

Providence Hall Board of Trustees Minutes

Thursday - March 5, 2020

Public Session

Location: Providence Hall High School Library Address: 4557 W Patriot Ridge Dr., Herriman, UT 84096

In compliance with the Utah State Open and Public Meetings Act, this is a meeting for the Board of Trustees to openly take action and conduct deliberations regarding Providence Hall business. As a courtesy, please step outside with noisy children or to talk amongst yourselves in order to maintain a quiet atmosphere for the meeting and the recording. The Board reserves the right to take action on any agenda item. The board also reserves the right to go into closed session in compliance with Utah State Law 54-4-204, 205, & 206.

Agenda Item	Presenter	Materials/Notes	Further Action
WELCOME/CALL TO ORDER/ROLL CALL			
Welcome	David Vaas		
Call to Order	David Vaas	Called to order 4:07:	
Roll Call	David Vaas	David Vaas, Board Chair - Present	
		Sara McBee, Board Member - Excused	
		Nick Ward, Board Member - Excused	
		Mike Livsey, Board Member - Present	
		Emily Andersen, Board Member - Present	
		Mary Nattress, Board Member - Present	
		Lindsey Bentley, Board Member - Excused	

PUBLIC COMMENT(S)		None	
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BOARD GOVERNANCE

BOARD UPDATE	David Vaas	David & Nate Marshall met with Utah State Charter School Board today. PHCS is going to be highlighted in their upcoming meeting for being in top 25% of all schools in UT for academic performance	
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AGENDA ITEMS

1) Open & Public Meeting Training	Max Meyer	New board member, Mary Nattress needs to do this training. Other board members are also encouraged to do this as a refresher. Recommend the State Auditor's Office online video for this training, for which an email and link was sent. Print the certificate received at the end and give to Shannon Singleton or Terri Tanner for board personnel file. If a quorum of the board is present in a non-chance meeting then it must be an open and public meeting (post as required, adhering to agenda items, do not take action on anything not on the agenda, audio recording, minutes, etc.). Max did a brief overview of closed session reasons and procedures. Handouts were distributed to board members. Board Member Code of Conduct form needs to be signed by all board members after voted in, so Mary Nattress needs to do so. Shannon Singleton would like these for board personnel files.	
2) High School 2020-2021 Fee Schedule	Nate Marshall	Second meeting on this, but the fee schedule was modified by adding a \$25 field trip line item in the extra curricular section so this is now a discussion item only and voting will be next board meeting. Spend plan has been created and was shared via email with the board.	
3) Junior High School 2020-2021 Fee Schedule	Brian Fauver	Second meeting on this, but the fee schedule was modified by adding a \$25 field trip line item in the extra curricular section and a \$15 line item for student organization binder as part of the basic 6th-8th grade enrollment fee, so this is now a discussion item only and voting will be next board meeting. Spend plan has been created and was shared via email with the board.	
4) Approval of IB Design for Science Credit at PHHS	Joy Beckenbach Melissa McPhail	See evidence documents in board packet. This course is not a standard science course per state code. It is proposed that this course fulfill a science elective. The approval process is 1) the board approves this course meets the requirements of a science elective based on evidence presented, 2) the state approves that this course meets the requirements of a science elective based on evidence presented. Joy & Melissa reviewed the evidence documents and answered questions. IB and non-IB students can both take this course.	Motion to approve. So Moved. Seconded. Roll Call Vote. All in Favor. Approved.
5) Travel Policy	Shannon Singleton	Current travel policy designates certain parameters on how meals are reimbursed based on the type of meal (breakfast, lunch, dinner) and with no maximum. The administrative team believes it is better to have a maximum \$45 daily reimbursement allowance for meals when traveling in an official capacity for PHCS. The travel policy document in the board packet did not reflect these changes due to an issue of the editing marks in the document not showing up. The changes needed to the policy were added during the meeting by the secretary. The policy update is approved based on the changes reflecting the \$45 daily reimbursement allowance for meals.	Motion to approve. So Moved. Seconded. Roll Call Vote. All in Favor. Approved.
6) Meal Account Balance Policy (formerly Lunch Balance Policy)	Shannon Singleton	The name of this policy is being changed from "Lunch Balance Policy" to "Meal Account Balance Policy" since we also serve breakfast. The "Definitions" section in the old policy is removed due to many items not applying and others being inconsistent/redundant from the newly approved Fee Policy. Item II. K was the only new addition to the policy. The formatting (header, footer, outline style) and some terminology (e.g., use parent/guardian instead of just parent) was adjusted for consistency.	Motion to approve. So Moved. Seconded. Roll Call Vote. All in Favor. Approved.
7) Elementary School Facilities	Nate Marshall	Need to look at solutions to provide more space at the elementary for additional classrooms for elementary use and another gym, which can be used by all three campuses. The deal to acquire the land behind the elementary is almost finalized. This topic has been discussed in a previous board meeting where the money was approved for elementary school expansion project(s). It is agreed that the things move forward with an architect and other services to potentially have the additional space available for next school year.	
8) Organizational Restructure	Nate Marshall	Committee (non-quorum) of the board met with the administrative team. The administrative team presented a proposed organizational chart. The board wants a third party, Ed Direction, to do an organizational analysis (interviews, surveys, document reviews, discussion facilitation, etc.), share their findings, then present their proposal for an organizational structure for PHCS based on the findings. Mary Nattress is the board point of contact for this. The cost is \$6000. The administrative team is asked to discuss this and have feedback to the board by the next board meeting so a vote can be made at the next board meeting.	
9) Land Trust Vote	Nate Marshall Brian Fauver Earleen Sutton	This is the annual Land Trust allotment for all three PHCS campuses for the 2020-2021 school year. The expenditure of these funds requires a vote by the board as the official Land Trust Council. Total Land Trust Funds: \$260,738 ES Expenditure: \$86,913 towards salaries and benefits of teachers who also work as Academic Coaches. JH Expenditure: \$86,913 towards salaries and benefits of teachers who also work as Math intervention teachers. HS Expenditure: \$86,912 towards salaries and benefits of teachers who teach Pre-Algebra and Math 1	Motion to approve. So Moved. Seconded. Roll Call Vote. All in Favor. Approved.

DIRECTORS' REPORTS

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Agenda Item	Presenter	Materials/Notes	Further Action
Elementary School	Earleen Sutton Kim Andersen	Reviewed information in the board packet to include staff/faculty intent to return status with a potential six teachers not returning, completed sidewalk project, and a summary of the schoolwide improvement survey. Went over recent MAP scores. Growth is being made by a good portion of the student population. Recent DIBELS scores show growth except for 2nd grade. Board questions were answered.	
Junior High School	Brian Fauver Odette Desmarais	Reviewed information in the board packet to include student intent to return status, which is much higher this year, and the staff/faculty intent to return status six teachers say they are not returning. Will only need one new teacher higher in Spanish. Went over recent MAP scores, which this year is broken down to the teacher level. Teachers had data meetings to analyze and discuss the MAP data as well as one-on-one meetings with each teacher with Odette where specific plans were created for each teacher based on their personal teacher MAP data. Overall this year's MAP data is higher than in previous years. There was also internal change for next school year based on this data.	
High School	Nate Marshall Melissa McPhail	Reviewed information in the board packet to include student intent to return status, which is much higher this year, and the staff/faculty intent to return status and only two say they are not returning. Summarized some student achievement in extracurricular events. District professional development is 3/16/2020. One focus will be focused instruction. Course requests are completed and the master schedule is being created. Next year's IB student cohort is the largest yet. Reviewed upcoming testing schedule and plans.	
SPED	Rebecca Lucy	Reviewed information in the board packet to include recent state scores received and noted an area of improvement in tra	

FINANCIAL REPORT

	Beverly Ledward	Refer to January 2020 financial report in packet. Beverly provided a summary.	
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HOUSEKEEPING

Next Meeting Schedule	David Vaas	Next meeting scheduled for Thursday, April 2, 2020 at 4:00pm.	
Approval of Special Sessions Minutes	David Vaas	Approval of 1/25/2020 Special Work Sessions Minutes Approval of 1/28/2020 Special Work Session Minutes. Approval of 2/4/2020 Special Work Session Minutes	Motion to approve. So Moved. Seconded. Roll Call Vote. All in Favor. Approved. Motion to approve. So Moved. Seconded. Roll Call Vote. All in Favor. Approved. Motion to approve. So Moved. Seconded. Roll Call Vote. All in Favor. Approved.
Approval of 2/6/2020 Minutes	David Vaas	Approval of 2/6/2020 BOT Meeting Minutes.	Motion to approve. So Moved. Seconded. Roll Call Vote. All in Favor. Approved.
Adjourn	David Vaas	Adjourn at 5:53pm.	

CLOSED SESSION

	David Vaas	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 litigations, or (d) strategy sessions to discuss the purchase, exchange, or lease or real property	
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