



*Minutes*  
*Providence Hall - Board of Trustees Meeting*  
*Thursday, October 15, 2009*

**Meeting called to order by ERIN PRESTON at 6:17 pm:**

**Roll Call:**

Board of Trustee members present: Erin Preston, Laurie Compton, Paige Anderson, Stephanie Soper, Alicia Hansen, Robb Enger.

**Others present:** Kelly Mattingly, Mark Johnson, Jodi Lusty, Chris Ord, Lincoln Filmore, Jon Hagen, Kim Andersen, Jessica Collett, Melanie Clark, Bonnie Hagen.

**Public Comment:** None.

***ERIN PRESTON:***

**Item of Discussion:** *Approval of June Board Minutes*

**MOTION – Robb, minutes approved pending modification. Stephanie 2<sup>nd</sup>. Motion approved.**

**Item of Discussion:** *Approval of August Board Minutes*

**MOTION – Robb, minutes approved pending modification. Stephanie 2<sup>nd</sup>. Motion approved.**

**Item of Discussion:** *Approval of September Board Minutes*

**MOTION – Robb, minutes approved pending modification. Stephanie 2<sup>nd</sup>. Motion approved.**

**Item of Discussion:** *Board President Replacement*

**MOTION – Paige Anderson nominates Erin Preston to take over as president from October 15, 2009 to May 21, 2010. Laurie 2<sup>nd</sup>. Motion approved.**

**Item of Discussion:** *STAR Reading Program*

Jolynne Jimenez and Stephanie Soper are working on a parent survey as to why we are not having volunteers for STAR reading program. State of the economy could be a large factor as well as trying to find babysitters for younger siblings. Other schools are seeing the same problem with lack of volunteers. Volunteers are asked to donate 4 hours per month. Erin suggests opening up volunteer help in star reading program to the local LDS churches. Volunteer opportunities are listed in the weekly newsletter. The increase seen in volunteers for STAR is coming from teachers directly contacting parents. Communication through emails and sign ups at Back to School night. Suggestions given – Google calendar for the whole year, incentive for prize drawing each month, STAR website sign up designed by Jon Hagen.

**Item of Discussion:** Forming Exploratory Committee – Struggling Readers

Possibly build a website for STAR Reading sign ups. Approval for creating a committee. Paige Anderson will form this committee.

**Item of Discussion: *Encouraging and Soliciting Additional Volunteers***

Suggestions – Google calendar for the whole year, incentive for prize drawing each month, website for additional sign ups of different activities. Committee will look into this and report back to BOT for next meeting. Program setup will require a one-time fee and can possibly be used in other areas.

**Item of Discussion: *Potential Facility Improvements***

Countertop and removal of window in front office. Renovation bids came in higher than expected. Chris and Bill talked about having Bill do the renovation. Suggestion given to board as to the possibility of a tri-level counter and adding a higher countertop in front of the secretaries and placing a lower counter in the middle for students and meeting requirements of ADA height. Kathy explains the reasons for the higher countertops as providing privacy for paperwork and information that is handled by the secretaries, protection to them from theft or weather while also providing a lower access to students and those with disabilities. Countertop is a marble remnant. Allocated \$1000 towards this project. SOD will cost between \$40,000 - \$50,000. PECK Ormsby has agreed to help fund some improvements which include possible re-seeding, soil amending and they will pay for the fertilizing to be done by Quinton Rollins until the spring. Students should still be able to play on grass. They would like Providence Hall to look into the removal of rocks; perhaps jack hammering down the tops of the rocks of those that cannot be extricated. Chris noted the back grass area has improved. Spring Carnival – the grass must be ready, they cannot put inflatable's on rocky ground. Erin will provide recommendations after Ormsby comes to school. Solid surface in kindergarten area. Look into solid surface for the back area at the end of the year. **MOTION – Stephanie - to approve purchase of kindergarten playground surfacing, cost at \$8000. Alicia 2<sup>nd</sup>. Motion approved.**

**Item of Discussion: *Teacher Goaling/Incentive Discussion***

Cash reserves are very well but Providence Hall is not hitting the CRT goals they set for themselves. Paige would like to see restricted and unrestricted funds. Erin would like to know how much of the \$500,000 is unrestricted funds. Move discussion forward to next agenda.

***PAIGE ANDERSON / LAURIE COMPTON:***

**Item of Discussion: *Grant Writing Seminar Update***

Adding additional board member. Suggested Heidi Totten. She would head the Fundraising Committee. Move to next agenda. This will allow time to talk to Heidi and get her feedback. No need for discussion at this time.

**Item of Discussion: *Fundraising Idea***

For the next BOT meeting, Erin has asked Mark for a detailed listing of each committee, who is on each committee and what the duties of each committee are. Parent committees and Board committees. He will present this at the next BOT meeting.

***ALICIA HANSEN:***

**Item of Discussion: *Health and Safety Committee Report***

Committee did not meet, therefore there is no report at this time. Meeting will be rescheduled as soon as possible. Discussion will be delayed until next BOT meeting. Committee must meet 4 times per year. Report given by Alicia explaining what is expected by everyone and specific locations. Alicia has made a binder and placed in the teacher's workroom with written explanations of evaluations. Stephanie would like to see the evaluation scores reversed; the higher the number the better the evaluation. Administration would like to see an explanation of scoring and criteria needed. Clarification on comment section to explain why that score was given. Kelly will provide list of assigned areas to Alicia. Random evaluations. Overall evaluation of school needs to be done before school starts.

**Item of Discussion: *Bully Prevention Program***

Kelly is going to classrooms to give a 20 minute lesson on bullying. Board would like a calendar of upcoming events. No random evaluations given. However, teachers and students may be randomly surveyed.

***CHRIS ORD:***

**Item of Discussion: *Monthly Business Manager Update***

Question on Income Statement – UPASS O3.801 – one time expense. Land trust – received all funds. Questions answered on Expense and Income Statement for July and August. August is showing accumulative numbers. Wages, Special Education teachers – budgeted into previous line. Special Education salary is reported differently. Will add budget amount and revise. Will need Board approval to adopt a new budget at that time. Several Administrative employees started getting paid in July and August, while the teacher assistants started being paid In September. Hymark will receive a bill for property taxes for the amount of time they owned the building. Providence Hall will pay the balance. Robb received bank reconciliation. Insurance Expense – Risk Management once per year. Lincoln will send document file to board that explains what each line of budget is for. Board would like to see credit card activity statements each month. Erin needs to be added as a signer on the bank account. Funds received per student is roughly over \$5000.00.

**Item of Discussion: *Current Budget Adjustment***

One time fund - Sept 2011 – restricted money must be spent. Restricted accounts? Concerned mostly with Special Education. Money must be spent on students according to their IEP. Money cannot be spent for classrooms with Special Education students. Must be in Special Education room only. October 1 funding will be for 700 students. Money can be used for Special Education teachers/aides for educational training or bonuses.

**Item of Discussion: *Tutorial on Financial Statements***

Lincoln explains in two parts. Today will be quick over view and next month will be how what is presented to the board is different from what is presented to the state and how it transfers back and forth. Robb would like to see monthly expenses in detail rather than the accumulative. K12 WPU is \$2577 per student. That will increase whenever the legislature makes a change. This is per student. Formula for charter schools are .55 of that amount for kindergarten and .9 for grades 1-6. Professional staff – funding is based on the qualifications of the teachers that are hired. Additional funding is received for Ph.D, Masters. State has formula and generates funding according to information. Special Education Funding in Utah does not have a hard time coming up with funds to operate. Self Contained student – more than 180 minutes in a day. Accelerated Learning At Risk - interventions for students at risk. Some students will excel while others will fall behind. Formula based statewide. What is considered at risk? Low Income, English Language Learner, Immigrants. Social security and retirement. Legislature comes up with an amount (\$400/student) that we have to pay social security and retirement. Charter schools have more flexibility on how they use that money. School nurses have a small amount from the state to compensate those acting as school nurses. Local replacement – we receive \$1427/per student. State Board of Education has made a proposal to cut this amount by 23%. Expenses – self explanatory. Cash position is very strong.

***LINCOLN FILMORE:***

**Item of Discussion: *State Financing Update***

Recommendation from state board of education is requesting legislature fund at the same dollar overall. Charter schools are receiving a 400% larger funding reduction than other public schools. State Board of Education – keeping money where student is not, and cutting money where student is being educated. Board asks Chris to get the name of our representative who is on the State Board of Education and email the board with the name. Charter schools should be funded fairly. If this recommendation passes, there are 18 charter schools that could likely close. They would include charter schools that have opened in the past 3 years with the exception of Providence Hall. Providence Hall is 3 times higher than any other charter school.

**PHAST:**

**Item of Discussion: *Board Minutes***

No questions or comments.

**Item of Discussion: *Upcoming Events***

Halloween festival – teachers have been invited and encouraged to come to the festival. Teachers want to be able to roam and socialize, but not be required to attend. Board would like to know which teachers will be attending and which will not. Teacher representative explains that the teachers love teaching and coming to school but they also have their own lives and things they enjoy doing. PHAST will rotate the time the teachers would be in their rooms. Mark is asked to get back to board with recommendations on how to handle having teachers attend festival. Chic-Fil-A Night will be October 26<sup>th</sup>. Thanksgiving pies as a board. Paige would like to have the board do something for the teachers for Christmas. Paige will have suggestions for the next BOT meeting. Training for room parents will be set up. Some classes still need room parents. Add to the discussion for those who attended the IB training on how to get a little more parent buy in on how to implement IB in our school.

**Item of Discussion: *Playground Equipment***

Swing set – parents still want swing sets on play area. Underlying safety products under the swings are expensive. Paige suggests using the start up grant money to help pay for this.

**MARK JOHNSON:**

**Item of Discussion: *Monthly Principal Update***

Faculty meeting – last focus on meeting was on student achievement. Discussing ways to improve in individual meetings during team collaboration time and ways to reach goals. Teachers have good ideas of how to implement and achieve goals. Mark and Jodi have attended team collaboration meetings and they have gone over things specific to that grade level, as well as school wide on things each grade can do. Mark explains the goal sheet that he, Jodi and the teachers came up with the best practices for achieving the goals. Jodi gave teachers the Benchmark due dates – math, reading, writing, spelling. Kept in folders. Benchmarks for reading, math, writing 3 times a year, spelling is twice a year, science is monthly. Paige would like to see scores as well as how are we implementing IB? Once a month the board would like to hear from a teacher. There will be a bulletin board down by the office that will be available to view grade projects, pictures from the classrooms, etc. Monthly emails will be going home from each grade level. Most of the ideas are inspired by teachers. Provide solid instruction and be aware of students performance. Know what they are doing and be able to make adjustments in an instant. Teacher representative wants the board to know she feels very respected and supported by Mark and he is a great leader. Collaboration meetings are very beneficial and useful as a team and individuals. Erin will talk with Mark, during the IB discussions, about student lead conferences, measurements for teacher evaluations and the response for the September 11 evacuation drill. What did we learn, what did we take away, etc. The next Love and Logic training is on October 30<sup>th</sup> at 3:00 pm.

**Item of Discussion: *School Improvement Plans***

No questions or comments.

**Item of Discussion: *Calendar and Snow Days***

Calendar – Stephanie stated that a few parents have come to the PHAST meetings and would like to see a 2 week Christmas break instead of a 1 week fall break. Board voted on the calendar. Laurie said she would support whatever decision the administration made, but it was said that some parents would rather their students get out earlier on Christmas break instead of having a long fall and spring break. 2 additional days off for snow days would be around the end of the school year. Would like to move the 2 snow days to the last day of the school week instead of adding them to Memorial Day. CRT testing should be finished by the end of May. Mark suggests building the 2 extra days into next year's calendar and extend Christmas break and not allow for

any snow days. Board will support any decision principal makes for the 2010-2011 school year. Paige recommends following the Jordan School District.

**Items of Discussion: *Failing Grades***

Student grades need to be kept. Hard copies need to be saved in each student file. Teachers are sending home missing work reports to parents. Parents have the ability to check SIS at any time to check student grades and assignments. Board would like to make sure teachers are doing all they can to help students before they fail. The board would like to know that the principal is aware of any student who is failing a whole subject, not assignments. They would also like Mark to track the failing student's grades with data showing what steps have been taken; emails home, notes to parents and/or documentation of phone calls. **MOTION – Laurie – to suspend the current recommendation set by the board on failing grades pending that Mark present his recommendation to the board next month. Robb 2<sup>nd</sup>. Motion approved.**

**Item of Discussion: *Enrollment***

Question was raised to the board about allowing a third grade sibling into a vacant spot. Sibling will be offered the open spot. Enrollment information and numbers were presented to the board. It is suggested we fill any opening that comes available with siblings only.

**MOTION – Paige – move to closed session. Stephanie 2<sup>nd</sup>. Motion approved.**

**Closed Session:**

**Motion to adjourn by ERIN PRESTON at 9:30 pm.**