



*Minutes*  
*Providence Hall - Board of Trustees Meeting*  
*Thursday, November 19, 2009*

**Meeting called to order by ERIN PRESTON at 6:08 pm:**

**ROLL CALL:**

Board of Trustee members present: Erin Preston, Laurie Compton, Stephanie Soper, Alicia Hansen. Robb Enger will be late. Paige Anderson is home with sick children.

**Others Present:** Mark Johnson, Jodi Lusty, Chris Ord, Lincoln Filmore, Jenny Hunter, Courtney Swartwood, Shasta Purdie, Lindsey Werner, Chantel Bird, Kim Andersen, Hayley Boyd.

**Public Comment:** None.

***ERIN PRESTON:***

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

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

**Motion by Laurie to approve October BOT minutes. 2<sup>nd</sup> by Stephanie. Approval is unanimous.**

**Item of Discussion:** Teacher Incentive Discussion

Providence Hall has reserve funds and is in a good place to use these funds to advance our goals. Would like to provide more training for our teachers. Robb Enger arrives. Proposed tuition reimbursement program for teachers who would like to advance their degrees. Erin recommends up to 50% reimbursement with a cap of \$4000.00 per year, per teacher with a good faith request that they would stay. Stephanie suggests a contract that if they leave within a certain amount of time the teacher must repay the reimbursement. Alicia suggests a survey with teachers to see how many teachers would take advantage of it. Erin asks Chris and Lincoln to run numbers taking into account between \$2000 - \$4000 reimbursement and see how it would affect the budget. Teachers salary would also increase due to higher degrees. Erin will investigate further. Erin would like to have a budget meeting at the beginning of calendar year and move this to budgeting work session.

**Item of Discussion:** Admin Analysis

No discussion.

**Item of Discussion:** Admin Job Descriptions and Role Discussion

Mark asked to list out different component parts of jobs and address the consistency with achieving those goals. Mark made a few changes and modifications on reporting structure. Jodi will be spending more time in classes and with teachers. Kelly has taken on more of the student discipline role to free Mark up. Erin suggests two assessments; a self-assessment on individual component parts and then Mark would assess the employee's individual component parts and factor in to the end of year evaluations of performance. Erin suggests Jon create an on-line survey for assessment. Erin asks Mark to do a proposal on either using the same format for the employees self assessment or come up with something else. Would like to do this semi-annually.

**Item of Discussion:** Discussion of Board Focus and Priorities

List of committees: Laurie - Academic Excellence Committee. Outreach committee – no objection to eliminate this committee. Curriculum committee – **Laurie proposes that the Curriculum Committee and the Assessment Committee combine and become the Academic Excellence Committee. Motion by Robb. 2<sup>nd</sup> by Stephanie. Approval is unanimous.** Dyslexia / Struggling Readers Research Committee - enacted under the direction of Paige Anderson. Special Learners Committee; name will stay for now. **Motion by Laurie to approve the committee as established per Paige. 2<sup>nd</sup> by Alicia. Approval is unanimous.** Love and Logic Committee – no board member or chair person on committee. BOT agrees it is now an administrative committee as well as outreach committee. **Motion by Robb to remove this committee and the Outreach Committee from being a Board of Trustees committee and making it an administrative committee. 2<sup>nd</sup> by Laurie. Approval is unanimous.** Accreditation Committee – no BOT member or chair. BOT feels this should be administrative committee, not a BOT committee. **Motion by Robb to move Accreditation Committee to an administrative committee with quarterly report on progress. 2<sup>nd</sup> by Laurie. Approval is unanimous.** Student Body Officers Committee – Kim Richins is on this committee and is the liaison. With current operation this needs to be moved to be a PHAST Committee. **Motion by Laurie to move Student Body Officers committee to be a PHAST committee. 2<sup>nd</sup> by Robb. Approval is unanimous.** Health and Safety Committee – budgets intertwine with the safety grant. Health and Safety needs to be a free standing committee per requirement of Risk Management and remain a BOT committee. Shelly needs to be added as a member of this committee. **Motion by Laurie to combine PHAST committee chair over Health and Safety and Health and Safety Committee and redefine committee to make sure all is covered. 2<sup>nd</sup> by Stephanie. Approval is unanimous.** UPIPS Committee – ask Mark and Kathy Watson for response. Land Trust Committee – PHAST President. **Motion by Robb to leave as a BOT committee with head as PHAST chair with the requirement that the board be notified of meeting times for board attendance and input. 2<sup>nd</sup> by Laurie. Approval is unanimous.** Providence Hall Culture and Public Relations Committee by Paige. PHAST has Hospitality Committee established. BOT has agreed to delay until Paige can be at meeting. Paige would like to see something specific for the teachers to show BOT appreciation. This is not to conflict with PHAST Hospitality Committee. Public relations is also relevant to this. Stephanie recommends that PHAST publicity representative be a member of this committee. **Motion by Robb to approve \$2500 new line item for staff appreciation and create a committee for this to be chaired by Paige Anderson. 2<sup>nd</sup> by Laurie. Approval is unanimous.**

**Item of Discussion:** PI Review and Potential Purchase

Delayed until a later date.

**Item of Discussion:** Emergency Item.

Reduced interest rate on the long-term note by ¼ %. Had 30 minutes to sign. BOT supports action by Erin. Paige Anderson arrives. Robb asks to see what the savings will be.

**ALICIA HANSEN:**

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

No questions. No cell phone use during drop off and pick up – post signs and encourage parents not to be on phones for the safety of students.

**Item of Discussion:** REMS Update

Pull forward sign will be put up.

**Item of Discussion:** Sept 11 Statement of Drill

Jon and Kelly are attending a safety training and cannot comment. Will delay until a later date.

**CHRIS ORD:**

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

Providence Hall is under budget. The state revenues are not coming into the state as projected. Possible funding cuts. Lincoln suggests: 1. do nothing. 2. areas in budget where some cuts can be made. Mark and Lincoln went over the budget and found about \$60,000 where things can be cut that wouldn't really be felt. Auditors said Providence Hall needs to implement better procedures to implement cash receipts. Robb had questions that were cleared up by Lincoln and Chris.

**Item of Discussion:** Tile Prep

Soft tile installation was discussed. \$10,000 was approved. Tiles were \$7,000. Installation was an additional \$7500. Billed for \$15,000 including total installation cost. 3 bids were received. Recommended by Erin to use Peck. **Motion by Laurie to approve \$6500 to allow Peck Ormsby to finish the playground tile. \$2000 for tile install and \$4500 for Peck. 2<sup>nd</sup> by Robb. Approval is unanimous.**

**Item of Discussion:** Update on playground and front office counter

Erin approves Chris to have Bill move ahead and reconstruct the front office counter.

**PHAST:**

**Item of Discussion:** Board Minutes / Timeline of Events

Stephanie would like name tags for PHAST members and executive officers at functions. PHAST has \$500 towards Music Department. Providence Hall does not have a piano. Keyboard stands are not steady. Stephanie would like BOT to allow a match of money for the purchase of a piano for the music program. **Motion by Robb to budget \$1000 for a piano to be purchased for the school. 2<sup>nd</sup> by Laurie. Approval is unanimous.**

**Item of Discussion:** Recent Events

No questions or discussion.

**Item of Discussion:** Current Projects

Discussion on having a face book or blog specific to Providence Hall. Teachers discussed their thoughts on bringing siblings when volunteers come in. Move back to committee discussion set up by Paige Anderson.

**Item of Discussion:** Definition of PHAST

No questions or discussion.

**MARK JOHNSON:**

**Item of Discussion:** Monthly Principal Update

Tracking failing grades – will make proposal and report to BOT next week. BOT would like to see teacher evaluations. Employees will do a self-evaluation semi-annually. Iowa test results haven't come in yet.

**Item of Discussion:** Enrollment

Mark and Kathy explain the options for this action. Last year it was proposed that Jon would take over the lottery system. Many days were wasted trying to fill openings. Many entries have been on for a long time and have moved on or are no longer interested. To try to get the wait list to a more accurate list, entries will be removed from the existing list if they don't confirm their entry. **Motion by Laurie that we dissolve all unconfirmed status enrollees at the end of open enrollment before the lottery is run but making sure we have gone through the proper steps of properly informing them by email that they have to reconfirm. 2<sup>nd</sup> by Robb. Approval is unanimous.**

**Item of Discussion:** Admin Job Descriptions

No discussion or questions.

**Items of Discussion:** Spanish Proposal

New student can be overwhelmed with Spanish if they have never learned the language. BOT agrees not to test in Spanish; only participation. Pushing academic goals and reducing Spanish time will create more time in teachers focusing on other subjects needed and reaching their goals. A teacher explains how she thinks that shortening Spanish would be more beneficial. **Motion by Laurie to change the Spanish program to be taught twice a week, back to back for 30 minutes for each class rather than 30 minutes four times a week. We propose we change the grades to participation grades rather than letter grades. 2<sup>nd</sup> by Alicia. Approval is unanimous.** Public relations committee will need to put the word out to parents.

**Item of Discussion:** Utah Consolidated Application

Funding is tied to this report. Report must be submitted correctly and on time. Goals were set by BOT. **Motion by Laurie to approve the UCA report as presented. 2<sup>nd</sup> by Robb. Vote is not unanimous. Opposed by Paige.**

**Item of Discussion:** ARRA Purchases

One time money that must be used on Special Education only. Can roll over for 1 year.

**Item of Discussion:** H & R Block

Lincoln will recommend a policy. Will delay vote until next meeting.

**JODI LUSTY:**

**Item of Discussion:** IB Update

Informational. BOT would like a report on how the IB meeting goes.

**Item of Discussion:** IB Administrator Training

Heads of School training meeting. Paige doesn't think Kathy Watson should go at this time. Level 1 training will be later this summer and would receive training then. Erin and Laurie express the benefit of going with other employees.

**Item of Discussion:** Professional Development Days for Creating IB Unit Planners

Cannot cut teaching days to add Professional Development days. Erin asks that Mark and Jodi research with State Charter Board to see if it is ok to shorten a few extra days throughout the year for Professional Development days. They will work on suggestions and present to the board at another time.

**Item of Discussion:** What is Right at Providence Hall

Highlights given on teachers, admin, how the school is running. BOT would like to see the program of inquiry and updates on our website. Erin suggests adding a link on the website that highlights what Jodi has written. Paige suggests finding a committee member that will write the highlights and post them. Jodi said she plans on doing that. Mark states he and teachers can also contribute.

**Item of Discussion:** IB Progression Chart

BOT appreciates progression chart.

**PAIGE ANDERSON:**

**Item of Discussion:** Special Learners Committee

No discussion or questions.

**Item of Discussion:** Adding Heidi Totten to BOT

3 part item – 1. Is this something the board wants as a board position. 2. Do we want to set a policy in place for adding new board members or adding additional board positions. 3. Addressing the situation specific to Heidi Totten. Fundraising – limited to 1 fundraiser per year. Heidi is interested in doing fundraising for the school but not interested in being on the board. Paige explains she would like to see it more of a corporate fundraising, not a parent fundraising. Discussion on whether or not it will be a beneficial role to add a new board member to fulfill this fundraising position. Erin will come up with suggestions defining position and forward to BOT.

**Motion by Robb to add position to board. 2<sup>nd</sup> by Paige. Approval is unanimous.** Part 2 - policy on adding board positions – Erin will add to next board meeting.

**Item of Discussion:** Providence Hall Marketing and School Culture Committee

Discussed previously.

**Closed Session:**

**Motion to move to closed session – Robb, Laurie, Stephanie, Alicia, Erin.**

**Meeting adjourned by ERIN PRESTON at 9:10 pm.**