

Jefferson Academy

Board of Directors Meeting

Date: November 13, 2023

Time: 7:00 PM

Location: 1425 S Angel St; Kaysville, UT 84037



It is the desire and mission of this school to have every child be challenged, experience success and master basic skills, grow in academic ability and content knowledge, and develop an understanding and appreciation for our nation's heritage and founding principles.

Jefferson Academy will offer an academically challenging and content-rich history-centered curriculum that incorporates the study of American citizenship. Jefferson Academy will provide an environment in which every student has the opportunity to gain a strong foundation of knowledge in world and American history, classic literature, science, math and fine arts.

AGENDA

CALL TO ORDER

REPORTS

- Financial Report
- Director's Report
- Policy Governance
 - Ends 1.1. Academic Accomplishment
 - Ends 1.2 Citizenship
 - Ends 1.3 Moral Excellence
 - Ends 1.4 Principles of Liberty
 - Ends 1.5 Appreciation for Learning
 - Executive Limitations 2.1 Treatment of Students Parents and Community
 - Executive Limitations 2.2 Treatment of Staff
 - Executive Limitations 2.3 Financial Planning/Budgeting
 - Executive Limitations 2.4 Financial Condition and Activities
 - Executive Limitations 2.8 Communication and Support to the Board

CONSENT ITEMS

- October 24, 2023, Board Meeting Minutes

CALENDARING

- Next Board Meeting January 22, 2023, at 6:00pm

CLOSED SESSION- to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a).

ADJOURN

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call 801-444-9378 to make appropriate arrangements. One or more board members may participate electronically or telephonically pursuant to UCA 52-4-207.

Jefferson Academy

Board of Directors Meeting

Date: October 24, 2023

Anchor Location: 290 N. Flint Street; Kaysville, UT 84037

This meeting of the board of directors was held electronically.

In Attendance: Keith Facer, Natalie Allman, Alana Wilson,

Excused: Paul Smith

Others Present: Nicole Jones, Dawn Benke, Heidi Bauerle, Alicia Ady, Jeff Butler



MINUTES

CALL TO ORDER

At 10:12 AM Keith Facer called the meeting to order.

CONSENT ITEMS

- August 23, 2023, Board Meeting Minutes
Keith Facer made a motion to approve the August 23, 2023, Board Meeting Minutes. Alana Wilson seconded the motion. The motion passed unanimously. The votes were as follows: Keith Facer, Aye; Natalie Allman, Aye; Alana Wilson, Aye.

VOTING ITEMS

- LEA licenses
Nicole Jones discussed the need to approve LEA Specific Licenses for the following teachers: Jaidin Burke, Anna Kolomalau, Amy Lueckler, Autumn Perkes, and Susan Rawlings. She also discussed the rationale behind each license included on the spreadsheet provided in the board's documentation packet.
- Snow Removal Bid
Nicole Jones discussed wanting to sign a contract for snow removal with Extreme Green. They were the only company to submit a bid. The board discussed the additional fuel surcharge and how it is calculated.
- RTU bids
Nicole Jones discussed the different options to replace the RTUs at the school. She discussed the differences in bids and made recommendations according to timeframe and budget. Jeff Butler provided a detailed report about which units were bid out, lead time for the units and the differences in the companies providing the services. Jeff also spoke to what would be included with the installation of the units.
- Special Education Policies and Procedures Manual
Nicole Jones discussed the changes made the Special Education Policies and Procedures Manual. These will ensure compliance with the newest laws passed in the 2023 legislative session. This was pre-approved by the state.
- Special Education Services Agreement
Nicole Jones discussed the need to sign the Special Education Services Agreement through the Special Education Project. They have already received some of the hours of contracted services. She discussed the services provided within the contract.

Keith Facer made a motion to approve the above voting items as discussed including the bid for the RTU unit through H&M for up to \$57,460. Alana Wilson seconded the motion. The motion passed unanimously. The votes were as follows: Keith Facer, Aye; Natalie Allman, Aye; Alana Wilson, Aye.

CALENDARING

- Next Board Meeting November 13, 2023, at 7:00pm

CLOSED SESSION- to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a).

This item was tabled.

ADJOURN

At 10:41 AM Keith Facer made a motion adjourn. Alana Wilson seconded. Votes were as follows: Keith Facer, Aye; Natalie Allman, Aye; Alana Wilson, Aye. The motion passed unanimously.

DRAFT

1.0 Ends Policies

1.0 JA Global Ends Policy

Jefferson Academy exists to empower students as stewards of great scholarship, citizenship, and moral excellence, who will lead and move the cause of liberty.

Policy Type: Ends

Policy Title: 1.1. Academic Accomplishment

Jefferson Academy provides the tools and the environment to learn, acquire, and evaluate information to achieve academic mastery through a variety of resources and current technologies.

Accordingly, all students will:

1. Master Core Knowledge topics.
2. Have access to a library that is focused on Core Knowledge content.
3. JA will be ranked in the top 35% in language arts, in the top 10% in mathematics, and in the top 25% in science by end-of-year state reference tests.
4. Every student continuously enrolled in JA for at least a year will achieve at least one year's worth of growth (as measured by Board approved assessment provided by the Executive Director) in exchange for one year's worth of instruction.

Adopted: June 23, 2011

Revised: November 9, 2015

Monitoring Method: Internal

Monitoring Frequency: Three Times Annually (September, January, June)

Policy Type: Ends

Policy Title: 1.2. Citizenship

Jefferson Academy exhibits superior characteristics of American citizenship.

Adopted: June 23, 2011

Monitoring Method: Internal

Monitoring Frequency: Semi-Annually (October, March)

Policy Type: Ends

Policy Title: 1.3. Moral Excellence

Jefferson Academy exhibits standards of moral excellence.

Adopted: June 23, 2011

Monitoring Method: Internal

Monitoring Frequency: Semi-Annually (October, March)

Policy Type: Ends

Policy Title: 1.4. Principles of Liberty

Jefferson Academy exhibits the principles of liberty, which provide that individuals govern themselves to behave according to their own free will and take responsibility for their actions.

Adopted: June 23, 2011

Monitoring Method: Internal

Monitoring Frequency: Semi-Annually (October, March)

Policy Type: Ends

Policy Title: 1.5. Appreciation for Learning

Accordingly, all students will be equipped with a minimum set of skills:

1. Effectively communicate orally and in writing as measured by end of level testing and class/grade level presentations.
2. Use technology for word processing, information, research, and communication measured by curriculum based projects and assignments.
3. Read and comprehend a variety of material that gives students a greater access to knowledge as measured by end of level testing and curriculum-based assessments.

Adopted: June 23, 2011

Revised: January 30, 2017

Monitoring Method: Internal

Monitoring Frequency: Three Times Annually (September, January, June)

2.0 Executive Limitations Policies

2.0 JA Global Executive Limitations Policy

The Executive Director shall not cause or allow any individual or organizational practice, activity, decision, or circumstance which is either, unlawful, unethical, unsafe, and imprudent, in violation of commonly accepted practices, Board Policy, Bylaws, Articles of Incorporation or Charter.

Adopted: June 23, 2011

Monitoring Method: Internal

Monitoring Frequency: Annually (June)

Policy Type: Executive Limitations

Policy Title: 2.1. Treatment of Students, Parents and Community

With respect to interactions with Students, Parents, and Community, the Executive Director shall not cause or allow conditions or procedures that are untimely, disorganized, or unnecessarily intrusive or undignified.

Accordingly, the Executive Director shall not:

1. Elicit information for which there is no clear necessity.
2. Use methods of collecting, reviewing, transmitting, or storing information that fail to protect confidential information or provide improper access to the material.
3. Fail to operate the facilities with appropriate security, safety, accessibility and privacy.
4. Fail to establish an internet safety and acceptable use of internet and electronic resources policies that include:
 - a. Preventing user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications.
 - b. Preventing unauthorized access and other unlawful online activity.
 - c. Preventing unauthorized online disclosure, use, or dissemination of personal identification information of minors.
 - d. Compliance with the Children's Internet Protection Act (47 U.S.C. § 254(h)).
5. Fail to have appropriate policies and procedures governing extended curricular travel, field trip activities, and student transportation.
6. Fail to establish a wellness policy fostering a healthy nutritional atmosphere.
7. Fail to establish with students, parents, and community a clear understanding of what may be expected and what may not be expected from the service offered.

8. Fail to inform students, parents and community of this policy or to provide a way to be heard for persons who believe they have not been accorded a reasonable interpretation of their rights under this policy.
 - a. Fail to facilitate orderly and appropriate public access to the Board, and to ensure timely and appropriate follow-up in response to expressed public input.
9. Fail to provide for effective handling of grievances and respond meaningfully and timely to concerns raised by students, parents and community and report, in a timely manner, on any serious or repeated concerns to the Board.
10. Fail to ensure the school faculty and staff involves stakeholders in an advisory capacity in important issues that impact them directly; nor fail to ensure that the school community works together to provide students with educational experiences that meet the Boards Ends.
11. Fail to implement a homework policy that is designed to accomplish the school's outcomes while taking into consideration the numerous outside demands on students.
12. Fail to establish meaningful policies and procedures that facilitate accomplishment of Ends and that provide for controls to ensure compliance with all regulatory, federal, and state requirements.

Adopted: June 23, 2011

Monitoring Method: Internal

Monitoring Frequency: Semi-Annually (December, April)

Policy Type: Executive Limitations

Policy Title: 2.2. Treatment of Staff

With respect to the treatment of paid and volunteer staff, the Executive Director may not cause or allow conditions that are unfair, unnecessarily undignified, disorganized, untimely or unclear.

Accordingly, the Executive Director shall not:

1. Operate without written personnel policies which:
 - a. Clarify rules and processes for staff.
 - b. Provide for effective handling of grievances or concerns.
 - c. Protect against wrongful conditions and preferential treatment for personal reasons.
 - d. Include position specific job descriptions, salary and compensation plans for all positions.
 - e. Include a personnel performance evaluation system that ensures the Ends of the school are met.
 - f. Provide for hiring qualified staff.
 - i. The school will not employ an individual whose license has been revoked or is currently suspended by the Utah State Board of Education or whose

license has been revoked or is currently suspended by another state Board of Education.

- g. Provide for termination and/or separation procedures.
 - h. Provide for acceptable use of internet and electronic resources.
 - i. Provide for staff travel to fulfill their official duties or to attend seminars, conferences or other professional or educational activities benefiting the school.
 - i. Executive Director travel requires prior Board approval.
2. Retaliate against any staff member for non-disruptive expression of dissent.
 3. Fail to acquaint staff with their rights under this policy.
 4. Allow staff to be unprepared for emergencies.
 5. Prevent staff from grieving to the Board when (a) internal grievance procedures have been exhausted and (b) the employee alleges that Board policy has been violated.
 6. Fail to protect confidentiality and/or confidential information.
 7. Fail to provide staff with training and education necessary to meet Board policy and Ends.

Adopted: June 23, 2011

Monitoring Method: Internal

Monitoring Frequency: Semi-Annually (December, April)

Policy Type: Executive Limitations

Policy Title: 2.3. Financial Planning/Budgeting

Financial Planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the Board's End's priorities, risk financial jeopardy, or fail to be derived from a multi-year plan.

Accordingly, the Executive Director shall not:

1. Omit credible projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
2. Plan the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.
3. Fail to provide for governance costs in all budget planning.
4. Fail to provide for long-term capital reserves.
5. Fail to budget for a rainy-day fund.

Adopted: June 23, 2011

Revised: January 22, 2018

Monitoring Method: Internal; External

Monitoring Frequency: Annually (June); Annually (December)

Policy Type: Executive Limitations

Policy Title: 2.4. Financial Condition and Activities

With respect to the actual, ongoing financial condition and activities, the Executive Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board priorities established in Ends policies.

Accordingly, the Executive Director shall not:

1. Expend more funds than have been received in the fiscal year to date unless the Boards debt guideline is met.
2. Incur debt in an amount greater than can be repaid by certain and otherwise unencumbered revenues within sixty days.
3. Use any long-term capital reserves.
4. Use any rainy-day funds without prior Board approval.
5. Conduct interfund shifting in amounts greater than can be restored to a condition of discrete fund balances by certain, otherwise unencumbered revenues within a reasonable time.
6. Fail to settle payroll and debts in a timely manner.
7. Allow tax payments or other government ordered payments or filings to be overdue or inaccurately filed.
8. Make a single purchase or commitment of greater than \$5,000 or up to \$10,000 with the signature of either the Board Chair or Financial Coordinator. Splitting orders to avoid these limits is not acceptable.
9. Fail to aggressively pursue receivables after a reasonable grace period.
10. Fail to depreciate items consistent with GAAP (Generally Accepted Accounting Practices).
11. Fail to budget and purchase items in a manner consistent with prioritization of Board Ends.

Adopted: June 13, 2013

Revised: January 22, 2018

Revised: October 17, 2022

Monitoring Method: Internal; External

Monitoring Frequency: Monthly; Annually (December)

Policy Type: Executive Limitations

Policy Title: 2.5. Emergency Executive Director Succession

To protect the Board from sudden loss of Executive Director services, the Executive Director shall not have less than one other administrator sufficiently familiar with Board and Executive Director issues and processes to enable them to take over with reasonable proficiency as an interim successor.

Accordingly, the Executive Director shall not:

1. Fail to provide sufficient training on Board and Executive Director issues.

Adopted: June 23, 2011

Monitoring Method: Internal

Monitoring Frequency: Annually (January)

Policy Type: Executive Limitations

Policy Title: 2.6. Asset Protection

The Executive Director shall not cause or allow organizational assets to be unprotected, inadequately maintained, or unnecessarily risked.

Accordingly, the Executive Director shall not:

1. Fail to adequately insure against theft and casualty liability losses to Board members, staff and the organization itself in an amount greater than the average for comparable organizations.
2. Fail to formally identify personnel authorized to access monies.
3. Subject facilities and equipment to improper wear and tear or insufficient maintenance.
 1. Fail to have a written maintenance plan and document services performed in an organized manner.
4. Unnecessarily expose the organization, its Board or staff to claims of liability.
5. Make any purchase (a) wherein normally prudent protection has not been given against conflict of interest; (b) of more than \$1,000 without having obtained at least two bids documenting comparative prices and quality; (c) of more than \$50,000 without a formal documented Request for Proposal (RFP) process.
6. Fail to protect intellectual property, proprietary information, confidential information, other information, and files from disclosure, loss, or significant damage.
7. Fail to follow all state and federal laws and guidelines regarding records management.
8. Receive, process or disburse funds under controls, which are insufficient to meet the Board-appointed auditors standards.
9. Invest or hold operating capital in insecure instruments, including uninsured checking accounts and bonds of less than AA rating at any time, or in non interest-bearing accounts except where necessary to facilitate ease in operational transactions.
10. Endanger the organization's public image, its credibility, or its ability to accomplish ends.

Adopted: June 23, 2011

Monitoring Method: Internal

Monitoring Frequency: Annually (February)

Policy Type: Executive Limitations

Policy Title: 2.7. Compensation and Benefits

With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the Executive Director shall not cause or allow jeopardy to fiscal integrity or to public image.

Accordingly, the Executive Director shall not:

1. Change his or her compensation and benefits.
2. Promise or imply permanent or guaranteed employment.
3. Establish or allow compensation and benefits, which deviate materially from the geographic or professional market for the skills employed.
4. Fail to establish a compensation philosophy and policy that provides for performance-based incentives and creative solutions to retain and attract quality staff.
5. Create obligations over a longer term than revenues can be safely projected, in no event longer than one year.
6. Establish or change benefits so as to cause unpredictable or inequitable situations.

Adopted: June 23, 2011

Monitoring Method: Internal

Monitoring Frequency: Annually (April)

Policy Type: Executive Limitations

Policy Title: 2.8. Communication and Support to the Board

The Executive Director shall not permit the Board to be uninformed or unsupported in its work.

Accordingly, the Executive Director shall not:

1. Neglect to submit Board required monitoring data (see policy on Monitoring Executive Director Performance) in a timely, accurate and understandable fashion, which directly addresses provisions of Board policies being monitored, including the Executive Director's interpretations.
2. Allow the Board to be unaware of any actual or anticipated noncompliance with any Ends or Executive Limitations policy of the Board regardless of the Board's monitoring schedule.
3. Allow the Board to be without decision information required periodically by the Board or let the Board be unaware of relevant trends.
4. Let the Board be unaware of any significant incidental information it requires including, but not limited to, anticipated media coverage, threatened or pending lawsuits, and material internal or external changes.
5. Allow the Board to be unaware that, in the Executive Director's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Management

Delegation, particularly in the case of Board behavior that is detrimental to the work relationship between the Board and the Executive Director.

6. Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and other.
7. Allow the Board to be without a workable mechanism for official Board, officer, or committee communications.
8. Fail to deal with the Board as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the Board.
9. Fail to submit to the Board consent agenda items delegated to the Executive Director yet required by law, regulation, charter, or contract to be Board-approved, along with applicable monitoring information that provides the Board sufficient data to ensure compliance.
10. Fail to obtain and communicate the applicable balanced points of view of staff, community and external sources in recommendations and monitoring data to the Board.

Adopted: June 23, 2011

Monitoring Method: Internal

Monitoring Frequency: (August, December, April)

Policy Type: Executive Limitations

Policy Title: 2.9. Ends Focus of Grants or Contracts

The Executive Director may not enter into any grant or contract, unless it emphasizes the production of ends and the avoidance of unacceptable means.

Accordingly, the Executive Director shall not:

1. Fail to establish particular methods and activities to preclude grant funds from being used in a manner outside the grant requirements.
2. Fail to assess and consider a contractor's capability to produce appropriately targeted, efficient results.

Adopted: June 23, 2011

Monitoring Method: Internal

Monitoring Frequency: Semi-Annually (June, January)

Location: Jefferson Academy
 Jefferson Academy

Jefferson Academy Statement of Activities

Created on November 10, 2023

For Prior Month

Reporting Book:

ACCRUAL

As of Date:

11/10/2023

	Annual	Year-to-Date	
	June 30, 2024	October 31, 2023	
	Budget	Actual	% of Budget
Net Income			
Income			
Revenue From Local Sources	92,670	65,297	70.5 %
Revenue From State Sources	5,610,123	1,999,027	35.6 %
Revenue From Federal Sources	186,013	19,035	10.2 %
Total Income	5,888,806	2,083,359	35.4 %
Expenses			
Instruction/Salaries	2,853,616	635,435	22.3 %
Employee Benefits	843,988	140,162	16.6 %
Purchased Prof & Tech Serv	544,608	151,785	27.9 %
Purchased Property Services	254,045	67,726	26.7 %
Other Purchased Services	88,500	40,761	46.1 %
Supplies & Materials	504,765	264,097	52.3 %
Debt Services & Miscellaneous	668,284	225,836	33.8 %
Total Expenses	5,757,806	1,525,802	26.5 %
Total Net Income	131,000	557,557	425.6 %

Location: Jefferson Academy
 Jefferson Academy

Program: GENERAL FUND

Jefferson Academy
Statement of Activities
Created on November 10, 2023
For Prior Month

Reporting Book:
 As of Date:

ACCRUAL
 11/10/2023

	Annual		Year-to-Date
	June 30, 2024		
	Budget	Actual	% of Budget
Net Income			
Income			
Revenue From Local Sources	15,670	31,708	202.3 %
Revenue From State Sources	4,913,152	1,640,754	33.4 %
Total Income	4,928,822	1,672,462	33.9 %
Expenses			
Instruction/Salaries	2,297,236	499,212	21.7 %
Employee Benefits	785,568	120,615	15.4 %
Purchased Prof & Tech Serv	374,608	130,100	34.7 %
Purchased Property Services	254,045	65,925	26.0 %
Other Purchased Services	88,500	40,761	46.1 %
Supplies & Materials	285,153	130,805	45.9 %
Debt Services & Miscellaneous	668,284	225,754	33.8 %
Total Expenses	4,753,393	1,213,172	25.5 %
Total Net Income	175,429	459,290	261.8 %

Created on : 11/10/2023 11:28 PM PST

Location: Jefferson Academy
 Jefferson Academy

Program: All Special Education
Jefferson Academy
Statement of Activities
Created on November 10, 2023
For Prior Month

Reporting Book:
 As of Date:

ACCRUAL
 11/10/2023

	Annual		Year-to-Date
	June 30, 2024		
	Budget	Actual	% of Budget
Net Income			
Income			
Revenue From State Sources	379,861	127,195	33.5 %
Revenue From Federal Sources	100,000	0	0.0 %
Total Income	479,861	127,195	26.5 %
Expenses			
Instruction/Salaries	336,900	60,205	17.9 %
Employee Benefits	35,375	10,443	29.5 %
Purchased Prof & Tech Serv	170,000	21,686	12.8 %
Supplies & Materials	0	14,001	0.0 %
Total Expenses	542,275	106,335	19.6 %
Total Net Income	(62,414)	20,860	(33.4) %

Created on : 11/10/2023 11:28 PM PST

Location: Jefferson Academy
 Jefferson Academy

Program: FOOD SERVICE
Jefferson Academy
Statement of Activities
Created on November 10, 2023
For Prior Month

Reporting Book:
 As of Date:

ACCRUAL
 11/10/2023

	Annual		Year-to-Date
	June 30, 2024		
	Budget	Actual	% of Budget
Net Income			
Income			
Revenue From Local Sources	77,000	33,589	43.6 %
Revenue From State Sources	38,000	23,755	62.5 %
Revenue From Federal Sources	60,000	14,042	23.4 %
Total Income	<u>175,000</u>	<u>71,386</u>	<u>40.8 %</u>
Expenses			
Instruction/Salaries	68,804	14,931	21.7 %
Employee Benefits	7,225	1,821	25.2 %
Purchased Property Services	0	1,800	0.0 %
Supplies & Materials	80,986	23,403	28.9 %
Debt Services & Miscellaneous	0	83	0.0 %
Total Expenses	<u>157,015</u>	<u>42,038</u>	<u>26.8 %</u>
Total Net Income	<u>17,985</u>	<u>29,348</u>	<u>163.2 %</u>

Created on : 11/10/2023 11:28 PM PST

Location: Jefferson Academy
Jefferson Academy

Jefferson Academy
Statement of Financial Position
Created on November 10, 2023
For Prior Month

Reporting Book:
As of Date:

ACCRUAL
11/10/2023

	<u>Period Ending</u> <u>10/31/2023</u>	<u>Period Ending</u> <u>10/31/2022</u>
	Actual	Actual
Assets & Other Debits		
Current Assets		
Operating Cash	2,790,892	2,485,033
Accounts Receivables	2,898	3,202
Other Current Assets	0	3,770
Total Current Assets	<u>2,793,790</u>	<u>2,492,005</u>
Restricted Cash	<u>586,505</u>	<u>486,947</u>
Net Assets		
Fixed Assets	10,888,252	10,887,166
Depreciation	<u>(3,063,361)</u>	<u>(2,799,787)</u>
Total Net Assets	<u>7,824,891</u>	<u>8,087,379</u>
Total Assets & Other Debits	<u>11,205,186</u>	<u>11,066,331</u>
Liabilities & Fund Equity		
Current Liabilities	<u>35,836</u>	<u>37,625</u>
Long-Term Liabilities	<u>11,025,000</u>	<u>11,326,000</u>
Fund Balance	<u>(413,206)</u>	<u>(889,153)</u>
Net Income	<u>557,557</u>	<u>591,858</u>
Total Liabilities & Fund Equity	<u>11,205,186</u>	<u>11,066,331</u>