



Providence Hall - Board of Trustees Meeting
Thursday, October 10, 2013 - Minutes

Meeting called to order by ROBB ENGER at 2:41 pm:

ROLL CALL:

Board of Trustees members present: Robb Enger, Sonya Peterson, Alicia Hansen, Londyn Nelson is excused. Laurie Compton is available via phone. Melanie kingdom is on her way.

Others Present: *Erin Preston, Jodi Lusty, Shannon Singleton, Kathy Watson, Beverly Ledward, Max Meyer, Nate Marshall, Jaci Thornell, Kathy Davis, Rebecca Strait, Lynne Roux, James Barker, Lee Henson, Burgandi Keddington, Stacy Warnick. Rebecca Johnson.*

PUBLIC COMMENT:

Mr. Lee Henson – *President and CEO. Once a year he makes a trip to the European side of the continent to visit his European clients so he is not taking time away from his family throughout the year. He tries to make this trip during the summer so they can take their children with them. This past year they were able to visit 22 foreign countries with a guide and share their educational experiences. Project – his son put together a book of his experience. This year is the last time they will be able to do this with their children. Family will be leaving town on May 15. 13 ½ days of school will be missed. Transatlantic on a cruise ship – visit another 15-20 countries. Mr. Henson is asking for permission from the board to allow students to miss school for that long. Robb suggests the students come back to present to the board after their trip. Attendance policy – PH does have an educational leave policy. Erin Preston suggests putting this item to administration. Principals at both schools are ok with this leave. Mrs. Watson states they learn so much by being able to visit the amount of countries and cultures the students are exposed to. Mr. Marshall is concerned with the testing days. Parents will coordinate with admin to have students test early. Board leaves this decision to administration.*

Mrs. Rebecca Johnson – *time of board meetings. Would like to suggest meetings be scheduled at a later time. The time limits the amount of people that can come. Parents are working with carpools, getting students home, people work and can't take off. Also asks who voting members are and who the members of the board are. Robb Enger explains there are 6 board members. Robb usually will not vote unless there is a conflict or tie. She would also like to know what the procedure for becoming a board member – those who are founding members have an unlimited duration. The others will have between 1-3 years of a renewable board position. The PHAST Liaison will have a 1 year position and will rotate each year. 1 parent elected position. Mrs. Johnson would like to see more parent representatives on the board as the school expands. She also asks how to become an appointed board member. Robb explains that if there is a parent that is very involved they will go to that person and ask if they want to be more involved. The board will usually put them over a committee and if that person is successful and will be a good fit for the board they will be asked to be on the board for a year and possibly another year. Volunteer for a minimum of 400 hours is mandatory before the board will even consider them.*

Mr. James Barker – *expresses his appreciation to the board for his time of service of being on the board. Compliments Erin Preston and all the hard work and time she dedicates on behalf of Providence Hall as well as the administration.*

LAURIE COMPTON, ACTING BOARD CHAIR:

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

Melanie Kingdon has arrived. Melanie – not present at last board meeting. Remove her name from minutes.

Item of Discussion: *Approval of September BOT Minutes*

MOTION BY ALICIA HANSEN TO APPROVE THE BOARD MINUTES FROM THE SEPTEMBER BOT MEETING AS PRESENTED. 2ND BY MELANIE KINGDON. VOTE IS UNANIMOUS IN FAVOR.

SHANNON SINGLETON:

Item of Discussion: Audit Committee

Robb Enger explains the Audit Committee purpose and what it means. Every board is required to have an audit committee on anything that is audited and will meet with auditors as they come in. Typically this is done without management present so there can be free dialogue and conversation about things the auditor has seen. Can also direct auditors to focus on certain things. The Audit Committee is also responsible to look at the audit, accept the audit, and ask questions. Auditors recommend to Providence Hall to form an audit committee. Robb Enger recommends the entire board be on the committee. Max Meyer explains – new rule for schools in general. These documents that the board has support the rule. Must meet annually and review; this is our annual meeting. Good internal controls; confirmed by auditors. PH has been using these documents longer than it was made a rule. Teachers are trained on collecting money and turning it in to the office for deposit. Robb asks Erin Preston if she has been able to review these documents and approve it with her knowledge of the procurement code. She says this is more policy and procedure. The policy is solid; the procedure is helpful. Max continues to go over the different documents that were given to the board.

KATHY WATSON:

Item of Discussion: Utah Consolidated Application Approval

Money that is restricted. We are in the middle of completing the UCA which we have put in school goals and strategies. Money is restricted and must be spent in certain areas and it must have goals tied to it. Due November 1st. As funding changes Kathy Watson will send it again. School Improvement Committee will be analyzing school improvement plan – meeting once a month, look at surveys, test scores, the committee will make the recommendations. Committee is just about formed and will include faculty, parents, administrators and Title I coordinator. Board members are also welcome. 1st meeting will be in November. Erin Preston commends Kathy Watson and Jodi Lusty on all the hard work they have spent on this. Land Trust update – in process of spending last year's money. Write a goal on what the additional money will be spent on. Kathy spoke to Paula Plant – she is our contact for Land Trust at USOE. She said we can tie additional funding to previously written goals or go through an amendment process. Money is tied to 2 previously written goals and they will split money between the elementary and jr high and purchase science kits and technology.

NATE MARSHALL:

Item of Discussion: UHSAA Membership

Proposal or recommendation – move from charter school to a higher level of competition in the traditional high school activities. PH would be in the 2A level. There are several divisions within this area. PH would most likely fall into Region 14 which includes Summit Academy, Waterford, Maeser Academy. The farthest travel time would be approximately 1 hr 20 min. We would need a transportation dept (buses for the games). We would probably need 1 bus. Jordan School District has lists of back up drivers who are certified, trained and have their endorsement which is about 180 hours of instructional time. Cost would be approximately \$14/hr.

Cost in buses, coaches and equipment. Would need to do fundraising. \$200 price point for students fees and fundraising to run program. Program could provide an opportunity to students who may have gone to another high school. Opens up opportunities for scholarships. Students feedback was overwhelmingly positive but they were asking what sports would be offered. UHSAA – compete at not only sports level but drama, debate, etc. Facility requirements for high school – soccer field must be 156 ft wide, 240 ft long; basketball - gym must seat 700, have separate locker rooms and a place for the officials to go. Deadline is November 1 to apply. Application cost will be \$600/year. Operating costs would be \$90/sport or activity. Student fees would be \$200-\$250. Realignment every 2 years; JV level for 2 years, then full varsity level.

MOTION BY SONYA PETERSON TO MOVE AHEAD WITH THE UHSAA MEMBERSHIP AS LAYED OUT BY NATE MARSHALL AND MELANIE KINGDON. 2ND BY ALICIA HANSEN. VOTE IS UNANIMOUS IN FAVOR.

Item of Discussion: IB DP Planning – A/B Day vs 8 period day schedule

Need to look at the number of classes being offered. 8 periods would give us enough credits for traditional schedule, not including IB(tape). Providence Hall Diploma, a state Certificate of Completion requires 24 credits. Majority of Utah high schools show needing 27-28 credits. If PH went with 7 periods/day the release time would need to be removed from the schedule, leaving early morning or after school. Seminary stated they would not staff for this. 8 period days would allow enough credits including release time and would keep us within the guidelines of IB. 1 credit equals an entire year of course work. Nate shows the board a 4 year credit hour breakdown of a student, non IB, to graduate. 120 hours of seat time equals 1 credit; 60 hours/semester. Mr. Marshall states we need to think about expanding high school time for an 8 period day from 7:35-3:12, jr high time would begin at 7:50 am, and elementary time would stay at 8:05-3:05. Time frames would work out well with traffic flow. 8 period day would hold 50 minute classes. A/B block schedule would include longer class times approximately 90 minutes. Erin Preston discusses the possibility of having a block schedule, meeting every day, with an hour of assisted homework. Could move times to follow a traditional high school schedule. Discussion takes place on the different options with parents and staff. It is suggested that PH have an 8 period day where the students would have classes every day, mainly due to math. Robb Enger suggests having the math class every day and offer a block schedule on the other classes. Nate Marshall will put together a proposal showing math as one of those options.

Item of Discussion: PowerSchool Purchase

\$48,000 purchase. Nate will bring numbers for Compass and Canvas. Program is web-based. This would be managed internally. There are multiple options. 98% compliant with state guidelines. Max Meyer suggests looking into the functionality of PowerSchool and also Skyward.

Item of Discussion: Book Committee Meeting

Committee met and discussed the various books in question. Great feedback from parents. Initial rubric was felt to be too restrictive. Limited it to whether or not it was at the reading level of the student, using a Lexile Scale. Jodi Lusty explains this is based on word complexity and the amount of words in the book; not necessarily content, although the committee did consider the content as well. Tried to keep every book within 2 grade levels. Criteria used included the lexile points, was content age appropriate and does it fit our curriculum/IB. Looked at those variables, scored it and concluded with their decision. Committee is not banning the books or taking them off the shelves but took them off the table as they felt that the content did not fit the grade level. This committee will meet again in November.

MOTION BY SONYA PETERSON TO ADD THE BOOK NIGHT TO OUR PROVIDENCE HALL'S SCHOOL APPROVED CURRICULUM READING LIST. 2ND BY ALICIA HANSEN. VOTE IS UNANIMOUS IN FAVOR.

SHANNON SINGLETON:

Item of Discussion: Reduce Health Care Pay-outs for non-insured employees – proactive to future employees?

46% of new employees chose to participate in health plan. 54% proved they had health insurance through another company. We currently offer a \$500 cash benefit payout at 90% for those who choose to not participate in the health plan. Low participation rate of entire population – 52% of eligible employees participate overall. Look at continuing to offer cash payout to new employees as we hire for the high school. 2 groups – already covered by spouse and find insurance elsewhere. Erin Preston states we need to increase participation. Erin suggests not offering future employees the cash payout. Also, those who are seeking insurance through other means have them enroll in our program. The plan does offer different levels of coverage. Plans have been customized to meet our schools needs. Robb suggests grandfathering in those employees that are already receiving the cash payout but terminate the cash payout to any new eligible employee. Continue to offer the \$500 towards benefits but will not allow the cash payout. 84% of employees are participating in our retirement plan. Robb Enger suggests a 401K committee for Providence Hall. Put on agenda for next month.

MOTION BY SONYA PETERSON TO DISCONTINUE A CASH PAYOUT FOR ELIGIBLE EMPLOYEES WHO WAIVE HEALTH INSURANCE AND GRANDFATHER IN THE CURRENT EMPLOYEES RECEIVING THE CASH AS OF NOVEMBER 1, 2013. ANYBODY BEFORE THAT IS GRANDFATHERED AND ANYBODY AFTER IS NOT. 2ND BY ALICIA HANSEN. VOTE IS UNANIMOUS IN FAVOR.

ERIN PRESTON:

Finalized enrollment at 1551 students. Waitlist 3878, 124 of those are siblings of existing students. Providence Hall has the highest retention rate in the state. IB conference – more teachers attended from Providence Hall than any other school. State charter board is implementing a charter monitoring process in which they assess the schools against their charter. Creating the process to analyze schools that are struggling. 6 schools were selected and PH was asked to go through it first. This is a 1 year process. Will use current and documented information. They will be looking at board policy, board governance, academics, employee analysis and budget. Construction update – cannot close on construction until one furloughed employee goes back to work. Erin Preston will make a statement regarding the construction.

Item of Discussion: ROTC

7th and only independent ROTC program. Ryan White will need \$10,000 to cover ongoing operating funds, staff and cover 1 additional field trip. Wooden rifles for drills and canteens are a 1 time only purchase. Large shed needed – suggests a large trailer and he will store it at his residence. Storage and convenience factor. Mr. White will be going offsite and will need access to the supplies. Max Meyer suggests discussing this with Risk Management on these situations. Sonya Peterson suggests selling the company car and purchase the trailer or renting a storage shed. Shannon Singleton stated that the car was going to be sold and purchase a truck. Robb Enger commends Mr. White for all he does on behalf of the students and PH.

MOTION BY ALICIA HANSEN TO APPROVE THE JROTC SUGGESTED BUDGET FOR 2014 - 2015 SCHOOL YEAR FOR \$10,990. 2ND BY SONYA PETERSON. VOTE IS UNANIMOUS IN FAVOR.

Item of Discussion: Student Clubs – guidelines and application

Re-evaluate and discuss at a later date.

JODY LUSTY / ERICA HANCOCK:

Item of Discussion: Cactus Update (information only)

Going well and keeping track. No questions or discussion.

Item of Discussion: Manage Bac Update (information only)

No questions or discussion.

ALICIA HANSEN:

Item of Discussion: Health and Safety Minutes

No questions or discussion. Still working with the city to make improvements. Sonya Peterson suggests adding Deena Stout or Laura Ann Bangerter to the committee.

BURGANDI KEDDINGTON:

Item of Discussion: PHAST Update

Parents wondering where the money they donate is going. Elementary has been upgrading the sound system. PHAST is wanting to put money into a new sound system at the jr high. PHAST budget is published so parents can see where the money goes. Will have Jon put it on the website under PHAST tab. PHAST currently has \$10,780.65 in savings. Book fair – Scholastic at elementary. Book fair is scheduled with the holiday boutique. This will be held at the jr high on November 22-23. Fall festival will provide hay rides, games, food for sale, photo booth, etc. Volunteers are signing up. Holiday Boutique – first come first serve for vendors. Sign ups will begin on Monday – space for 41 vendors and must have money in hand. Robb Enger commends Burgandi for all her hard work and all she does.

BUSINESS MANAGEMENT:

Item of Discussion: Financial Report

Max Meyer states that things look great. Still working with new software and getting reports out. Next meeting the board will have the reports in advance. Days cash on hand – a large amount of money has been spent in September so next report will show this amount much lower. Money spent on architecture, curriculum, etc. This will not affect the bond covenant. Providence Hall has cash reserves; well above any covenant related restriction with cash on hand.

CLOSED SESSION:

MOTION BY ALICIA HANSEN TO MOVE THE MEETING TO A 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 SONYA PETERSON. VOTE IS UNANIMOUS IN FAVOR.

MEETING ADJOURNED BY ROBB ENGER AT 5:49 PM.

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