



*Minutes*  
*Providence Hall - Board of Trustees Meeting*  
*Thursday, July 15, 2010*

**Meeting called to order by ERIN PRESTON at 6:15 pm:**

**ROLL CALL:**

Board of Trustee members present: Erin Preston, Laurie Compton, Robb Enger, Alicia Hansen, Sonya Peterson, Paige will be joining in later.

**Others Present:** Stephanie Soper, Max Meyer, Chris Ord, Melissa Enger, Emily Vasica.

**Public Comment:** None.

***ERIN PRESTON:***

**Item of Discussion:** Follow-up Questions and Comments from Previous BOT Meeting

Ceiling tiles – replaced all areas except 1 spot for roofer to inspect. He came out today. Chris will follow up with him on the cost of replacement tiles. Warranty has expired. Chris will try to have it covered. Electricity has been turned off at the breaker unless people are in the building. Chris will schedule an energy audit. No applicants for grant writing. Kathy will put it in the first newsletter of the school year; August 13<sup>th</sup>. Language changes in Pledge of Allegiance and charter school. Add survey responses to August BOT meeting agenda.

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

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

Paige joined BOT meeting at 6:20 pm. Follow-up questions: End of Year Teacher Evaluation – Paige did not receive it. Pledge of Allegiance – instead of reciting the mission statement in Spanish, create a school creed and have students recite it in Spanish every other day. Kathy will add teacher survey responses to August agenda.

**Item of Discussion:** Junior High Expansion Discussion

Committee by Stephanie Soper. Heidi Totten is ready to go with enrollment as soon as the charter is approved. Would like to do enrollment the same time as the elementary lottery. 1 idea – feed 6 -9 grades into middle school and add 1 additional class per grade in elementary. Erin would like Max to analyze the difference in the wpu with this option.

**Item of Discussion:** Academic Review

No questions or discussion.

**Item of Discussion:** Parent/Teacher Survey Response Analysis

Postponed until August BOT meeting.

***ALICIA HANSEN:***

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

Carpool – will email parents asking them to sign up for their preferred times and an alternate time. Alicia's committee will help with signs. Green ribbon week – kindergarten (see tape). Bulletin boards will be put up by next week and carpets cleaned. REMS Grant Conference - Jon and Jodi are attending. Paige asks why Jon is not on the agenda to update the board on the sound system in the gym. No information was submitted.

***PHAST:***

**Item of Discussion:** 2009-2010 End of Year Budget

Treasurer is still working on it. Will have info for next BOT meeting.

**Item of Discussion:** Timeline

Teacher breakfast is scheduled for August 16<sup>th</sup> at 8:00 am. BOT would like to be involved. Paige will coordinate a time for the PHAST board and the BOT to get together for a social. Read-A-Thon: Kindergarten will hold their own grandparents day. Erin asks Mark to coordinate with Stephanie proud. Also look for ways to recruit grandparents. Background checks must be issued on all people who have single, unsupervised access to students. PHAST will provide signup sheets. Grandparents that work with STAR students will need a background check. Directories: only sold at book fair. Fall festival is scheduled for the 28<sup>th</sup>. No fuss fundraiser. Ask for donations up front. Family Movie Night is being moved to the winter, dads and donuts is being kept but moms and muffins is not.

**Item of Discussion:** Parent Executive Officers Duties

Adding a new position – Family Enrichment

**MARK JOHNSON:**

**Item of Discussion:** Middle School General Information

Stephanie has a committee and they are waiting for direction from the BOT on where to go. Heidi is ready to move forward on enrollment. Lottery would be good to hold when elementary holds their lottery. Possibility of hiring a full time aide to assist in the enrollment and lottery process or a secretary role for the middle school. Thought for filling middle school: k-5 would occupy the elementary school, move 6<sup>th</sup> grade to the middle school, add 7-9 grades and that would give the numbers needed to open the junior high. Increase grades by 25 students. Roof has the support for additional rooms. Lincoln or max would need to run an analysis on the WPU change would be by going with this option, what would be the change to the elementary budget, and how to run the finances for the 2 schools, assuming this is an expansion rather than a new school. Discussion on if the middle school will start with 9<sup>th</sup> grade or feed into it later. Discussion on when to start the middle school; fall of 2011 or 2012 taking into account curriculum, staffing, budget and those that will be involved.

**Item of Discussion:** Summer To Do List

Federal grant guidelines state that the School Improvement Committee and Academic Excellence Committees need to meet and report back to BOT on general findings, improvement plans and what resources are necessary. Would like to have this done by August BOT meeting. Laurie would like to be involved as this goes along with academic excellence. Back to school night – Sonya suggests lining tables along the walls in the gym to avoid the back log that happened last year. This will also let parents visit all tables and still hear what is going on. Kathy to coordinate August BOT meeting to a different night as back to school night will be August 19<sup>th</sup>. BOT would like to set up a table in the gym so parents have the opportunity to meet the members and ask questions or make comments.

## **LINCOLN FILMORE:**

### **Item of Discussion:** Providence Hall Service Agreement

No major changes from previous contract. No objections. Date needs to be changed from July 1, 2011 – June 30, 2011 to July 1, 2010 – June 30, 2011. Contract can be cancelled in 60 days for no reason at all or in 30 days for minor reasons.

## **MOTION BY ROBB TO APPROVE CONTRACT PENDING CHANGE IN SECTIONS 2 & 7 FOR CONTRACT TO RUN THROUGH JUNE 30, 2011. 2<sup>nd</sup> BY PAIGE. VOTE IS UNANIMOUS IN FAVOR.**

## **JODI LUSTY:**

### **Item of Discussion:** IB Update & Professional Development

Summer studies: this was sent out only to specific students. 2 specialists are coming before school starts to train teachers for 2 days of in depth writing training. BOT would like to attend. Laurie would like Mark to send the BOT the schedule for teacher development. Mark will send it out.

### **Item of Discussion:** IB Application Progression Chart

No questions or discussion.

## **MAX MEYER:**

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

Painting is all complete. Bulletin boards have arrived. Six were damaged and will be returned. Should have replacements and all hung by the middle of next week. Carpet cleaning is scheduled for July 22nd. **Audit:** scheduled for August 11 & 12. Reports to the state have been completed and submitted. Chris will follow up on the engagement letter from squire. They have sent a check list. 2<sup>nd</sup> audit by charter board or USOE regarding compliance rules. The federal government found that states were not enforcing compliance rules and are now doing a more thorough audit of the schools to make sure we are following state guidelines and that the state is giving us proper guidelines on how we receive, spend and allocate federal funds. Robb would like to see the accrued salaries and benefits that paid for service contracts. **Budget:** Total income numbers need to be put in. Teacher's wages are down from budget. Chris explains they work 9 months but are paid over 12 months. August 11<sup>th</sup> will be their last paycheck from 2009-2010. Auditors will do the accrual as part of the audit process. We will need to start doing our own journal entries. Have Lincoln report back to BOT for change of procedure. **Bank reconciliation:** June 30, 2010 item; 401k; Chris will put a reference on it. Robb would like old items/entries cleared off. Paige had questions on utilities: Bill was paid in June showing an increase but it was for May while school was still in session. Thermostats have been set to 80 in all classrooms, doors closed, 75 in hallways due to people coming in the building. Server has a separate thermostat to protect the computers and is set at 70 degrees. Lights are turned off at the breakers to conserve electricity. Chris will follow up with Rocky Mountain Power and Mountain Fuel regarding energy audits. Max will look into a credit program. Paige would like a weekly update sent to the BOT on any unemployment/workers comp issues and payments. Communication from charter solutions needs to be filtered back to the bot. Kathy to add "UAPCS" to next agenda. Paige would like to know where Providence Hall money is going and what it is being spent on. Would like to set up some requirements from them. Look into conferences that would be beneficial to Providence Hall. Erin suggests Paige put it under her committee. Possibly bring specialists to the school.

### **Item of Discussion:** Back Field Soil/Water Analysis

We are seeking information to better inform us of what possibilities are at the root of the problem. 3 different soil types, sprinkling system was installed wrong, not enough pressure or heads, cannot balance fertilizing and watering. Dirt was not dug down enough to put enough top soil on before seeding. Herriman ground is

borderline concrete. Dirt used was backfill silt. No topsoil was used. Erin would like a write up of the back field along with the water bills and fertilization bills for the last 6 months and what fertilization steps have been taken. Interim options are available and discussed. Paige would like to send someone in to look at the back lawn. Erin would like to put this topic under the facilities committee. Budget work session will be held in August.

**ACTION ITEMS DISCUSSION:**

**Item of Discussion:** Shall Providence Hall BOT proceed with the creation of a middle school charter application and submit this application to the state for approval?

Number of students, move 6<sup>th</sup> grade to junior high or just have 7-9 grades. Charter solutions question: financial numbers will impact size of future school. Need analysis of 500 vs. 600 students in junior high for revenue, with and without 9<sup>th</sup> grade. Also need to do investigations with state charter board on the process. Mark will start on the writing up of the charter. He will oversee all academic aspects and preparation. Jodi will be asked to help with IB analysis and preparation. Max and Lincoln are asked to create a budget for the charter expansion application.

**MOTION BY PAIGE TO APPROVE BOT MOVING FORWARD ON WORKING ON THE CHARTER SCHOOL FOR CREATING A JUNIOR HIGH, WHICH IS AN EXPANSION TO OUR CURRENT CHARTER FOR GRADES 6-9, ANYWHERE FROM 500-600 STUDENTS. 2<sup>nd</sup> BY ROBB. ROBB, PAIGE, SONYA, LAURIE. VOTE IS UNANIMOUS IN FAVOR.**

Will continue to operate with Stephanie as the chair of the expansion committee and mark as head of the academic portion thereof as reporting to the board for making forward motion on this item. Kathy will send to the BOT the motion just approved as their official statement. Mark will send the BOT a document stating he has communicated with the local school district.

**Item of Discussion:** Does Providence Hall BOT approve a facility upgrade at the current facility to allow for additional classrooms, office space, student break-out rooms, etc. as they are needed in order to facilitate the middle school expansion?

No discussion or questions. No vote needed at this time. Item for future consideration.

**MOTION TO GO TO A BRIEF CLOSED SESSION: MOTION BY ROBB TO MOVE TO CLOSED SESSION. 2<sup>ND</sup> BY ALICIA. LAURIE, STEPHANIE, ALICIA, ERIN, ROBB, PAIGE.**

**Closed Session: Meeting adjourned by ERIN PRESTON at 8:20 pm.**

**Back in open session at 9:04pm.**

Junior High will enroll 500-600 students. August 2011 or 2012 start. Question on whether to move 6<sup>th</sup> grade up to junior high or keep 7-9 grades separate? Analyze financials with charter solutions. Discussion on the process with State Charter Board. Mark will oversee all academic aspects of writing amendment to the charter, Jodi will do IB analysis and prep. Erin asks Chris and Max to get with Lincoln to develop a financial expansion budget. Further discussion of possible land purchase. Jordan school district is ok with Providence Hall forming a junior high.

**MOTION BY LAURIE TO CLOSE MEETING. 2<sup>nd</sup> BY ROBB. VOTE IS UNANIMOUS IN FAVOR.**

**Meeting adjourned by ERIN PRESTON at 9:35 pm**