooms and observe.

Item of Discussion: DWA Update

Complete. Scores will be provided when they come in.

Item of Discussion: Cactus/SIS/Highly Qualified Teachers Update

Jr high has 2 teachers that are uncertified. 1 new science teacher is starting to pursue her ARL route, waiting for her acceptance. Chris Hathaway is taking classes as Western Governors. Paid \$65 fee to Western Governors but did not state what it was for. 2 deadlines were set for October 1 and January 1. He has failed to meet both deadlines and we are now into March. Erin sent Mr. Hathaway an email asking for something showing he is enrolled in classes and he has failed to respond. Erica received a receipt showing he paid \$65 but didn't indicate what it was for. Erin recommends that if he does not provide evidence of him taking classes that things will not work out after this semester. Board is in agreement on this.

LONDYN NELSON:

Item of Discussion: Grandparents Day

Item of Discussion: Daddy Donuts

Item of Discussion: Spring Carnival

Item of Discussion: Elections for 2013-2014 PHAST Council

SHANNON SINGLETON / MAX MEYER / BEVERLY LEDWARD:

Item of Discussion: Business Manager's Report

Good shape. Cash on hand is at 59 days. Some jr high expenses, not routine from month to month. Elementary is operating routinely. Robb likes the old format. Would like to have check register included in board packet. 3105.00 – state revenue received and fluxuated due to Oct 1 and Dec 1 count hit. Sped enrollment. 3876.00 fluxuation is due to the November 1 cactus update. Jodi and Erica maintain cactus. State pulls and updates data. Professional development - \$10,000 budgeted. Used about half of it. Also going for IB training. 810.24 - dues and fees – IB fees hit in December - \$12,000 in jr high. UAPCS - \$5000. Annual candidate fee. 840.50b Mortgage Expense – paid monthly; direct loan; auto pay. Wages – stipends paid the end of last year. Health benefits – inconsistent due to combination of billing and payroll journal entries. Bond fees and expenses – happened in November but we had \$10,000 in fees. Received back the \$72,000 in February. Utilities – gas bill went up and electric went up due to seasons. Travel and lodging – administration - harbor trip for board. Student supplies and activities – Robb asks Max to amend the budget to reflect increase in activity fees. Curriculum – math and science. Tax exempt because building is now owned by Providence Hall. Property tax assessment - could see bill for prior year. Line 730.25 - projectors for jr high. Dues and fees for jr high – IB and (tape). Line 700.25 - Fixed asset/technology – not an expense account. Depreciation policy - \$1000 threshold – single new item.

Move back to Architect SOIQ section.

CLOSED SESSION:

- *Discussing an individual's character, professional competence, or physical or mental health.*
- *Strategy sessions to discuss the purchase, exchange, lease or sale of real estate property.*
- *Discussion regarding school security personnel, devices, or systems.*
- *Investigative proceedings regarding allegations of criminal misconduct.*

MOTION BY ROBB ENGER TO END THE BOT MEETING AND GO TO CLOSED SESSION. 2ND BY SONYA PETERSON. INDIVIDUAL VOTE: ROBB ENGER, SONYA PETERSON, ALICIA HANSEN, LAURIE COMPTON. VOTE IS UNANIMOUS IN FAVOR.

MEETING ADJOURNED BY LAURIE COMPTON AT 5:20 PM.

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