



GUADALUPE SCHOOL

Charter Board Meeting

Friday, September 29, 2023 - 8:30-10:30 a.m.

1385 N 1200 W, Salt Lake City UT

Dial-in: 712-770-5505, Meeting ID 407-229-622

AGENDA

Note: Due to legal obligations, we are required to record all Guadalupe School Charter Board meetings. All audio recordings are posted on the Utah Public Notice website.

LOTTERY

(Quorum requirement = 3)

1.	Parent Representative Member Election (VOTE)	Richard Pater	5 min
2.	Board Chair Election (VOTE)	Richard Pater	5 min
3.	Welcome <ul style="list-style-type: none"> Approval of Minutes from June Meeting (VOTE) 	Philip Jeffs	5 min
4.	Finance Report <ul style="list-style-type: none"> 2023-24 Monthly Financials Audit Update 	Tonya Passey	15 min
5.	Early Learning Center <ul style="list-style-type: none"> Pre School Score Card 	Dr. Katrina Herd	15 min
6.	New Principal and Vice Principal Introductions	Richard Pater	5 min
7.	Charter School Report <ul style="list-style-type: none"> Score Card Introduction Review School Goals for 2023-24 Updated Special Education Policy (VOTE) School Land Trust Council (VOTE) 	Marnie Bertoch	20 min
8.	Annual Open & Public Meeting Act Training	Richard Pater	10 min
9.	Board Member Goals	Philip Jeffs	5 min

ATTACHMENTS

September Agenda	2023-24 School Goals
June 2023 Meeting Minutes	Special Education Policy
2023-24 Monthly Financials	Board Member Goals
Charter School & ELC Scorecards	Proxy Form & Board Roster
Vice Principal Resume	2023-24 School Calendar

IMPORTANT DATES

October 27	Charter Board meeting	8:30-9:30am
October 25	Agency Board Meeting	4:30-6:00pm

GUADALUPE CHARTER SCHOOL
Board Meeting Minutes: June 23, 2023

Zoom:	Erica Arvizo, Philip Jeffs, Paul Berthelson, Shelby Herrod, Maricela Garcia, Erica Arvizo
Absent:	Linda Garcia
Absent Voting by Proxy:	Jim Brewer (Proxy = Paul Berthelson)
Staff:	Tonya Passey, Katrina Herd, Colleen Baum, Katina Santamaria, Marnie Bertoch, Jim Carter, Richard Pater, Trish Perry
Absent Staff:	
Visitors:	

Welcome

Shelby Herrod and Philip Jeffs, co filling in for Shelby Herrod (who had to leave the meeting early) called the meeting to order at 8:30am.

Philip Jeffs called for a vote to approve the minutes from the last official meeting.

Approval of minutes from the May 26th meeting:

Motion: Maricela Garcia
Second: Paul Berthelson
Approved unanimously.

Thank you to Shelby Herrod for her hard work and commitment to Guadalupe School and the Charter School Board for the last 8 years. She's shown great leadership to both the school and the Board and we want to wish her continued success.

Approval of this acknowledgement and gratitude:

Motion: Philip Jeffs
Second: Erica Arvizo
Approved unanimously.

Finance Report – Tonya Passey, Charter Business Manager

May Financials

- YTD our revenues are just a little over \$4 million.
- Still waiting for the Federal reimbursements.
 - June billing was about \$275,000.
- Expenses are at or below the benchmark except for Supplies.
 - We are at (323,000) minus revenue expenses.

Enrollment

- Ending the year at 270 students.
 - Families are still relocating.
- Special Ed student count is 20.
- We are expecting full enrollment for School Year 2023-24.
 - Classes are full in most grades, waiting list in Kindergarten.

Revised Proposed 2022-23 Budget

- Decreased need of Agency help.
- Increase for Division of Workforce Summer Program from last year's funds.
- Interest on savings.
- Increase in art funding from Beverly Taylor Sorensen.
- Decrease in salaries due to vacancies.
- Decrease in Summer field trips.
- Leaves us with an \$11,000 net result for 2022-23 FY.

GUADALUPE CHARTER SCHOOL
Board Meeting Minutes: June 23, 2023

Approval of the Revised Proposed Budget for FY 22-23:

Motion: Maricela Garcia
Second: Paul Berthelson
Approved unanimously.

Proposed 2023-24 Budget

- We have about \$100,000 more in projected revenues than 2022-23 FY.
- Increased the Agency contribution that we settle at the end of the year.
 - Because our COVID 19 funding is finished.
 - Reflected in our new fundraising goal with the Agency financials.
- Decrease from declining balance in savings.
- Increase of funds due to increase of student count.
- Decrease of Federal funds due to the Stabilization funding, COVID Relief funds being reduced.
- \$5.2 million in expected revenues.
- \$160,000 increase in expected expenses due to cost of living, merit bonuses at the end of 2022-23, higher starting salaries.
- \$92,000 decrease in supplies due to the reduction of one-time expenses – software, technology equipment, cafeteria tables, etc.
- Expenses for 2023-24 are at \$5,249,000.
- Bottom line is just over \$11,000.

Approval of the Proposed Budget for FY 23-24:

Motion: Paul Berthelson
Second: Philip Jeffs
Approved unanimously.

Auditor Selection

- We are proposing to stay with Eide Bailly LLP for another year due to time consuming circumstances that prevented us from obtaining bids at this time.
- Eide Bailly has served us well and they have a lot of experience working with non-profit organizations and especially Charter Schools.

Approval to continue with Eide Bailly as our external auditors for FY 2023-24:

Motion: Paul Berthelson
Second: Maricela Garcia
Passed unanimously.

Internet Safety Policy

- This was a discussion we had at last month's meeting.
 - There have been no changes since then.

Approval of the Internet Safety Policy:

Motion: Paul Berthelson
Second: Maricela Garcia
Approved unanimously.

Fraud Risk Assessment

- All of the questions that we are asked are YES except for one:
 - Internal Audit – we do not have a big enough organization to warrant an internal committee.

GUADALUPE CHARTER SCHOOL
Board Meeting Minutes: June 23, 2023

- However, in the Business Office, we are continually discussing, reviewing and auditing our accounting processes.
- Our score is then 375 points out of 395, making us a 'low risk.'

Approval of the Fraud Risk Assessment:

Motion: Paul Berthelson

Second: Philip Jeffs

Approved unanimously.

Early Learning Center - Dr. Katrina Herd, Director

- Just had our CDA (Child Development Associate) Graduation.
 - This year we had 3 graduates.
 - Everyone on our staff (except one person) has their CDA.
- Growth of 4 year old students is at 93%.
- Growth of 3 year old students is at 63%.
 - Discovered one skill they are struggling with – print concepts.
 - Can be easily worked on for next year.
- Enrollment with 4 year olds are full with a wait list for full day classes.
 - Half day classes also have a wait list.
- Parent Satisfaction Survey is going out on Monday of next week.
 - Those will be shared with the board in September.

Charter School – Katina Santamaria, Principal

Score Card

- Attendance ended at 89.38% what has been an improvement.
 - We will continue to aim for at least 95%.
- We do not charge fees to our students or parents.

Approval of FY 23-24 continuation of No Fee Policy:

Motion: Maricela Garcia

Second: Paul Berthelson

Approved unanimously.

- We do not have a Human Sexuality Course.
 - We do have a Maturation lesson for 5th and 6th grade girls and boys taught by 2 retired nurses from Jordan School district.
- Student Discipline – ended the school year with 200 minor incidents (resolved by the teacher or paraprofessional).
 - We had 107 office referrals (showing aggression, violence or inappropriate behavior, chronic non-compliance).
- Mental Health Policy
 - We will need to choose every year to utilize mental health screenings for our students or not.
 - Last month we discussed that since we don't have many examples to follow among Charter Schools, so we would use 2023-24 to research how this would work and then we can decide.
 - If we decide to use it, there are funds provided with a deadline.

Approval of not doing the mental health screenings for the 2023-34 school year:

Motion: Maricela Garcia

Second: Philip Jeffs

Approved unanimously.

GUADALUPE CHARTER SCHOOL
Board Meeting Minutes: June 23, 2023

- Our Curriculum Review Committee has always been our Charter Board.
 - We do not have anything new to purchase for the 2023-24 school year.

Approval to have the Charter Board continue as the Curriculum Review Committee for the 2023-24 School Year:

Motion: Shelby Herrod
Second: Paul Berthelson
Approved unanimously.

- CSI Update (Comprehensive School Improvement Plan).
 - 1st goal is to increase ELA (English Language Arts) RISE proficiency by 5%.
 - 2nd goal is to decrease minor incidents in behavior.
 - There was an appraisal done by Ed Directions, met with teachers and staff.
 - Focusing on evidence based practices only.
 - Action plans are in place to reach these goals of improvement.

Approval of CSI Plan and Goals as presented by Principal Santamaria:

Motion: Maricela Garcia
Second: Paul Berthelson
Approved unanimously.

- Early Learning Plan, we met all 3 goals that were set for this school year.
 - Growth from at least 60% of the students, we had 61%.
 - First grade level, increased composite score by at least 15%.
 - Math scores increased for grades 1-3.

Approval of the Early Learning Plan:

Motion: Shelby Herrod
Second: Paul Berthelson
Approved unanimously.

- Annual Survey of Parents is currently underway.
- Annual Assurances have been completed by Richard Pater, Executive Director and Shelby Herrod, Charter Board Chair.
- In September, the Parent Involvement Committee will nominate the Parent Representatives and we will vote at that time.

Vote to adjourn the final 2022-23 Charter Board Meeting:

Motion: Philip Jeffs
Second: Paul Berthelson
Approved unanimously.

Meeting adjourned at 9:53am.

Next Meeting: September TBD from 8:30-10:30am.

Submitted by Colleen Baum.

GUADALUPE CHARTER SCHOOL
INCOME STATEMENT

4:26 PM
9/9/2023

As of the month ending: **8/31/2023** % of year **17%**

	Approved Budget	YTD	\$ Variance YTD to Approved Budget	% of YTD to Approved Budget	Year End Forecast	\$ Variance Forecast to Approved Budget	% of Forecast to Approved budget
<u>Revenues</u>							
<u>Fundraising</u>							
Foundations	\$ 35,000	\$ 5,000	\$ (30,000)	14%	\$ 35,000	\$ -	100.00%
Corporations	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	N/A
Individuals	\$ 500	\$ 1,665	\$ 1,165	333%	\$ 500	\$ -	100.00%
New Money/Agency	\$ 300,000	\$ -	\$ (300,000)	0%	\$ 300,000	\$ -	100.00%
Non-Profit	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	N/A
Miscellaneous	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	N/A
Special Events	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	N/A
Total Fundraising	\$ 335,500	\$ 6,665	\$ (328,835)	2%	\$ 335,500	\$ -	100.00%
<u>Contracts and Funding</u>							
Restricted Balance - Beginning	\$ 559,466	\$ -	\$ (559,466)	0%	\$ 559,466	\$ -	100.00%
Local Funds	\$ 6,000	\$ 108	\$ (5,892)	2%	\$ 6,000	\$ -	100.00%
State Funds	\$ 3,211,012	\$ 534,029	\$ (2,676,982)	17%	\$ 3,211,012	\$ -	100.00%
Federal Funds	\$ 1,158,135	\$ 116,263	\$ (1,041,871)	10%	\$ 1,158,135	\$ -	100.00%
Contracts	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	N/A
Other Funding Sources	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	N/A
Restricted Balance - Ending	\$ (9,076)	\$ -	\$ 9,076	0%	\$ (9,076)	\$ -	100.00%
Total Contracts and Funding	\$ 4,925,536	\$ 650,401	\$ (4,275,136)	13%	\$ 4,925,536	\$ -	100.00%
<u>Other Revenues</u>							
Endowment & Investment	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	N/A
Friends of Guadalupe	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	N/A
Guadalupe Holding Company	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	N/A
Total Other	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	N/A
Total Revenue	\$ 5,261,036	\$ 657,066	\$ (4,603,971)	12%	\$ 5,261,036	\$ -	100%
<u>Expenditures</u>							
Salaries	\$ 3,253,165	\$ 344,645	\$ (2,908,520)	11%	\$ 3,253,165	\$ -	100.00%
Employee Benefits	\$ 698,904	\$ 101,514	\$ (597,390)	15%	\$ 698,904	\$ -	100.00%
Prof. and Technical	\$ 262,068	\$ 11,599	\$ (250,469)	4%	\$ 262,068	\$ -	100.00%
Purch Property Serv.	\$ 559,951	\$ 34,219	\$ (525,731)	6%	\$ 559,951	\$ -	100.00%
Other Purchased Serv.	\$ 47,545	\$ 8,776	\$ (38,769)	18%	\$ 47,545	\$ -	100.00%
Supplies and Materials	\$ 399,995	\$ 56,231	\$ (343,764)	14%	\$ 399,995	\$ -	100.00%
Property & Equipment	\$ 13,000	\$ 6,941	\$ (6,059)	53%	\$ 13,000	\$ -	100.00%
Other Expenses	\$ 15,066	\$ 3,001	\$ (12,065)	20%	\$ 15,066	\$ -	100.00%
Total Expenditures	\$ 5,249,692	\$ 566,926	\$ (4,682,766)	11%	\$ 5,249,692	\$ -	100%
Net Surplus/Loss	\$ 11,344	\$ 90,140	\$ 78,796		\$ 11,344		

**GUADALUPE CHARTER SCHOOL
INCOME STATEMENT - COMMENTS**

As of the month ending: **8/31/2023**

<u>REVENUES:</u>
<u>Fundraising</u>
<u>Contracts</u>
<u>Local</u>
<u>State</u>
<u>New grants:</u>
<u>Federal</u>

<u>EXPENSES:</u>
<u>Salaries:</u>
<u>Benefits:</u>
<u>Professional Services:</u>
<u>Purchased Property services:</u>
<u>Supplies:</u>
<u>Equipment:</u>

ENROLLMENT REPORT				
Grade	As of: 10/01/2022		As of: 8/31/2023	DIFF.
K	50		50	0
1	45		44	(1)
2	47		42	(5)
3	49		44	(5)
4	38		45	7
5	32		35	3
6	25		28	3
Total Students	286		288	2
Special Ed students	19		23	4

Enrollment % Current to October 1st count		100.70%
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*Guadalupe School Monthly Scorecard Update:
Preschool - August 2023*

Actions Required by the Board (Indicate for Awareness, Feedback Sought or Decision Required): Awareness

Core Program Themes

Key Progress Made Since Last Scorecard Update

Next Month's Goals/Deliverables

Theme 1: Professional Development

- Guadalupe ELC teachers continually develop as quality preschool teachers as evidenced by their knowledge and application of best practices in daily instruction.

Theme 1:

- Professional development theme and ongoing staff training for 2023-2024: **Play to Learn**
 - Book study: research published by NAEYC
 - Teach families about Whole Body Play practices and the implementation in preschool

Theme 1:

- Report ELC Preschool PD theme and plans for ongoing staff training for the 23-24 program year

Theme 2: Program Quality

- Guadalupe ELC classrooms provide the highest quality learning environment for all students as evidenced by ECERS-3 evaluations.

Theme 2:

- ESA grant funds for PY 23-24
 - \$947,066 Total
 - 5% seat reduction: Total capacity for 23-24 SY is 114
- When evaluated by ECERS-3 certified reliable reviewers, ELC classrooms score a cumulative average at or above 5.5.
 - ECERS-3 evaluations (SY 22-23):
 - State average ECERS-3 overall score: 4.82
 - Guadalupe overall: 5.74
 - State average Language and Literacy: 5.14
 - Guadalupe Language and Literacy: 5.8
 - State average Interactions: 5.49
 - Guadalupe Interactions: 7

Theme 2:

- Report on NAEYC accreditation process as it relates to ECERS-3 quality rating.

Theme 3: Kindergarten Ready

- Guadalupe ELC students participate in preschool classes that prepare children for success in kindergarten as evidenced by student growth using the SRI-BA and PEEP assessment tools.

Theme 3:

- ELC results for PY 2022-2023: see attached charts
- Comparison of BOY and EOY SRI-BA outcomes show that all preschool students make growth in 80% of Key Literacy and Numeracy Essential Skills.

Theme 3:

- Report on BOY scores for PK-3 and PK-4

Guadalupe School Monthly Scorecard Update:
Preschool - August 2023

Other Notable Progress/Items for Awareness

Current Enrollment

Age Group	Enrolled	Capacity
PreK 3YO (half day)	40	40
PreK 3/4YO (half day)	40	40
PreK 4YO (full day)	40	40

Story of Success

PEEP assessment scores show that 41.09% Guadalupe PK4 students enter on benchmark in Numeracy and 17.66% Guadalupe PK4 students enter on benchmark in Literacy.

PEEP assessment scores show that a majority of our students enter preschool needing interventions to be successful. The average being 58.91% for Numeracy and 82.34% for Literacy.

At the point of exit, a majority of our students fall in Level 3 - needing minimal intervention to be successful. (74.5% for Literacy, 66.7% for Numeracy)

Overall, even though a bigger portion of our students fall under the "Support Needed" category during the PEEP entrance screening, the majority have progressed enough to be considered needing minimal intervention to succeed by the time they are taking the PEEP exit screening in preparation for Kindergarten.

PY 2022-2023 Results

BOY	SRI-BA; PEEP	SRI-BA BOY test scores reflect 12% of 3YO students and 3% of 4 YO students are at benchmark in ELA. 20% of 3 YO students and 25% of 4YO students are at benchmark in Numeracy. Teacher focus and ongoing tracking of student progress in the areas of: oral language, letter and number naming fluency, and mastery of print concepts.
MOY	SRI-BA; curriculum tools	SRI-BA MOY test scores reflect 13% of 3YO students and 9% of 4 YO students are at benchmark in all ELA skills. 11% of 3 YO students and 20% of 4YO students are at benchmark in all Numeracy skills. From beginning to middle of year, 89% of 4YO students and 72% of 3YO students made growth in all ELA skills. Teacher focus and ongoing tracking of student progress in the areas of: oral language, letter and number naming fluency, and developing writing skills.
EOY	SRI-BA; PEEP	From beginning to middle of year, 94% of 4YO students and 82% of 3YO students made growth in all ELA and Numeracy skills.



Guadalupe Charter School – September 2023-24

Principal Marnie Bertoch

Theme 1

STUDENT GROWTH

Growth will be demonstrated throughout the year through progress monitoring and benchmarks. Guadalupe teachers are committed to progress monitoring using Acadience and RISE benchmarks.

Students proficiency and growth will be discussed in professional learning communities.

Guadalupe goal: students will average 1 to 1 ½ years progress in each grade in reading and math.

Theme 2

PROFESSIONAL DEVELOPMENT

Teachers and Paraprofessionals will meet personal performance goals through scheduled professional development, individualized plans, and mentoring programs.

Theme 3

ATTENDANCE

Parents and families will follow the Attendance Policy and ensure students are to school daily, measured to 95% attendance rate.



Guadalupe Charter School – September 2023-24

Principal Marnie Bertoch

Theme 1: Student Growth

Guadalupe Charter will increase ELA RISE proficiency by 5% with an average grade level-scaled score of ten points by the 2024 end of level RISE assessment.

Guadalupe Charter will increase students' fluency by focusing on accuracy.

Grades 3rd-6th will use ELA RISE benchmarks three times a year to monitor students progress. Data will be reviewed in PLCs to adjust instruction to meet the needs of the students.

Grades 4th - 6th will implement Tier 1 small groups to meet students individual needs in ELA instruction. This small group time includes Tier 2 groups. Grades 3rd - 6th will use Passport, Lexia and Acadience data and lessons to support students during small groups. Tier 2 groups will continue to use 95%. All curriculum used in small groups is supplemental to CKLA.

Grades 4th-6th will use Utah Compose to monitor students' progress in writing. Teachers will use the resources on Ut. Compose to supplement CKLA.

Academic Team currently researching current writing teaching practices and creating a school wide writing continuum to continue to support writing instruction and provide continuity across grades.



Guadalupe Charter School – September 2023-24

Principal Marnie Bertoch

Theme 1: Student Growth

Guadalupe Charter will increase students' fluency by focusing on accuracy.

Grades K - 3rd grade will use Acadience benchmarks three times a year to monitor students progress. Teachers will progress monitor students 2 to 3 times monthly and use the data to improve instruction. Data will be reviewed in PLCs to adjust instruction to meet the needs of the students.

Grades K - 3rd will use will implement Tier 1 small groups to meet students individual needs in ELA instruction. This small group time includes Tier 2 groups. Grades K - 3rd will use UFLi, Lexia and Acadience data and lessons to support students during small groups. Tier 2 groups will continue to use 95%. All curriculum is supplemental to CKLA.

Celebration: We have met the State Early Literacy Goal. We are no longer in System of Support for Early Literacy.



Guadalupe Charter School – September 2023-24

Principal Marnie Bertoch

Theme 2: Professional Growth

Teachers

Grades K - 6th teachers are part of a year-long book study. We will be using the book, “*The Teacher Clarity Playbook*,” by Fisher and Frey. The professional development will include in-person training during staff meetings and PLCs, coaching and month goals to implement in classrooms and in instructional planning.

New teachers will start LETRS this month.

We have identified, as an academic team, 5 instructional high leverage practices. Teachers will be trained in these strategies to increase student success. ([Guadalupe MTSS Framework](#))

- Teacher Clarity (covers planning, explicit instruction, assessment practices and best practices in assessments)
- Scaffolding to better support ML students
- Active Student Engagement
- Vocabulary
- Academic Conversations
- Feedback
- Questioning



Guadalupe Charter School – September 2023-24

Principal Marnie Bertoch

Theme 2: Professional Growth

Paraprofessionals

Grades K - 6th paraprofessionals have been trained in 95% to support interventionists with Tier 2 small groups.

Grades K - 6th paraprofessionals will be trained to administer Acadience to support the school during benchmarks and progress monitoring.

Grades K - 6th paraprofessionals will attend PLCs once a month to to better support teachers and students in the classrooms.

Grades K - 6th paraprofessionals and teachers will be trained in co-teaching techniques to better support students.



Guadalupe Charter School - September 2023-24

Principal Marnie Bertoch

Theme 3: Attendance

Overall attendance K - 6th grades, from 8/21/23 to 9/18/23, was 93.35%.

This year we are providing incentives for students to be at school.

- Monthly Perfect Attendance Free Dress
- Monthly Perfect Attendance Certificate
- Monthly Perfect Attendance Party
- Attendance Awareness Month
- End of Year Recognition

Parents:

- Attendance Back to School Booth
- Quarterly Attendance Policy Review
- Monthly Perfect Attendance Postcard
- Attendance Portal on Website
- End of Year Drawing for Perfect Attendance
- Teachers will be first contact and build relationships with families and students



Guadalupe Charter School – September 2023-24

Principal Marnie Bertoch

Theme 3: Attendance

The school culture is important when it come to attendance. As a staff, we are working to provide a safe and inclusive environment that includes:

- Teachers will be first contact and build relationships with families and students.
- Teachers will conduct restorative circles once a day (A.M.) to build relationships with the students and foster relationships between students.
- Monthly recognition of students, related to the Grad of Guad Characteristics.
- Building a culture that is evident in the school.
 - Caught you following the expectations (principal)
 - Lunch with the principal- students of the month
 - Social Work team will run groups to meet students needs, i.e., new to the country, friendship, etc.
 - Legacy Hallway



Guadalupe Charter School – September 2023-24

Principal Marnie Bertoch

Next month Goals/Deliverables

Theme 1

STUDENT GROWTH

Continue with implementing small groups.

Focusing on improving Tier 1 instruction.

New structure in PLCs to monitor student growth

Theme 2

PROFESSIONAL DEVELOPMENT

Focus on Teacher Clarity to improve lesson planning.

Academic Discussions
Active Student Engagement

Theme 3

ATTENDANCE

Review data to understand what is working

Make adjustments

SHAUNNA HEBERTSON VALDEZ

5253 S. Planter Place
Taylorsville, Utah 84129
801-414-5959

EDUCATION

Administrative Supervision Certificate, Utah State University	2009
Master's of Education, Utah State University	2007
B.S., Special Education Mild/Moderate, Utah State University	2000
B.S., Behavioral Science and Health, University of Utah	1994
A.A., Retail Merchandising and Marketing, LDS Business College	1992

EXPERIENCE

Granite School District

Title I Instructional Coach K-6	2013-2021
Community Education Coordinator (Taylorsville High)	2012-2018
Student Achievement Title 1 Specialist	2005-2013
Special Education Teacher (Youth in Custody)	1999-2005
Site Facilitator and Quality Teaching Committee Vocational Specialist	1996-1999

Peyucos Landscaping , Office Administrator	2020-current
Salt Lake County Youth Services , After School Coordinator	2018-2020
Valley Mental Health , Youth-in-Custody Counselor	1998-2004
House of Hope , Mother and Children's Counselor	1995-1996
Woodland Park Care Center , Social Worker (SSW)	1992-1995

PROFESSIONAL DEVELOPMENT

- Provide classroom-based staff development on differentiated strategies and achievement for students
- Provide support for classroom engagement, management and RTI
- Support teachers with instructional decisions based on assessment data
- Great Beginnings Mentor for provisional teachers
- Work collaboratively with curriculum and district specialists
- Analysis of data, monitor student gains, benchmark testing
- Coordinate and facilitate professional development and other trainings
- Build and sustain PLCs (Professional Learning Communities)
- Created materials for Family Literacy Nights
- PBIS/Student Leadership, RTI, and Building Leadership Team member
- Participate in Instructional Coaching Professional Development
- Community Council and PTA member

MANAGEMENT

- Administrative/Supervisory K-12
- Assist in hiring personnel
- Testing Coordinator (DIBELS, RISE, Sage, CRTs, DWA, IOWA)
- Supervise and coordinate before/after and summer school programs
- Responsible for grant reports monthly, quarterly, and bi-annual.
- Budget development & payroll
- Supervise and direct activities of paraprofessionals and Community Education
- Coordinate Family Literacy and Math Nights (Parent Involvement)
- Responsible for on-going development of Community Education including recruiting instructors, develop and schedule year-round class catalog, schedule building needs with teachers, custodians, and administrators

QUALIFICATIONS

- Self-directed, enthusiastic educator with a passionate commitment to building teacher and student capacity
- Skilled in the design of challenging, enriching, and innovative activities to support the diverse interests and needs of students
- Possess outstanding communication and problem-solving skills
- Active team member who effectively collaborates with all levels of staff and establishes quality relationships with teachers, students, and parents
- Proven ability to work in chaotic situations, still maintain a sense of humor and professionalism
- Current Utah State Teaching License Special Ed. Level 2 (2018-2023)
- Reading Endorsement
- Grant writing experiences for Student Leadership (\$85,000), After School/Summer School Programs, and school wide library resources

PROFESSIONAL REFERENCES

Melanie Roybal Administrator Granite School District 801-450-5533	Steve Hill Supervisor Granite School District 801-541-2156	Jolene Randall Administrator Granite School District 801-455-2600
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Charter Board Goals As of September 27th, 2022 Board Meeting:

- 1) Board members will attend at least 80% of meetings.
- 2) Insure the organization works towards academic and fiscal compliance with all state and federal guidelines.
- 3) 100% of Staff will receive and participate in professional development.
- 4) Insure the organization works toward at least one year's worth of academic growth for each student.