



PROVIDENCE HALL
CHARTER SCHOOL

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

Meeting called to order by SONYA PETERSON at 2:39 pm:

ROLL CALL:

Board of Trustees members present: Sonya Peterson, Melanie Kingdon. Robb Enger and Laurie Compton will be arriving soon. Alicia Hansen arrives (2:41pm). Laurie Compton arrives (2:46pm).

Others Present: *Erin Preston, Jodi Lusty, Shannon Singleton, Kathy Watson, Kathy Davis, Beverly Ledward, Max Meyer, Nate Marshall, Burgandi Keddington, Angela Johnson, Erica Hancock, Judy Tolman, Jaci Thornell, Rebecca Strait, Kelly Mattingly, Bekie Johnson, Sierra Shuldburg, Evann Howlett, Simon Raubenheimer.*

PUBLIC COMMENT:

None submitted.

SONYA PETERSON:

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

Item of Discussion: *Approval of October BOT Minutes*

MOTION BY ALICIA HANSEN TO APPROVE THE BOARD MINUTES FROM THE OCTOBER BOT MEETING AS PRESENTED. 2ND BY LAURIE COMPTON. VOTE IS UNANIMOUS IN FAVOR.

BURGANDI KEDDINGTON:

Item of Discussion: *PHAST Board Update*

Holiday boutique is next Friday and Saturday. Posters will go out to businesses tomorrow. Yard signs and banners will go up next week. Flyers will go home with students. 31 vendors this year. 2 days, moved to jr high gym instead of elementary. Book fair will also be going on. There is a need for additional PHAST members. Short on a fundraising chairperson this year. 4 or 5 positions that function right now. This is too small for all that PHAST does. Sonya Peterson suggests asking administration for parent names that can also help in PHAST. Fall book fair – raised \$8,666. Providence Hall received 65% of that amount. Sound system for jr high – no action yet. Will keep in touch with Burgandi. Money from last year is still available. Burgandi will get the amount to the board and administration. Holiday book fair funds will go specifically to the jr high. Providence Hall gear – school spirit - expanding to t-shirts and ball caps idea. Erin Preston suggests selling gear the students can wear for dress code on a higher end. PHAST is happy to head this up and sell the product. Administration will meet with Melanie Kingdon and discuss possible options. PHAST will sell PH product that we have on hand, such as sweatshirts, at the boutique. Sonya Peterson commends Burgandi on all the work that PHAST is doing.

ERIN PRESTON:

Item of Discussion: *School Waiver Fee (with Shannon Singleton)*

Required by law, according to R277-407, to have a school fee waiver policy. Erin Preston states PH has already been following this procedure, it was just never turned into policy.

MOTION BY LAURIE COMPTON TO APPROVE THE SCHOOL FEE WAIVER POLICY. 2ND BY ALICIA HANSEN. VOTE IS UNANIMOUS IN FAVOR.

Item of Discussion: *UTREX Errors in Oct 1 – info only*

Enrollment - capped students at 1551. Did not designate all of our English as second language learners. Included 8 students that needed to be changed to ELA. In doing so, the data was messed up. Oct 1 – Oct 15: errors can be fixed. In the amendment period making these changes, there was a systematic error which unchecked those students as attending. System now has us registering at 1543 instead of 1551. Appeal has been submitted. Erin received an update yesterday in which the finance department is considering the appeal and will let us know. \$55,000 short until appeal is decided on. Student records, attendance and data tracking are there.

Item of Discussion: *Creation of 401K Committee*

401K requires a certain amount of securities compliance. Securities laws have changed recently and we now have an increased level of oversight. In the past it has been Erin and the business department who have provided this oversight with the plan administrators. Would like to expand to include a board member and a teacher or two where you analyze the different plans that are offered and make sure they are viable. Will meet annually unless there is a shake up in the market and will then meet sooner to make sure we are still aligned with the market.

MOTION BY LAURIE COMPTON TO ADD BOT MEMBER AND TEACHER TO 401K COMMITTEE TO COME INTO COMPLIANCE WITH NEW LEGISLATION MANDATING INCREASED GOVERNANCE AND ENSURE THAT 401K OVERSIGHT IS CARRIED OUT APPROPRIATELY. WE RECOMMEND THE CREATION OR THE INCREASE OF MEMBERS TO OUR ALREADY FORMULATED 401K COMMITTEE. 2ND BY ALICIA HANSEN. VOTE IS UNANIMOUS IN FAVOR.

Item of Discussion: *Legislative Advocacy Discussion: UAPCS and UCN Membership Decisions*

Decision was made to move forward with both groups. PH received a bill from UCN for \$5,000 and a bill from UAPCS for \$9,582. Erin Preston was elected as treasurer on the board at UCN. She has not been able to see the financials. Erin has been asked to join UAPCS as their Legislative Committee Co-chair along with Steve Crandall from Summit. After many board meetings she has concerns with UCN's viability. Erin recommends that Providence Hall continues with UAPCS and the board tasks her with being on the Co-chair Legislative Committee with UAPCS and they hold on UCN until PH can assess their viability. Board approves Erin Preston resigning from the board at UCN and PH withdrawing membership for the time being. Laurie suggests paying UAPCS \$5,000 until financials have been made available.

MOTION BY LAURIE COMPTON TO APPROVE \$5,000 TO UAPCS UNTIL WE SEE THEIR FINANCIALS AND SUSPEND OUR MEMBERSHIP WITH UCN PENDING REVIEW OF THEIR VIABILITY. 2ND BY ALICIA HANSEN. VOTE IS UNANIMOUS IN FAVOR.

JODI LUSTY / ERICA HANCOCK:

Item of Discussion: *ManageBac Update*

All the parents and students are uploaded. 80% of students had accessed it within the last week. Teachers will set a goal of how to utilize it more often. Teacher's blogs can contain more information. ManageBac will contain info but if more info is needed the teacher can add a link to their blog for the additional information.

Erica observed that a few teachers had uploaded their assignments on ManageBac and are using it more frequently. Parents do not seem to be accessing it as much. Roughly 1/3 of the parents use the system. It is tied to both schools and cannot be separated. Jodi states that ManageBac is more of a teacher driven program for the elementary. Some teachers will be going to trainings in the next few months.

Item of Discussion: Sage & IB Update

Erica Hancock states an informative assessment has come out and we are working with our teachers next month. Estimating 90 minutes/writing portion for the elementary. Sage test will be ready for the end of year test. Similar to DOMA testing. Questions are more interactive. System allows for students to take breaks. Erin Preston states it is 6 weeks longer for the testing period. Jodi Lusty updates board members on reading benchmarks. 61/63 students are on level and have maintained or surpassed reading levels. 35 students out of 58 that are in the intervention program have made 1 or more level jumps during the 3 weeks the program has been active this year. With 3 instructors in the STAR program we picked up 4th & 5th grade students who are reading low. Kathy Watson states the elementary would like to consider looking at a math intervention program created by Madalyn Burns; released through Scholastic. \$10,000.00 we would get grades K-5; 30 minutes a day/5 days/week depending on the program. She is also thinking of taking 1 TA per grade level, increase their hours to 20/week and use them as the math specialists for next year. Kathy is waiting for price lists.

ERICA HANCOCK:

Item of Discussion: Friday Class Modification

Proposing a change to Friday classes. USOE has identified problems with how credits are being given. There have been discipline and attendance issues on Fridays. Survey was sent out to jr high teachers with a few proposed schedules and almost unanimously they agreed to a 7 period day Monday-Thursday, adding 1 elective. Friday would be a regular core 6 period class with no electives. Survey was issued to parents – good response. On the high school side – when credits are transferred to a different school if student withdraws from Providence Hall – credit must be tied to a code which is tied to the clearinghouse. Current classes – when student transfers out, coordinate with the other school to accept class and code it in their school. New classes would contain the necessary code. Moving forward we would be fine. Students may choose 1 elective to have Monday-Thursday or 2 electives with 1 on Monday/Wednesday and the other on Tuesday/Thursday. Nate Marshall explains the teacher survey –majority is against Friday format schedule. Parent survey – half was strongly for and half was strongly against, need to look at comments. Most parents felt Friday schedule was too much fun. This new format would help by coding classes to qualified teachers for the clearinghouse and will also help us put parameters on how that class should be structured and taught. Friday will be an extension of the course. Erin Preston talks about labs being done on Fridays and the teachers will need to prepare for that. Hoping change will take place after the December break.

MOTION BY LAURIE COMPTON TO AUTHORIZE STAFF TO MODIFY FRIDAY CLASSES AS PROPOSED). 2ND BY ALICIA HANSEN. VOTE IS UNANIMOUS IN FAVOR.

Item of Discussion: After School Clubs Policy (with Nate and Erica)

House bill 236. PH wants to create clubs after the board approves the policy to make sure the clubs are within the guidelines. Parent consent form will be sent home and needs to be signed before any student can participate in after school clubs. Laurie Compton would like to have time to read over the policy and call an emergency board meeting to vote. Erin Preston suggests proceeding with the clubs currently on the table (chess, drama, sole, etc) using this policy on a provisional basis until the passage of the policy next month. Board is ok with a provisional authorization pending review and approval at the next board meeting. Laurie asks Erica Hancock to make sure the information gets back in the packet and on the agenda for next month. Erin Preston also goes over parameters of creating clubs.

BUSINESS MANAGEMENT:

Item of Discussion: *September & October Financial Report*

September – 82 days cash on hand. We are good on bond covenant. 1st bond payment for the jr high is coming due in December. Lunch program is run as 1 entity as well as PHAST.

October – 79 days cash on hand. Correction on bond payment. Income statement – line 134; IB training for teachers. Line 135; speech and language. Line 173; insurance is paid up front with Risk Management. Line 222; bond costs. We are starting to receive reimbursements. Line 243 & 244; bond payments on elementary and jr high.

NATE MARSHALL:

Item of Discussion: *PowerSchool & Skyward Comparison*

Price point was \$49,000 and what the program would provide; scheduling, attendance, discipline, grade book. Recommended to do research on other programs. One program they looked at is Skyward and is also being used by the Jordan School District, Alpine School District and Judge Memorial. Had a 3-4 hour virtual meeting. More user friendly. Program costs \$54,000. There is a lump sum of \$103,000 or 3 payments of \$17 over 3 years. Fees are ongoing with PowerSchool. Customer support is included in the upfront cost. Feeds into all state required reports. Training of 10 people is included. Skyward will come in and export our current data and import it into the new system. They will come help. Pros to Skyward - Romo call if students are tardy or absent. Can also send out lunch balances. Master schedule - create it and move things around. It will automatically calculate the impact of student schedules. Teachers favor Skyward with the ease of entering grades. Can create schools within the school to separate elementary, jr high and high school. Cons - Front desk stand point – everything shows on the computer screen. PowerSchool has difficulties with the Macs. Skyward does not speak to ManageBac at this time but does not mean that something cannot be linked.

MOTION BY LAURIE COMPTON TO APPROVE THE PURCHASE OF SKYWARD. 2ND BY ALICIA HANSEN. VOTE IS UNANIMOUS IN FAVOR.

Item of Discussion: *Block Schedule*
Move to next month.

CLOSED SESSION:

MOTION BY LAURIE COMPTON TO MOVE THE MEETING TO CLOSED SESSION FOR THE PURPOSES OF:

- *The discussion of the character, professional competence, or physical or mental health of an individual.*
- *Strategy sessions to discuss collective bargaining.*
- *Strategy sessions to discuss pending or reasonably imminent litigation.*
- *Strategy sessions to discuss the purchase, exchange, or lease of real estate property.*

2ND BY LAURIE COMPTON, ALICIA HANSEN, MELANIE KINGDON, SONYA PETERSON. VOTE IS UNANIMOUS IN FAVOR.

MEETING TO CLOSED SESSION AT 4:36 PM.

Recorder B – Folder A – 07