

Soldier Hollow Charter School Board of Trustee Meeting

September 17, 2019

3444 West 3000 South Charleston, Utah

(All times listed are approximate and the Board reserves the right to vote on any item on the agenda)

The Mission of Soldier Hollow Charter School is to utilize place-based education to foster autonomous, lifelong learning through knowledge of and responsibility for the environment.

1. Welcome and Roll Call (6:30 p.m.) Jen Johnson, Erin Merryweather, Mark Harney, Christa Brown, Katie Delahunta. (Tony Hull coming)
2. Public Comment (6:30 p.m.) The public may address any issue not related to items already on the agenda. *Please refer to our Public Comment at Board Meetings Policy for procedures.*
3. Reports (6:40 p.m.)
 - A.. Board Committees Report -*Board action may be required* – (20 min)
 - I. PTO- Amie B
 1. Gala- Stephanie MacDonald is working on it, scheduled for October 11 at the Soldier Hollow Grill.
 2. Walk-a-thon- scheduled for September 23
 3. 5K is April 18th at Soldier Hollow: Jamie- please communicate this to teachers so they don't schedule trips over that date.
 - II. Financial Accountability Committee – Rich Eccles
 1. Conflict of interest for the board to review and sign.
 2. Financial statement from August: Days cash on hand increased, typical for beginning of year from money paid in advance.
 3. Restricted funds will be reported next month (as per state requirement) to keep track of the carry over money that is restricted for special ed money. Financial manager is to openly report to us that we are operating in compliance with the state requirement for those funds. Reminder that special ed teachers can not be paid with restricted funds. Rich made board aware of state scrutiny on school fees (making sure education is truly free) and discussed field trip fees. Discussed compliance issues from AISU and the importance of keeping reports and explanation of state insurance vs. commercial insurance.
 4. Proposed the board consider a new LLC for PreK to keep profit/non-profit separate. Then the school will contract the preK. Tony proposed opening a separate bank account for PreK to collect money and pay for expenses. Finance committee will explore LLC option vs. different account options.
 5. Explanation of REAP fund stipulations. Rich will bring a program report to show the board- There is no authority to spend until the board approves that the budget will allow for it, even if new grants or unexpected revenue comes in.
 6. Accept the Finance Report from prior month

MOTION BY TONY TO ACCEPT THE FINANCIAL REPORT FOR AUGUST. JEN SECONDS. ALL IN FAVOR.

- III. Capital Fundraising – Erin Merryweather
 1. Landscaping update: No completion date yet, but work is coming along slowly. Tether ball and basketball standards were placed incorrectly and will be fixed. Half of invoice paid, may have landscape meeting to solidify remaining terms of contract.
- IV. Executive Committee Report -Mark Harney
 1. Administrator applications review-
 2. Approve meeting minutes from prior month

MOTION BY KATIE TO APPROVE THE AUGUST MINUTES. ERIN SECONDS. ALL IN FAVOR.

- B.. Principal Report -Board action may be required – Jamie Bennion (20 min)
 - I. Enrollment & Registration Report: 324 Students (Rich will do figures to see what was figured for this year. Tony suggests we may want to revise our budget after Oct 1 when we know what our numbers are.
 - II. Reports on school committees:

1. Special Ed- SPED Policy and Procedure Manual presented. (Monica Lewis) Policy was approved by the state for compliance, board approval is the second part of the process of adopting this policy. After board approval, will be added to website for reference for parents. Screening has happened early in the year, teacher trainings have happened and we are on track with the compliance. Monica will send copy to Jen to send on the website.

MOTION BY KATIE TO APPROVE THE PROPOSED SPECIAL ED POLICY AND PROCEDURES. JEN SECONDS. ALL IN FAVOR.

2. Public Relations: Website: Jen and Christy going well. Online payment option is a huge benefit.
 3. Staff: Updates & Hiring: Lots of professional development and Response to Intervention training, State Board of education coming for MANDT system training tomorrow about how to safely de-escalate intense situations. PD at staff meeting on restorative practices to follow up with rest of teachers.
 4. Curriculum, Testing & Training: Pre-screener are done, math testing screening done. Dibels and Literacy Diagnostic next step is to develop professional learning communities to enhance interventions for all kids. Give a picture grade-wide and classroom wide of specific needs and the training the teachers need to address it.
 5. EE Committee met today: 17th-18th EE Week topic will be Air Quality, great things planned.
 6. Arts:
 7. Skiing, Skating Program & Olympics: Met twice with Luke Bodenstein, schedule should be same as last year- they are revamping their staff with additional coaches for the beginning level for higher quality instruction. Mike has 1 more day to get his busing license. Plan or filling in gaps for Mikes time to drive for skiing? Two month block- are we doing No parent drivers?
- III. Facilities, safety and transportation updates (Mike Bronson): Traffic needs to be addressed. Will be re-communicating that single-rider parents comes from west, carpool comes from east.
- IV. Other Topics for Discussion (No Action Taken)
- Audit next week for our charter from state.
 - Training on open and public meetings for the board to attend- Mark will send the link and we all need to complete it.
 - Septic: no response from Health department on Erin Preston's revisions. Casey hasn't sent us the sample results yet.
 - Tony background check Sept. 24.
 - Jamie requests review of policy regarding kids not getting picked up and kids being dropped off around 7:30 am.

MOTION BY ERIN TO GO INTO CLOSED SESSION (AT 7:53 PM) TO DISCUSS CHARACTER COMPETENCE / HIRING AS OUTLINED IN §52-4-205 of the Utah Code of Open and Public Meetings Act. JEN SECONDS. ALL IN FAVOR.

4. Action Items:
 - A. Accept the Financial report from prior month
 - B. Approval of the Meeting minutes from prior month
 - C. Approval of Hiring of Principal Position
 - D. SPED Policy and Procedure Manual
5. Closed Session: Soldier Hollow Charter School reserves the right to enter into a closed executive session for one or more of the purposes outlined in §52-4-205 of the Utah Code of Open and Public Meetings Act.

Re-open session at 8:40 pm

MOTION BY TONY TO CHANGE THE JOB DESCRIPTION TO SUGGEST THAT A CANDIDATE APPLYING FOR THE ADMINISTRATOR POSITION IS PREFERRED THAT THEY HAVE THEIR ADMINISTRATORS LICENSE, BUT NOT REQUIRED. JEN FAVORS. ALL IN FAVOR.

MOTION BY TONY THAT WE SELECT 'CANDIDATE A' FROM OUR CLOSED MEETING DISCUSSION TO BE THE PRINCIPAL FOR THE 2019-2020 SCHOOL YEAR. JEN SECONDS. 5 IN FAVOR, 1 DISSENTING.MOTION PASSES.

MOTION BY KATIE TO CLOSE MEETING, TONY SECONDS. ALL IN FAVOR.