



# PROVIDENCE HALL CHARTER SCHOOL

*Minutes  
Providence Hall - Board of Trustees Meeting  
Thursday, March 13th, 2014*

**MEETING CALLED TO ORDER BY ROBB ENGER AT 7:05 pm:**

• **ROLL CALL:**

*Board of Trustees members present: Robb Enger, Sonya Peterson, Melanie Kingdon, Londyn Nelson, Alicia Hansen, Laurie Compton*

- **Others Present:** *Erin Preston, Nate Marshall, Shannon Singleton, Erica Hancock, Jodi Lusty, Rebecca Strait, Kathy Watson, Kelly Mattingly, Max Meyer, Paige Andersen, Lynne Roux, Burgandi Keddington, Penny Thompson, Kris Grant, Bekie Johnson, Melissa Enger, Evann Howelet, Ambra Peterson, James Gardiner, Elizabeth Douglas, Elaine Kruckenberg, Cierra Shuldberg, Melissa Enger*

• **Public Comment:**

*Ambra Peterson presents to the Board the reasons she rejects the block schedule and worries that the periods are too long for the students.*

**CLOSED SESSION:**

**Vote:**

Robb Enger motions to move the Board of Trustees to a closed session for the purposes of:

- (a) the discussion of the character, professional competence, or physical or mental health of an individual;
- (b) strategy sessions to discuss collective bargaining;
- (c) strategy sessions to discuss pending or reasonably imminent litigation, or
- (d) strategy sessions to discuss the purchase, exchange, or lease of real property

**MOTION BY SONYA PETERSON TO END THE BOT MEETING AND GO TO CLOSED SESSION. 2<sup>ND</sup> BY MELANIE KINGDON. INDIVIDUAL VOTE: ROBB ENGER, SONYA PETERSON, MELANIE KINGDON ALICIA HANSEN, LONDYN NELSON, LAURIE COMPTON. VOTE IS UNANIMOUS IN FAVOR.**

**MEETING ADJOURNED BY ROBB ENGER AT 7:14 PM.**

**Recorder – Folder –**

**MOTION BY ALICIA HANSEN TO EXIT CLOSED SESSION AND GO BACK INTO OPEN SESSION. 2<sup>ND</sup> BY SONYA PETERSON. VOTE IS UNANIMOUS IN FAVOR.**

- **Item of Discussion:** *Approval of January BOT Minutes*

**MOTION BY ROBB ENGER TO APPROVE THE BOARD MINUTES FROM THE JANUARY 23<sup>RD</sup> BOT MEETING. 2<sup>ND</sup> BY MELANIE KINGDON. VOTE IS UNANIMOUS IN FAVOR.**

**SHANNON SINGLETON:**

- *Item of Discussion: Search and Seizure Policy*

Shannon referred to the policy that the USOE has along with policies used currently by Providence Hall. In anticipation of the High School, we are assessing our current policies and evaluating whether we have in place the necessary policies in order to introduce a High School with 700 students. One of the policies that we didn't have in place but felt necessary was a Search and Seizure Policy. While we do not like to think about the possibility of drugs, alcohol or weapons being brought into the school we must prepare for situations that will necessitate a search. We have been charged by the Utah State Legislature and the Utah Board of Education with the responsibility of safeguarding the safety and well-being of students in our care.

I drafted a Providence Hall Search and Seizure Policy and then sent it off to Max for initial review, then sent it to RISK Management as well as the Attorney General's office. I received excellent feedback and comments for areas that needed to be changed or considered. We now have the final version after taking into consideration the comments and feedback from RISK Management and the AG's office.

**MOTION BY ALICIA HANSEN TO APPROVE THE SEARCH AND SEIZURE POLICY. 2<sup>ND</sup> BY SONYA PETERSON. VOTE IS UNANIMOUS IN FAVOR.**

**KATHY WATSON:**

- *Item of Discussion: Land Trust*

The 2014-2015 Land Trust Plan is due March 15<sup>th</sup>. The estimated amount for 2014-2015 is \$92,000,00. As a charter school, the board acts as the Land Trust Committee and determines how the funds are spent. To assist the board with their decision, a school improvement committee has surveyed the Jr. High and Elementary staff members for a list of their greatest needs. The committee then evaluated the list and discussed the greatest overall needs. The three areas of greatest need are technology, language arts curriculum and science equipment. It is difficult to decide the best path to take when all three needs are crucial for the education of our students. The committee has come up with a recommendation for the board to consider.

The board must determine the needs they would like to see addressed with the Land Trust Funds and the amounts for each need. A vote is needed for this item.

Committee recommendation:

Computer Cart- \$36,000

Science Equipment for labs -\$20,000

Language Arts Curriculum -\$36,000

**MOTION BY LAURIE COMPTON TO APPROVE THE LAND TRUST POLICY. 2<sup>ND</sup> BY SONYA PETERSON. VOTE IS UNANIMOUS IN FAVOR.**

**NATE MARSHALL/ KATHY WATSON\$**

- *Item of Discussion: School start/stop times for FY15*

With the future opening of the Providence Hall High School, it is important to align the start/ stop times for each school to ensure the most efficient carpool scenario possible. The admin team met and discussed the possible options. The biggest area of concern was with early out on Friday as it would make the High School lunch time around 10:10. The other option would be to have late start which would have bigger impact on all of the schools especially the elementary students with working parents. As an admin team we felt the best option was to continue with early out Fridays.

***MOTION BY ALICIA HANSEN TO APPROVE THE SCHOOL START /STOP TIMES FOR THE 2014-2015 SCHOOL YEAR. 2<sup>ND</sup> BY LAURIE COMPTON. VOTE IS UNANIMOUS IN FAVOR.***

***NATE MARSHALL/ERICA HANCOCK***

- ***Item of Discussion: Block schedule at the Junior High and High School for FY15***

The Junior High and High School would both like to propose a Block Schedule for the 2014-2015 school year. Nate Marshall and Erica Hancock explain the needs and reasons for the block schedule. Seminary (Release Time) is a factor in the determination along with the need teachers have to get into the concepts they are teaching. Kathy Watson mentioned she has taught within the block schedule and prefers it. Discussion on the pros and cons of the block schedule. Melanie Kingdon loved the block schedule as a student, inciting that it gave her more access to the teacher, and more time to get the days work done, thus alleviating the home work load. Evann Howelett comments on the problem of homework completion. The block schedule will allot two days to get the homework done. Sierra Shuldberg mentioned that the block schedule will allow more time for the inquiry based teaching. Robb Enger mentioned that one of the challenges of the block schedule is if the student were to miss several days and the work missed.

***MOTION BY LAURIE COMPTON TO APPROVE THE BLOCK SCHEDULE PROPOSAL FOR THE JUNIOR HIGH AND THE HIGH SCHOOL FOR THE 2014-2015 SCHOOL YEAR. 2<sup>ND</sup> BY LONDYN NELSON. VOTE IS UNANIMOUS IN FAVOR.***

***NATE MARSHALL***

- ***Item of Discussion: Providence Hall Mascot and High School Dress Code***

We have now been accepted into UHSAA and our mascots will be competing at the 2A level, it is important for us to have a mascot to be able to go forward with uniforms, advertising and planning for next school year. Having a spirit logo will help unite our students and give them a sense of school pride. It also is a great advertising tool.

Secondarily, this spirit logo will represent our school both locally and state-wide. Within our region, this spirit logo will be hung in each of our fellow region schools and will also be advertised in both state and region competitions. It is important that this logo embody our school's characteristics and qualities. We submit these renditions for your review.

Board discusses the mascot font.

- Providence Hall is the only IBK-12 charter school in the state of Utah. We provide a college and career ready curriculum that prepares students to think critically, communicate effectively, and act responsibly in the communities we serve. Uniforms help students acquire the critical thinking skills by creating a safe and orderly classroom and school-wide environment. Students can focus on their worth as

individuals and role as members of the Providence Hall community. They help students respect each other's thoughts, ideas, and actions through removing identifiable biases. Students are better able to focus on schoolwork and their studies.

Many academically rigorous secondary schools incorporate a uniform to distinguish themselves in the communities they serve as well as utilize the uniform as a way to extrinsically and intrinsically establish academic standards. They build a sense of self-esteem, self-respect, respect for the school, and creates a positive school image in the community through students' orderly, neat, and characteristic appearance.

The High School is proposing three possible uniform policies for your review.

Decision will be deferred to next board meeting.

***MOTION BY LAURIE COMPTON TO APPROVE THE PROVIDENCE HALL MASCOT B. 2<sup>ND</sup> BY ALICIA HANSEN. VOTE IS UNANIMOUS IN FAVOR.***

***SONYA PETERSON***

- *Item of Discussion: Lunch Program Policy*

We need to put into practice better communication to parents when lunch account balances are near red levels. Once we are consistent with said communication, we can enforce our lunch policies and procedures. There are numerous state and federal regulations under which our lunch program must operate. Generally these regulations are helpful in insuring quality, cleanliness, fairness, efficiency, and accountability in our program.

The only change made from the current policy is the Meal Charge policy. Elementary schools will allow up to \$15.00 meal charges for students who do not have lunch money. Secondary schools will be allowed up to \$10.00. If those meals have not been paid back then the student will receive a partial meal consisting of a cheese sandwich and a water. Lunch secretary will send an email to parents notifying them of the negative balance. When a child reaches a zero balance or negative balance there will be a call home to remind parents. The student will not be given the partial meal without a minimum of 2 emails and 2 phone calls made to parents.

Board discusses changing Junior High from \$10.00 to \$15.00 allowance. Will have the same amounts for all schools.

***MOTION BY ALICIA HANSEN TO APPROVE THE LUNCH PROGRAM POLICY, PENDING CHANGING \$10.00 TO \$15.00 FOR THE JUNIOR HIGH. 2<sup>ND</sup> BY LAURIE COMPTON. VOTE IS UNANIMOUS IN FAVOR.***

***ALICIA HANSON***

- *Item of Discussion: Health and Safety Committee Minutes*

We need to have all of the admin show up for the next meeting, as we will need to discuss Health and Safety for the High School. Alicia will start to research what will be needed at the High School level. We will also need some new volunteers at the High School level. Someone from the coaching staff would be very helpful to have on this committee. Alicia would like to hold the next meeting sometime in March.

Robb mentions for the next Board meeting to get recommendations for committees.

Sonya recommends that all committee meetings submit minutes. Alicia Hansen is a great example of this.

**LONDYN NELSON**

- *Item of Discussion: PHAST Update*

Book fairs went well. PHAST fed the staff at both schools during PTC. With the High School coming, there is a need to expand PHAST accordingly. Volunteers are not as forthcoming as we would like. There is a need for restructuring PHAST to accommodate our growth and recruiting volunteers more effectively. Volunteer training would be helpful. A "needs chart" is another idea, allowing parents to see pending needs of our schools. The board must approve if there is any change to the organization of PHAST.

**BUSINESS MANAGEMENT**

- *Item of Discussion: March Financial Report/Max Meyer*

Cash on hand is at 83 days, an increase over last month. Construction invoices for the High School are being processed through the bond account. Our first invoice for Skyward was paid in January, with the next invoice due July 2014. Restricted cash on hand is per the bond covenants. Days cash calculation is based on the modified accrual basis of accounting, all bond transactions are not included in the budget expenses to calculate daily operating expenses. Days cash is strong, everything looks good. Robb Enger requests a work session when we have the new budget, and also to discuss committees.

**ERIN PRESTON**

- *Item of Discussion: High School Update*

Overall, we are on track with the High School. We got Rocky Mountain Power to waive the impact fee for the installation of power, a savings of \$35,000.00. We are in negotiations with the LDS Church on behalf of our Seminary students for Seminary location. Sound systems for the Junior High improving. We still have issues with the sound panels, currently working on this. Need for coordinating drop off as there will be high school students dropping off siblings. Will need to address new drop off for Junior High. We will have an officer on site during drop off and pick up times.

**CLOSED SESSION:**

*Vote:*

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**MEETING ADJOURNED BY ROBB ENGER AT 9:05 PM.**

**Recorder – Folder – A D**