

Minutes
Providence Hall - Board of Trustees Meeting
Thursday, March 19, 2009

Meeting called to order by PAIGE ANDERSON at 6:12pm:

Roll Call:

Board of Trustee members present: Paige Anderson, Rob Enger, Erin Preston, Laurie Compton and Heather Jewkes will not be joining.

Others present: Mark Johnson, Kelly Mattingly, Jon Hagen, Jodi Lusty, Kathy Watson, Bonnie Hagen, Melanie Clark, Alecia Hansen, and Chris Ord came shortly after meeting started.

Public Comment: None

HEATHER JEWKES:

Item of Discussion: PHAST Community Humanitarian Service Project
No representative from PHAST came to meeting.

JODI LUSTY:

Item of Discussion: IB

Jodi prepared a power point presentation. How teachers are presenting guided reading and math in class was explained. Jodi will be visiting each class for observations and track each teacher. Jodi went over what IB requirements are necessary before the application A. The biggest item is commitment; making sure the teachers, board, and staff is committed. Our philosophy and mission statement go really well with that. IB has discretion to accept or deny any application. Paige said we have to amend our mission statement as it must mention International. Erin said we need to amend our charter, not our mission. Intent to Apply form was filed last year. Application procedure – Phase 1 begins with contact and ends with application. Phase 2 assumes everyone has knowledge of program and is committed to it and start compiling plan of inquiry and get application B ready for submission. Phase 3 is a submission of application B and is required. Mark told everyone we are in phase 1 of the application process, although things in phase 2 have been started. Authorization - IB will come and visit, give us suggestions of what to do or change things. They will then send a recommendation to the regional director and the director general. Phase 1 requirements: order publications from IBCA, which are being done, PYP coordinator, attended workshops were all team leaders, Mark, Kelly, and Jodi. Paige wanted to verify Instructors. Mark said he and Jodi looked into that and the only one mentioned was the library media person. Specific emphasis on librarian, the media and the resources available. Gain support. Start training activities which have been done. Every training in writing, spelling, reading all have to do with IB and have been integrated into what is taught in the classroom. Visit an authorized PYP school. Jodi called and she was told if we don't have one in the area and there is no other option we are fine. (inaudible) documentation that goes with Application A that would need to come from the board since Jodi does not have access to it. (inaudible) implantation plan and some things of what the teachers still need to do in the classrooms still need to be put on the tables. Proof of payment, nonrefundable fee for the purchase of the IB Augumentation (ibca), description of legal terms for the school, accreditation and authorization. Mark states we are a probationary accredited school. Jodi continues with copy of policy, decision to implement policy by governing body. Educational philosophy

statement from the school, which is our mission statement which we need to change, school brochure, budget. Phase 2 requirements: IB coordinators, teachers and others attend regional workshops or on site trainings. We cannot have until Application A is turned in. Could not do an on site training until the fall. Training is coming to Utah in October. Application A is due may 1. Erin would like to see all our teachers trained on IB by the start of next year. We must wait a minimum of 4 months once we are approved and application is submitted before asking for an on site training. The next thing is Engage with Inquiry which is being done in the classrooms and collaboration time, continue to develop curriculum documents, which is being done, prepare application materials, expect pre-authorization visit from IBU. Application B requirements: completed application, proof of payment, letters, composition of governing board, updated budget, staff responsibilities, class organization, 3 year plan, job description of principal, special education, curriculum documents, using more authentic assessments instead of standardized assessments, ways teachers report on student profiles. Phase 3 requirements: submit Application B, authorization visit, general director decides on our authentication based on what they see. Things needed after we have been authorized: Jodi goes over the program standards and practices. Goals, in line with their philosophy, school promotes international mindedness, written curriculum must be provided by school, collaborative teams. Wants to promote good values they can take with them. Students need to choose to act, reflect on their actions that contribute to the community and environment, and have exhibition in their last year that demonstrates all that they have learned. Paige says we need to adopt 2 policies: Assessment policy and Language policy. Jodi goes over Application B process. Jodi goes over activities and experiments that are going on in the classrooms. Teachers are having parents come in and bring in food, talk about their different countries, different experiments, plays, world fair, growing plants in school through Red Butte Gardens, students are taking notes, keeping a journal, and school gets to keep lights for growing plants. Paige would like to see pictures of these activities on website. Festivals were put on by students in 3rd grade, raising money for rain forest. They are about half way, cultural dance festival. Demonstrates authentic assessment. Paige asks Chris to see if we can get a separate recycle bin for students to feel better. Jodi continues with the different class activities: Mountain Man Rendezvous was done by 4th grade, 5th grade – survival of the fittest, 5th grade also performed dancing festival, 6th grade – process of mummifying a chicken, star party and constellations. Rob states he would like to see a chart for our goal of being IB approved. Graphical representation of where we started, where we are, how far we are from being IB at every board meeting. Erin wants to make it public for parents.

KELLY MATTINGLY:

Item of Discussion: Love and Logic

4 months where we had training. Nov, Dec, Jan, Feb. March is 27th. Training Kelly went to covered 9 elements; taking 1 element a month and training teachers. All teachers have attended the trainings, ta's have had smaller trainings. Paige wants a small packet put together for new TA's coming in so they can refer to it. Covered Empathy, owning their own problems. Paige asks if we really emphasized on empathy card. Kelly says yes. Some feedback received from teachers that kids are guided to own their own problems and is teaching them to resolve their own problems. Erin asks on safety issues. Kelly states students don't resolve those issues on their own. Creating schools core belief. 9 true core values test to teachers as a check list and they did great. Newsletter contains love and logic corner every 2 weeks. Alternating section between Love and Logic and Curriculum Corner. Every faculty meeting, love and logic tip is offered. Mark states many parents have commented that they enjoy reading about the love and logic ideas in the newsletter.

Item of Discussion: Spanish

Needs for next year for Spanish: grades 1-3, system b, comes in 1 kit, nothing separately. Propositions: student workbooks for younger grades. Not reusable. Paige states she noticed some supplies are just thrown in the closet and she is concerned they will get ruined. Suggested getting shelves. Erin states paint in Spanish closet must come out. Chris will call risk management to see where we can move it to. Kelly discussed the cost of workbooks vs the usage of making copies. Grades 4-6, different system, instructors use mostly the textbooks, recommends workbooks \$4000+. Paige asks if they complete the entire workbook. Kelly says yes. \$7200+ for buying workbooks for both upper and lower grades. Erin suggests a grant. Textbooks are preferred if a choice is needed. Student workbook will decrease copies and will be able to spend more time preparing. Rob votes for copies vs workbooks. Paige states IB is very big on second language. Erin asks Kelly to check with the manufacturer on a grant for this.

MARK JOHNSON:

Item of Discussion: Teacher Class Visits

Mark discusses the schedule where teachers can go in to other teachers classrooms to get ideas and different ways of teaching. Teachers speak up about this great idea to see how other teachers teach. Substitute is set up for 3 ½ days to cover while teachers are in other classrooms. Would like to do it twice a year. Minimal cost.

Item of Discussion: TA intent to reapply

28 total TA's employed; 25 are planning on returning. 14 specialized instructors; 13 are planning on returning. Less training, quality of instruction will go up. Losing only 2 teachers.

Item of Discussion: 09-10 Teacher Evaluation

Paige wants this on next months agenda. Evaluation has more IB items incorporated into it. Erin would like more time to read through it.

Item of Discussion: Team Leader Job Description

Erin would like to take time to read through it before discussing it.

Item of Discussion: Team Leader Meetings

Once per month, except for February. Paige asks if this is in addition to faculty meeting. Marks states yes. February was a one-on-one meeting. Very beneficial. Ideas for school improvement and suggestions. Teachers are instrumental in administering IB. Erin asks what the buy in is for teachers on IB. Bonnie Hagen states very it is very exciting, they can share among each other, energy is super. Paige states she left training excited and is glad teachers like the training.

Item of Discussion: Providence Hall Discipline Plan

Incorporating more Love and Logic. Follows charter better and more closely.

Item of Discussion: L and L Letter

Mark would like to send this letter home to parents at the start of next year. Love and Logic. Would like it on the website. Purely about behavior. No academics. Replacement to classroom rules.

ERIN PRESTON:

Items of Discussion: Loan Update

Interest rate was reduced from 5.92% – 5.77% (\$15,000/year). Additional recording requirements. If not met, automatically 5% on entire loan (\$1400/day). Ability to produce active student and wait list student reports on demand at any point and time, will be required quarterly but can be required without notice. Anytime student list is below 680, loan in callable immediately. Must be able to pull reports in an instant. Third party consultant can be called in. Numerous recording requirements. If cause for concern, they can come in and change things at any time for no reason at all. We cannot change bylaws, charter, at any time without their consent. If we are consistent and do what we are supposed to do there will not be any cause for alarm. Make pulling reports a part of our weekly duties.

Paige mentioned looking at ways to supplement math. Mark and Chris to work out charter amendment process. Paige says we would need to show what/why program is failing, what/how did you do to fix it. New program and why it will work. Can choose not to use it, but if you choose to change it and use something else, you need to go before the State. Any major change may now be impossible. If successful, why change. Erin says there are two items to vote on: Loan Resolution Security Agreement.

Motion to vote by Erin: Approve Loan Resolution Security Agreement that we have to sign to get the loan that says we will set aside a debt service reserve fund - \$2280. Authorize Paige to sign the Loan Resolution Security Agreement on the approval of the full board

2nd by Rob. Let the record show unanimous vote in favor.

Kathy Watson and Jodi Lusty discuss the spelling program; Spalding Method. Erin suggests we should reassess Spalding.

Erin motions to have administration form a committee to do 2 analyses: 1. is our current process better than Spalding. 2. do we return to Spalding or submit and application for change that may be denied and could get us into trouble with our lenders. Paige suggests that if we have something better and is working, she would like to take it to the lenders with all the bugs worked out and all knowledge known about it. Erin asks if it is defensible.

2nd by Rob. Vote is unanimous in favor.

Erin motions to authorize the approval of the Board of Directors of Providence Hall to enable Paige Anderson or any available board member to authorize the loan and act as a signatory representing the board.

2nd by Rob. Vote is unanimous in favor.

Erin discusses the approval of the direct deposit fund.

Motion to vote by Erin: Authorize direct deposit authorization form for electronic funds transferred for vendors.

2nd by Rob. Vote is unanimous in favor.

Item of Discussion: Facilities Update

Update: \$30,000 to entity we are purchasing school from. Items still need to be completed: landscaping, stairs, flooring, grass. Paige discussed the walk through the board had. Board putting in policy that teachers, students, staff respect the school. They are setting guidelines as to what their expectations are. 5 minute walk through with Erin. Erin goes over items that need fixed and cleaned. Alecia Hansen to head up cleaning committee.

PAIGE ANDERSON:

Items of Discussion: IT training for staff

Jon sent update. Paige said it was helpful.

Items of Discussion: Internet Access and Abuse

Board will be monitoring staff use every month. Jodi Lusty was great at using websites to learn more things. Send reports to board. Rob asks to elaborate on usage. Jon states trying to do low testing for CRT's and computers were not allowing information to be sent to the computers. Turned out to be internet usage within the school. If board notices problem, they will talk to the person and a warning will be given. Other steps will be taken if necessary. Jon will forward report to board by the 5th of every month. Paige clarifying-specific websites that teachers want that will be appropriate and educational to use, get to mark and he will check out, get to Jon, cc the board. Jon to monitor use and websites. Mark to approve sites. Mark to review all reports. Board to review all monthly reports/reviews.

CHRIS ORD:

Item of Discussion: Business Manager's Report

Finance Report / Disbursement Report. Rob asks how far into the school year we are. Chris says 2/3 of way through year. Chris explains 2 time lines: fiscal year started in July, school year started in Sept. Rob had questions on retirement programs: % remaining at 73%. Spec Education. Paige to Chris, Chris may have misallocated some salaries and made adjustments. Dues and subscriptions, UAPCS – ½ price this year, double next year. Supplies, Physical Education, custodial budget over. Chris explains the biggest portion of it is paper towels, toilet paper, sanitizer but should be mostly finished to get us through the rest of the year. Erin requests Bill's job description. Rob asks about going in with another charter school to do ordering for a cheaper price. Chris will double check invoices. Many items were double ordered before Chris was hired. Office depot has credit for us. Lincoln Fillmore just arrived to meeting. Items sent back. Credits were applied to invoices. Rob asks about garbage expense. Chris said it has been more expensive than expected. Erin says to reassess. Paige wants to know if Ace is charging for recycle. Lincoln suggests to check out Allied. Chris will do so. Rob asks, did Lincoln budget to low for professional development meals? Lincoln said he did.

Chris reports on Federal Facilities grant. These are reimbursable once funds are spent. This will come on April's allotment (about \$21,000.00). Rob suggests someone in administration work to be a grant writer. States it would be a great skill and valuable to the school. School received 501C3. Erin suggests Chris forward serial # for the 501C3 to Jon. Self inspection survey for Risk Management has approved credit if submitted by June 1. 5% credit awarded from Risk Management for Safety Committee. Erin states she has already had 3 meetings. Need 4 meetings with minutes. Lincoln thinks Erin's notes should be enough to submit. Minutes must be submitted before June 1.

LINCOLN FILLMORE:

Items of Discussion: Budget

Legislature cuts - 6% cut is really only 4% cut. Legislature also passed the fixed Kindergarten funding kit which means we will receive \$642/Kindergarten student for this year. It will continue next year. 2.5% cut for next year. Federal Government increased Special Education Funding and At Risk Student Funding. Lincoln states we should see little budget cut for next year. We will receive Land Trust Funding for next year - \$24,500 for next year. Erin and Paige approves of what the committee came up with. Lincoln said he should receive estimated revenue numbers next month and will hopefully present draft budget for April BOT meeting. USDA loan require a certain amount of debt reserve. With the Kindergarten funding we should be able to carry over about 5% of our revenue. Erin asked about the debt service we have to carry on the USDA. Original reserve was thought to be 20% of the annual mortgage. Lincoln suggests since the board applied for Charter School Revolving Loan, . Used as cash bridge. Loan payments are now due on that loan. Banks are now paying 1.5-2% interest. Lincoln offers idea: since money has not been spent, and interest is not going to make money, we pay lump amount back. It would look good on charter school movement. Erin states hold on to money until USDA loan is closed and if amount is paid back there needs to be a as good will on the banks side. Lincoln says he would make sure there was.

PHAST:

Items of Discussion: Community Humanitarian Service Project

Stephanie Soper said PHAST would like to hold it on May 16 – Armed Forces Day. \$11.95 to ship box no matter how heavy. PHAST would ask each student to bring in change and each class would collect it and earn enough money for each class to have a box. On May 16th, parents could bring school supplies, gently used or new infant clothes, kids clothes, receiving blankets. Take a group picture or card and put in box. Erin suggests writing a letter to veterans instead of using the box. This will show kids that there are other kids in need in other countries that don't have the things we do. Items will be shipped to Iraq to military soldiers who will distribute items to Iraqi children. Erin asks for clarification. Stephanie clarifies project. Adopt A Box postal service. Erin has concerns on some items being shipped such as crayons melting. Erin questions how things get distributed once items arrive in Iraq. Paige suggests sending a camera in box for soldiers to take pictures of items being given to children and send pictures back so our students can see other students benefiting from their donation. Erin is concerned that once the box gets over there that it will end up in the trash or be unproductive. Concern of asking for so many fund raisers already. Intent is spectacular, but the practicality of how it will actually happen is of great concern. Stephanie states parents are really wanting a humanitarian project. Paige says one of the IB training suggestions is that the students come up with an idea for a project. Erin suggests opening up the students to

come up with 3-4 ideas and then decide on a project. Stephanie says 2nd half of project is a clothing swap. Have a picnic, set up tents and if items donated, you can buy for \$1.00/piece. Erin says in our Federal Grant we can't charge. We can have a clothing swap but it must be free. Must be in compliance with our grant. Paige would like to do the swap, but no money. Stephanie asks about the May 16th activity. Paige would like to put it back on the kids. Erin suggests to have the picnic open to all military personnel. Write letters to servicemen. Mark talks about how 6th grade is already doing something like that. Bonnie states that many students will come up with ideas by the information being taught in the classes. Mark suggests coming up with a policy for school wide and grade level projects. Paige and Erin suggest having the picnic at Providence Hall. Clothing swap is a good idea, no charge and PHAST will proceed. Items donated and retained for those who cannot afford. Other clothing can be kept at the school for dress code violations.

Erin makes a motion for closed session at 9:39pm.

2nd by Paige. Vote is unanimous in favor.

CLOSED SESSION:

Meeting adjourned by PAIGE ANDERSON at 9:39pm.