



*Minutes*  
*Providence Hall - Board of Trustees Meeting*  
*Thursday, September 13, 2012*

**Meeting called to order by ROBB ENGER at 2:35 pm:**

**ROLL CALL:**

Board of Trustees members present: Robb Enger, Laurie Compton, Sonya Peterson, Alicia Calapp, Alicia Hansen, Melanie Kingdon, James Barker.

**Others Present:** Erin Preston, Jodi Lusty, Kathy Davis, Jim Freeland, Shannon Singleton, Max Meyer, Erica Nuttall, Kathy Watson, Kelly Mattingly, Melissa Enger, Kama Maendl, Crystal Roach, Ann Guggler, Mauri Garr, Tara Mariweather.

**PUBLIC COMMENT:** None Submitted.

**ROBB ENGER:**

**Item of Discussion:** Follow Up Questions from June BOT Meeting

Sonya requests removing the 2nd sentence regarding the lunch program under Business Manager's Report. Head injury policy has been submitted.

**MOTION BY SONYA TO APPROVE JUNE BOT MINUTES WITH CHANGES SUGGESTED BY SONYA. 2<sup>ND</sup> BY MELANIE. VOTE IS UNANIMOUS IN FAVOR.**

**Item of Discussion:** Follow Up Questions from August BOT Meeting  
No questions or discussion.

**MOTION BY ALICIA TO APPROVE AUGUST BOT MINUTES. 2<sup>ND</sup> BY LAURIE. VOTE IS UNANIMOUS IN FAVOR.**

**ERIN PRESTON:**

**Item of Discussion:** Executive Board Summary

14 students over enrolled. Continue to have over 2400 on the wait list. Schedules are fixed and up to date and doing well. School is fully staffed. Charter board – discussion on over enrollment. Will not receive WPU on overage but we will receive other funding such as K-3 sped funding and reading literacy.

**Item of Discussion:** CRT Test Results

Math at jr high. Math and science are steadily increasing each year but Language Arts, especially at the elementary, is maintaining. September 18 – Max from Utah State is meeting with Jodi and Kathy to help analyze data. Then we want to create benchmarks for both the elementary and jr high. Data is public as of October 8th. U-Pass is report card. IB Night – end of September.

**Item of Discussion:** CACTUS Update

Erin updates – all 5 at elementary are in CACTUS, all are in process, 1 will be in (ARL) Alternative Right to Licensing. Jr High - 8 in process. Chris Hathaway – popular and good PE teacher but does not have a college degree. 2 years away from being a teacher. With our goal of 100% compliance with CACTUS we will have to let him go. Tyler Pilcher – stepped in for Art at last minute. Assisted Mrs. VanDongen at the elementary. He is at least 2 years away to be certified as an art teacher. Again, with the goal of 100% compliance in mind we will have to let him go. The rest of the teachers are on track to be fully licensed by end of year. On November 15 – state pulls all of our CACTUS id's. We will lose \$6000 per teacher if not highly qualified at that time. Robb explains: State Charter Board – metric chart - green, yellow, red. Robb asks Jim – can he put these two teachers on a plan and get them their degrees? There would be strict guidelines and timelines to hit. Tyler cannot make a decision if he wants to make a career out of this. Hathaway has not shown any interest in 15 months on getting his degree. Jim will talk with them, let them know how the board feels and have their decision by October 1. November 15 – Letter of Authorization. Jim will take direction of bot and follow up this week via email.

**Item of Discussion:** USDA Inter-Creditor Agreement

Agreement was approved on Wednesday via an emergency electronic board meeting. Passed unanimously.

**MOTION BY LAURIE TO APPROVE THE INCURSION OF ADDITIONAL DEBT BASED ON THE USDA LOAN AS PRESENTED AT THE WEDNESDAY EMERGENCY BOARD MEETING. 2<sup>ND</sup> BY ALICIA. VOTE IS UNANIMOUS IN FAVOR.**

**Item of Discussion:** Building Usage Policy Proposal

Facility rental – requires evidence of insurance. Jim - JSD building rental fee schedule submitted as a guideline. Different categories based on who is renting; non-commercial vs commercial usage. Some are not negotiable; custodial cleanup, etc. Kim Richins has been hired on a part time basis. Use this money to pay her to organize and coordinate the use of the building. Need to pay a custodian to supervise events. Add to job description. Lance, at jr high, has expressed interest in extra money. Offer him the opportunity to earn extra money through this. Need to have 2 people trained to back up each other. Kitchen manager – must be the only one using the kitchen. JSD policy; use as a template; change to fit the needs of Providence Hall. Use jr high for activities – it is insured. Must schedule through the right channels. Rental - must be paid in advance. Jr Jazz type activities – simple monthly billing. Specify whole gym or half. Jim will re-craft rental agreement.

Boy scouts – set to use facility tonight. Jon Hagen is on this board. He can open and lock up school. Regional board meets once a month. Adult driven meeting. This can be a test case. Assured they will leave the building clean. Round table – only youth is usually the boys presenting the flag ceremony or getting their eagle board review. Advises not to allow Pow Wows. Custodian still needs to be in the building. Board requires: signed use of premises form, provide evidence of insurance, waive hourly fee, charge custodial fee and reserve through Kim. Alicia suggests Shannon or Max with Jim, Erin and Kim get together to revamp this guideline to suit our school. Specify no open flames in the building, no dangerous weapons. Can schedule out on a 3 month basis.

Mike Bradshaw – requests the use of the gym for girls basketball of jr high age kids. Providence Hall cross country course is on his land and we can let him use facility in exchange. No fees. Erin suggests giving detail work to admin and refer back to bot.

**MOTION BY ALICIA TO PASS THE GENERAL RENTAL FACILITY POLICY PENDING CHANGES THAT WILL COME BACK TO THE BOARD. 2<sup>ND</sup> BY SONYA. VOTE IS UNANIMOUS IN FAVOR.**

**Item of Discussion:** Attendance Policy Exception Proposal

Changes are pending in red. Some students will be attending other schools for varsity programs we do not offer. This may exceed the allowed 10 day absences. 504 and IEP exceptions. Students will still have to make up the missed work. Will not affect IB accreditation. Melanie suggests having a release from the coach and filed in office. GPA required is recommended by Jim to be a 2.0 with no F's.

**MOTION BY LAURIE TO APPROVE THE ADDITIONAL POLICY CHANGES TO ALLOW FOR INTER-SCHOLASTIC VARSITY COMPETITION WITH ATHLETIC PROGRAMS APPROVED BY UHSAA, FIELD TRIP EXCEPTIONS AND IEP OR 504 EXCEPTIONS WITH THE CONDITIONS THAT IN THE SPORTS EXCEPTIONS THERE BE AN ACTIVITY RELEASE FROM THE COACHES AND THE STUDENTS MAINTAIN A GPA OF 2.0 WITH NO F'S OR HIGHER. 2<sup>ND</sup> BY SONYA. VOTE IS UNANIMOUS IN FAVOR.**

**Item of Discussion:** Policy Specifically Authorizing Electronic BOT Meeting

Utah legislature passed into code to allow electronic meetings. Requires a primary location, open meeting at that primary location, 24 hrs notice needs to be posted on the state's website.

**MOTION BY ALICIA TO PASS A POLICY AUTHORIZING THE USE OF ELECTRONIC MEETINGS PERSUANT TO UTAH CODE 52.4.7. 2<sup>ND</sup> BY MELANIE. VOTE IS UNANIMOUS IN FAVOR.**

**Item of Discussion:** Selection of Branding Company for Re-Branding of PH

Bids were solicited through an RFP. 6 firms responded. Erica created a rubric template that can be used to vote on each item for each firm. Rubric criteria was laid out in the RFP. Robb would like Jim, Kathy and Erin to be on committee with any other board members who are interested. Alicia suggests consistency on the procedure of RFP's. Robb would like to put this item on the agenda for next month. BOT takes 5 minutes to score each bid. Scores are tallied from all board members and administration; Laurie Compton, Sonya Peterson, Alicia Calapp, Alicia Hansen, Melanie Kingdon, James Barker, Kathy Watson, Jim Freeland, Erin Preston. Scores summary rankings – #2 is ranked #1 with 42 points, #1 is ranked #2 with 101 points, #6 is ranked #3 with 102 points; then 4<sup>th</sup> place - 107, 5<sup>th</sup> place - 126, 6<sup>th</sup> place - 130. Board agrees to move the top 3 on for reference checks and price negotiations.

**ALICIA HANSEN:**

**Item of Discussion:** Elementary Playground Modification Expenditure Proposal

Alicia goes over layout of playground at elementary school. Bids came in. West side of elementary has an area outside the third grade doors where there are no sprinklers or grass anymore. Want to concrete pad, add picnic benches and make it an outside class/sitting area for activities. BOT discusses proposals. Alicia would like to do this right away - before winter sets in and it becomes muddy. There is a slope on east side of bldg near the kindergarten side that is full of rocks that students are throwing at each other. Alicia suggests removing the gravel, add sod and get the sprinklers working. Alicia will call and check on references. Crop circles are on grassy playground area. Being created by the pressure on the stream coming out of the sprinkler head and is adjusted wrong. This is shooting a stream directly over the area it needs to water. Sprinkler heads need adjusted correctly. Adding heads will affect the water pressure. Others have stated the irrigation system needs a complete overhaul. Alicia will get bids for blacktop area and drain problem.

**MOTION BY SONYA TO APPROVE THE CORNERSTONE CONCRETE BID TO FILL THE DIRT SLAB ON THE WEST SIDE OF THE ELEMENTARY SCHOOL NOT TO EXCEED \$6385. 2<sup>ND</sup> BY LAURIE. VOTE IS UNANIMOUS IN FAVOR.**

**ALICIA CALAPP:**

**Item of Discussion:** PHAST Update

August 27 meeting scheduled. IB T-shirts – will be donated by PHAST. Each child who represents an IB trait will be able to wear a T-shirt anytime throughout the year. Fun run – e-PHAST wants to hold as a fundraiser on October 13th. City needs to approve the activity. Board supports but suggests moving to spring for more planning that will prove beneficial. Board members do not like the idea of it only being offered to elementary. Division is evident between e-PHAST and jr-PHAST. It is suggested to dissolve the two organizations and put under one organization, with subcommittees. Sonya suggests planning an emergency PHAST meeting. Robb gives Alicia authority to get both PHAST committees together and remove anyone not willing to come to the meeting. Robb asks Max and Shannon to handle all money for PHAST and control accounts from this point forward. Sonya and Alicia will meet on how PHAST positions will need to be merged.

**MOTION BY ALICIA TO FORM A COMMITTEE TO REORGANIZE e-PHAST AND jr-PHAST AND FORM UNDER ONE ORGANIZATION. 2<sup>ND</sup> BY SONYA. VOTE IS UNANIMOUS IN FAVOR.**

**Item of Discussion:** Vote on e-PHAST 2012-2013 Budget  
Packet is under review. Postponed until next month.

**MAX MEYER / SHANNON SINGLETON:**

**Item of Discussion:** Business Manager's Report

\$26,000 – elementary, \$2600 in jr. Reports look good and PHAST has a decent balance. Unrestricted cash is at 69 days. Robb would like a combined budget as well as separate. Audit is going well. Auditors were at school for 1 day versus the 2 days from last year.

**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.
- Investigative proceedings regarding allegations of criminal misconduct.

***MOTION BY SONYA TO GO TO ADJOURN MEETING. 2<sup>ND</sup> BY ALICIA. VOTE IS UNANIMOUS IN FAVOR. MEETING ADJOURNED.***

**MEETING ADJOURNED BY ROBB ENGER AT 5:38 PM.**

**Recorder B - Folder C - # 1**