

MOUNTAIN HEIGHTS ACADEMY BOARD OF TRUSTEES MEETING

Date: April 19, 2024

Time: 9:30 AM

Anchor Location: 9067 S. 1300 W. #204; West Jordan, UT 84088

This meeting of the board of directors will be held electronically. If you would like to attend the meeting, accommodations will be made for the public at the anchor location identified.



*VISION: We are the leader in digital education.
MISSION: To develop connected and successful learners.*

AGENDA

CALL TO ORDER

CONSENT ITEMS

- February 16, 2023 Board Meeting and Closed Session Minutes

REPORTS & TRAINING

- Finance Report
- Director Report
 - Slides from OER Presentation
- Reminder to complete Fraud Risk Training
- Open and Public Meetings Act Training

VOTING AND DISCUSSION ITEMS.

- LEA Specific License
- Curriculum Committee Items:
 - Human Sexuality Curriculum Committee
 - New and Emerging Technologies Course
- Rescind Religion and Education Policy

CALENDARING

- Next Board Meeting June 21, 2024 @ 9:30am

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.

EXECUTIVE SUMMARY

DIRECTORS REPORT

- [Click here](#) to access the most up to date report.
- Slides from OER Presentation with MIT and the Itz'At STEAM School in Belize
 - MHA followed in the footsteps of Open Courseware pioneer, MIT, to create and release open curriculum. We have enjoyed a longstanding partnership with MIT through the years. Three years ago, MIT partnered with MHA to provide support to another OER-based secondary school in Belize, the Itz'At STEAM school, which opened last fall with 67 8th grade students. We recently did a white paper and presentation on the collaboration.
- Reading Intervention Course Approval
 - One might assume that a secondary school would not need a foundational reading intervention course for students in 7-12 grades. However, research shows that going back to basics, regardless of student age, benefits the student long-term. We propose the approval of a Reading Intervention course for 2024-2025.

LEA LICENSE

- Ms. James is a highly qualified veteran secondary educator, who is qualified to teach science, computer science, and high school college and career awareness. We are requesting an LEA-license to allow her to teach middle school college and career awareness.

CURRICULUM COMMITTEE ITEMS:

- Human Sexuality Curriculum Approval
 - The curriculum committee, composed of parents, teachers, an administrator, and a health professional reviewed the sex education materials in health and science classes and approved our current materials. We use USBE-approved materials and follow all state guidelines and rules regarding parental information.
- New and Emerging Technologies Course to Generate Digital Studies credit:
 - In order to equip our students with future success, our CTE team proposes that the New and Emerging Technologies course we are offering next year be approved to generate Digital Studies credit, per the USBE administrative rule 277-705. (See attached.)
 - i. Board Rule R277-705 directs LEAs to “establish a policy, in an open meeting, explaining the process and standards for acceptance and reciprocity of credits earned by a student in accordance with state law.” Thus, LEAs may determine multiple ways for students to meet the Digital Studies requirement. LEAs should consider student competency models and/or other LEA approved options by which students can meet the competencies of the Digital Studies high school requirement.*

RESCIND RELIGION AND EDUCATION POLICY

- Awhile back the USBE rescinded R277-105, a rule which required schools to have a policy about religion and education. The requirements with respect to religion and education still apply to schools, but schools are no longer required to have a policy. They are required, however, to annually notify parents of their constitutional rights in this area, including their right to waive their student’s participation in any aspect of school that violates their or their student’s religious belief or right of conscience. This annual notification can be accomplished through posting a religion and education administrative procedure on the school’s website. Therefore, the school has decided to rescind its Religion and Education Policy, turn it into an administrative procedure, and update the administrative procedure so that it complies with current law, including HB 348 that was passed during the 2023 legislative session.

MOUNTAIN HEIGHTS ACADEMY BOARD OF TRUSTEES MEETING



Date: February 16, 2024

In Attendance: Gavin Hutchinson, Quinn Sutton, Wade Glathar

Others in Attendance: DeLaina Tonks, Cathie Hurst, Gabe Clark, Krystal Taylor

Excused: Royce Kimmons, Kari Malkovich

Location: 9067 S. 1300 W. #204; West Jordan, UT 84088

MINUTES

CALL TO ORDER

Gavin Hutchinson called the meeting to order at 9:31AM.

CONSENT ITEMS

- October 27, 2023 Board Meeting Minutes
Quinn Sutton made a motion to approve the October 27, 2023 Board Meeting Minutes. Wade Glathar seconded. Motion passed unanimously. Votes as follows: Gavin Hutchinson, AYE; Quinn Sutton, AYE; Wade Glathar, AYE.

REPORTS

- Finance Report
Cathie Hurst provided a financial update. The audit report is complete, and has been provided in the documentation materials to the board. The profit and loss indicated that the state revenue lines up with October 1 counts. Operating cash, PTIF and Zions bank accounts are in good standing. A sweep account is in place in association with the operating account.
- Director Report
Delaina Tonks reported on student achievement and activity; lottery and enrollment numbers; faculty and staff and strategic plan updates. Many visitors both local and worldwide have visited Mountain Heights Academy to see the wonderful things that are being accomplished both by students, teachers and staff. Due to increase in student population, additional staff are in the onboarding process to assist with this onset of students.

VOTING AND DISCUSSION ITEMS

- Chromebook Purchase
The board discussed the purchase of Chromebooks. Each student who enrolls at Mountain Heights receives a Chromebook in order to have access to all courses and their teachers. A request to purchase 200 Chromebooks was made.
Wade Glathar made a motion to approve the Chromebook Purchase not to exceed \$72,590. Quinn Sutton seconded. Motion passed unanimously. Votes as follows: Gavin Hutchinson AYE; Wade Glathar AYE; Quinn Sutton, AYE.
- School Land Trust Plan 2024/2025 SY
The board discussed the 2024-2025 SLT Plan, which was approved by the SLT

committee. Mountain Heights plan on using these funds to increase math and reading scores. The hiring of additional staff The benefit of class size range was discussed. Having a specific range of students increases the pass rate by 12%.
Quinn Sutton made a motion to approve the 2024/2025 SLT Plan. Wade Glathar seconded. Motion passed unanimously. Votes as follows: Gavin Hutchinson, AYE; Wade Glathar, AYE; Quinn Sutton, AYE.

- **Copy/Printing Machine Services & Products Contract**
The board discussed Copy/Printing Machine Services & Products Contract. MHA solicited quotes from three reputable copy/printing machine companies to assess the best options available. Based on pricing and service considerations, my recommendation is the 60-month lease agreement from Les Olson Company, for a total contract amount of \$17,954.40. This option provides a balance between cost-effectiveness and service continuity.
Quinn Sutton made a motion to approve the Copy/Printing Machine Services & Products Contract. Wade Glathar seconded. Motion passed unanimously. Votes as follows: Gavin Hutchinson AYE; Quinn Sutton, AYE; Wade Glathar, AYE.
- **Classroom Supplies Purchase**
Each year staff works hard to compile the list of supplies needed in each course/department for the upcoming school year. Approving the amount in February allows us to watch prices and bulk order, so we can be budget-conscious and timely. The total cost for the anticipated class/student supplies for 2024-2025 is \$81,390.09.
Wade Glathar made a motion to approve the Classroom Supplies Purchase not to exceed \$85,000. Quinn Sutton seconded. Motion passed unanimously. Motion passed unanimously. Votes as follows: Gavin Hutchinson AYE; Quinn Sutton, AYE; Wade Glathar, AYE.
- **LEA Specific Licenses**
The board discussed the LEA Specific Licenses for Sierra Colby and Audrey Loumeau.
Quinn Sutton made a motion to approve the LEA Specific Licenses for Sierra Colby and Audrey Loumeau. Wade Glathar seconded. Motion passed unanimously. Votes as follows: Gavin Hutchinson AYE; Quinn Sutton, AYE; Wade Glathar, AYE.

CALENDARING

- Next Board Meeting April 19, 2024 @ 9:30AM

CLOSED SESSION

At 9:57AM Quinn Sutton made a motion to move into closed session to discuss pending or reasonably imminent litigation pursuant to Utah Code 52-4-205(l)(c). Wade Glathar seconded. Votes as follows: Gavin Hutchinson AYE; Quinn Sutton, AYE; Wade Glathar, AYE. Motion passed unanimously.

ADJOURN

At 10:12AM Quinn Sutton made a motion to come out of closed session adjourn the

meeting. Wade Glathar seconded. Motion passed unanimously. Votes as follows: Gavin Hutchinson AYE; Quinn Sutton, AYE; Wade Glathar, AYE. Motion passed unanimously.

**Mountain Heights Academy
Board of Directors Closed Session**



Meeting Date: February 16, 2024

Anchor Location: 9067 S. 1300 W. #204; West Jordan, UT 84088

CLOSED SESSION SWORN STATEMENT:

At a duly noticed public meeting held on the date listed above, the board of directors for Mountain Heights Academy entered into a closed session for the sole purpose of discussing pending or reasonably imminent litigation pursuant to Utah Code 52-4-205(l)(c).

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

Signed on the 16th day of February, 2024, at 9067 S. 1300 W. #204; West Jordan, UT 84088.

A handwritten signature in black ink, appearing to read "Gavin Hutchinson", is written over a horizontal line.

Gavin Hutchinson, Board Chair



Mountain Heights Academy
LEADERS IN DIGITAL EDUCATION

Executive Director's Report April 2024

TABLE OF CONTENTS

TABLE OF CONTENTS	2
VISION	3
MISSION	3
STUDENT ACHIEVEMENT & ACTIVITY	3
STUDENT PERFORMANCE	5
LOTTERY	5
FACULTY/STAFF	5
STRATEGIC PLAN PROGRESS	6
CALENDAR ITEMS	7

VISION

Mountain Heights Academy is the leader in digital education.

MISSION

To develop connected and successful learners.

STUDENT ACHIEVEMENT & ACTIVITY

MHA SENIOR, RACHEL WAYMAN, EARNS HONORABLE MENTION AT SPRINGVILLE ART SHOW COMPETITION **Mentor: Chelse Shaum**

FOURTH CONGRESSIONAL DISTRICT AWARDS - Representative Burgess Owens

AWARD WINNER

Ryann Bohman

Herriman High School

Spoon

HONORABLE MENTIONS

Benjamin Delaney

Mountain Ridge High School

Simplicity

Saydee DeMille

American Fork High School

Unafraid

Kaden Taufer

Bingham High School

Venus Flytrap

Sophie Valdez

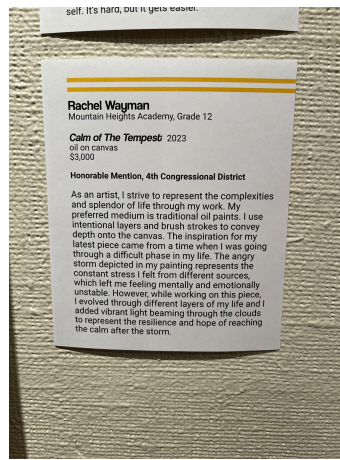
Cedar Valley High School

Core Beatings

Rachel Wayman

Mountain Heights Academy

Calm of the Tempest



Mountain Heights Academy was pleased to purchase this painting to display in our offices.

7th Grade Mountain Heights Student Wins Essay Contest and Meets Dr. Jane Goodall!

Last month, 2 of our English teachers shared a link to the [Inspired By Jane: Youth Essays on Shaping a Better Word](#) with our English Quest Club students. The contest was for 6-8th graders in the state of Utah and hosted by the Natural History Museum of Utah (They are currently running an exhibit on Jane Goodall and her work). Students responded to the following prompt: Knowing all that Dr. Jane Goodall has accomplished in her life so far; tell us what positive impact you hope to make in the world by your 90th birthday.

One of our amazing 7th graders, Lily Peterson, entered the contest. Her essay was phenomenal. The winners were announced on March 18th, and Lily told her teachers that she had won 1st place!

As the first-place winner, Lily was awarded the following:

- A trip to Seattle, Washington to meet Dr. Jane Goodall before her public lecture on March 30, 2024, with hotel and airfare included for Lily and one parent/guardian.
- A my529 college savings certificate for \$1,000
- A gift basket of Jane Goodall keepsakes and four tickets to *Becoming Jane: The Evolution of Dr. Jane Goodall* at NHMU.

View her amazon essay here:

[Jane Goodall Essay Contest](#)

Watch [the video of Lily meeting Jane Goodall](#) in Seattle.

Take a look at [the results of the 2024 English Quest competition](#). We had four students place this year:

- 3rd Place: Lily Peterson - Short Story Grades 6-8
- 2nd Place: Matilda Kynaston - Short Story Grades 6-8
- 2nd Place: Elora Williams - Short Story Grades 9-12
- 3rd Place: Reid Simmons Argument Grades 9-12

MOUNTAIN HEIGHTS FLEXIBILITY PROVIDES TIME FOR STUDENTS TO FOCUS ON THEIR PASSIONS, LIKE MUSIC

Eugene Watanabe

Fri, Feb 9, 3:07 PM (3 days ago) ☆ ↶ ⋮

to Tomato, me ▾

Dear Dr. Tonks--

Just wanted to update you on Elise Watanabe--(7th grader at Mtn Heights). First, she has been really enjoying and appreciative of all the teachers and activities at Mtn Heights--thank you for oversight in making the experience and learning possible.

Second--just wanted to let you know that Elise was the 2nd prize winner at the Utah Music Teachers Association concerto competition last weekend; it was held live in Sandy.. It's really an extremely competitive statewide event where top teachers around the state, and she was competing with older students in the Jr. Division. She works hours and hours every day on her music (violin and piano). She performed the Bach piano concerto in D minor. The counselors and teachers were so supportive of her, and also giving her extra time to turn in her assignments. Really the flexibility of your program and teachers has enabled Elise to do well. Thank you for all you do.

Eugene Watanabe
(Elise's father)

We have a stellar group of students interested in leadership opportunities this year. We are supporting 5 students attending Boys and Girls State and 3 students going to HOBY.

Boys State

Alex Whyte

Girls State

Courtnie Moss

Nicole Kelley

Vivia Fitch

Jessica Brown

Hugh O'Brian Youth Foundation (HOBY)

Austin Frandsen

Saylor Jensen

Emma Olsen

Sterling Scholars

Morgan Perry - Instrumental Music (Advanced to the semi-finals)

Aleya Capener - Vocal Performance

Ella Udell - Visual Arts

Emmaline Kimmons - English Language Arts



THE NATIONAL
MATHCLUB

powered by **MATHCOUNTS**[®]

GOLD LEVEL EXCELLENCE 2023-2024

Dear Club Leader,

Congratulations! Your math club reached Gold Level Status in The National Math Club!

We received your students' Gold Level Project, and it is complete and satisfies all the requirements. This is an extremely commendable accomplishment.

Congratulations on this fantastic achievement! We hope you and your students enjoyed your National Math Club experience.



Ascend Math®

Congratulations, Victoria!

Mountain Heights Academy has been named a 2024 Ascend Math Gold Medal School.

As a Gold Medal School, your school's implementation will be featured in the Gold Medal Honor Roll on our website for the next year. [Click here to see the 2024 Gold Medal Honorees!](#) Please share this link with others at your school and in your community.

You can easily share the graphic featuring your success on social media by hovering over the image on your school's entry.

A press release will be prepared for your school and sent to you within a week. You will also receive a Gold Medal plaque commemorating your accomplishments for this year.

Congratulations on receiving this award but, more importantly, on the success of your students who utilize Ascend Math and your leadership in a "Gold Medal" implementation. You and your fellow educators at Mountain Heights Academy are doing an incredible job.

Again, congratulations on being recognized as a 2024 Ascend Math Gold Medal Honoree!

Sincerely,

Kevin Briley

CEO

Ascend Education

kbriley@ascendmath.com

UPDATED ITEMS

[Student Performance Spreadsheet](#) (updated 3/2024)

[2024 Graduation Status Report](#) (updated 3/2024)

[Longitudinal Grad Data](#) (updated 10/2023)

[Comparative Graduation Rate Data for Like Schools in Utah 2017-2023](#) (updated 10/2023)

[Online School Test Score Comparison 2022-2023](#) (updated 10/2023)

[Marketing Report 2022-2023](#) (updated 10/23)

[MAP Growth Summary Report](#) (updated 6/2023)

[Statewide Online Education Program \(SOEP\) Report](#) (updated 6/2023)

[Concurrent Enrollment Growth Report](#) (updated 6/2023)

[Annual Behavior Report](#) (updated 6/2023)

[End of Year Marketing Report](#) (updated 6/2023)

[Math Competency Report for 2023](#) (updated 06/2023)

[Summer School Report 2023](#) (updated 8/2023)

LOTTERY

1. [Lottery Numbers Tracking](#) (see 2023-2024 tab and 2024-2025 tab)
 - a. After a thorough review of student performance data, we determined that accepting students at Q2 and Q4 was not working well for students or faculty or staff. Going forward, we will accept 7-12 grade students for Q1 and 7-10 grade students for Q3.

2024-2025 Enrollment Status

Date 2024-2025	Total enrolled	New, Enrollment Completed	In queue	SOEP	Total Number of FT & PT Students
Apr 1, 2024	765	54 (new) + 315 (returning)	113 (new) + 652 (returning)	TBD	765

2023-2024 Enrollment Status

Date 2023-2024	Total enrolled	New, Enrollment Completed	In queue	SOEP	Total Number of FT & PT Students
Aug 1, 2023	879	200 (new) + 679 (returning)	67		
Oct 1, 2023 (Q1)	924	293 (new) + 631 (returning)	123	326	1250
Nov 1, 2024 (Q2)	1079	451 (new) + 628 (returning)	24	390	1469 (+219)
Feb 1, 2024 (Q3)	1142	603 (new) + 539 (returning)	17	511	1653 (+403)

FACULTY/STAFF



National History Day Utah Teachers of the Year

National History Day in Utah is proud to announce Abbie Butler from Mountain Heights Academy as the 2024 senior division Mike Johnson Teacher of the Year! As Utah's award winners, Butler will compete for the National History Day Patricia Behring Teacher of the Year award with one other nominee from Utah as well as more than 50 state and international NHD affiliates. Winners will be announced at the national contest in June.

Way to go Abbie!!

Karen Arnesen, BYU doctoral student, dissertation article/researcher surveyed and interviewed Mountain Heights parents and students upon approval from the MHA Board. She completed her dissertation based on the research she conducted at MHA: Examining the Self-regulation Abilities of Students Enrolled in an Online Secondary Charter School

USB E SPED Visit results in Results-Driven Accountability score of 2 on a 1 to 5-point scale, with 5 being the lowest and 1 the highest.

USB E Recognizes our Special Education Department: Our SPED Department was recently recognized for being in the top three charter schools (out of 140 statewide) for graduating seniors with IEPs who were enrolled in higher education or competitively employed after graduation.

Indicator 14 A The number of graduating seniors with IEPs who were enrolled in higher education after graduation.

CERTIFICATE OF RECOGNITION

FOR ACHIEVEMENT ON THE 2023
POSTSCHOOL OUTCOMES SURVEY
(INDICATOR 14)

PRESENTED TO

Mountain Heights Academy

For the top three outcomes in Indicator 14A for Charter Schools



Indicator 14 C The number of graduating seniors with IEPs who were enrolled in higher education or competitively employed or other after graduation.

CERTIFICATE OF RECOGNITION

FOR ACHIEVEMENT ON THE 2023
POSTSCHOOL OUTCOMES SURVEY
(INDICATOR 14)

PRESENTED TO

Mountain Heights Academy

For the top three outcomes in Indicator 14C for Charter Schools



STRATEGIC PLAN PROGRESS

School Vision, Mission, Values, Goals, Objectives, and Metrics

School Goals 2022-2025: [LINK](#)

1. GOAL: Improve student success

DEFINITION: to help students know where they are academically and to help them progress and succeed

Course Section CTTs: Meet weekly to review content, student outcomes, and engagement in each course with more than one section. This is a data-rich, collaborative addition.

Gradeband CTTs: Meet monthly to look at student performance data for each gradeband, identify various strategies to try to increase engagement, make tiering cohesive, and ensure students are well-served.

November A2A Newsletter

Cohort 2 STT Members

- Prepare for your first round of site visits. Coaches will reach out to help structure these visits. Reflect on your action plan and implementation to date.

Cohort 3 STT Members

- Coaches will reach out to structure your next round of site visits.
- Reflect on your action plan (including coach feedback) and implementation to date.

If you have questions, please email your site visit coaches.

All school teams: See the next page for information about an amazing new project to benefit your early readers!

ToC of the Month: Mountain Heights Academy

If the <i>School Transformation Team</i> ...	Then <i>teachers</i> will be able to...	So that <i>students</i> will...
Will model effective and efficient collaborative practices, provide templates for collaborative practice, and build capacity in CTTs to own these practices.	Collaborate on a regular basis in order to discuss progress towards the goal, identify (and possible tweak) common assessments per their content area, and adjust instruction based on common assessment data.	Over the course of one year, Mountain Heights Academy students will develop the ability to systematically integrate and critically evaluate information presented in diverse formats, such as text, graphics, audio, and video, in order to enhance decision-making and problem-solving skills.

Selected for Assessment2 Achievement Data Training by USBE 2023-2027

Common Learning Challenge: Evaluate & integrate information presented in diverse formats

Action plan: Students are deliberate in setting audacious goals for continuous growth and are striving for individualized excellence.

Assessment protocols for state testing and NWEA MAP testing to include motivation and stronger rationale

2. GOAL: Build a robust, connected community

Participating in Lt. Governor Henderson's Service Learning Pilot Program next year.

Parent Ambassador Team to support other parents at activities like the Back to School Carnival, Charter Day at the Capitol, and Orientation.

Expanded family activities such as the Back to School Carnival, Charter Day on the Hill, etc.

Targeted grade-level and subject-matter activities such as the Middle School ropes course activity, Big Rock Candy Mountain, Hogle Zoo activity, and This Is the Place State Park activity.

Check out our [MHA Photo album](#) to see the latest activity pictures.

3. GOAL: Increase Open Educational Resource (OER) Impact

Exploring the intersection between OER and generative AI with an Action Research Committee.

David Wiley booked for our Opening PD in August to inspire the masses with the origin story of OER and MHA; also to explore options for OER/AI evolution in the future.

Teacher interview (Katie Hackett) with Oregon Department of Education published in their monthly newsletter.

Concluding OER project with MIT and the STEAM Lab School in Belize, which is now open and working toward using more OER. Presenting at a global conference on the outcomes of the MIT/MHA/Itz'At STEAM School partnership.

CALENDAR ITEMS

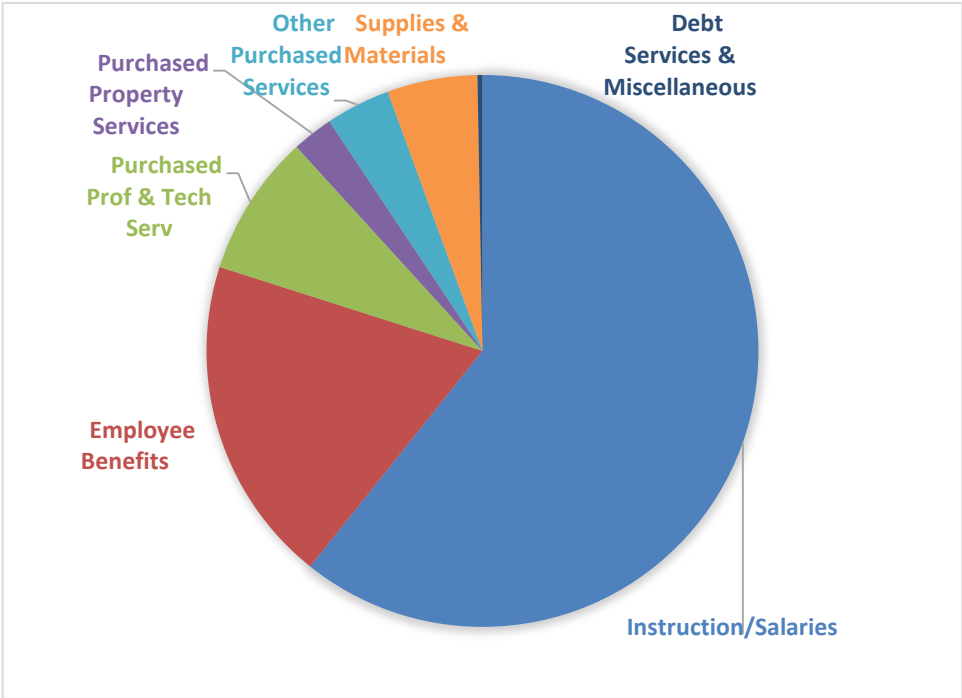
May 31, 2024 1:00 Capitol Theater, Mountain Heights Academy Graduation Ceremony

**Mountain Heights Academy
Board Balance Sheet
As of 3/31/2024**

	Period Ending 03/31/2024	Period Ending 03/31/2023
	Actual	Actual
Assets & Other Debits		
Current Assets		
Operating Cash		
Cash	1,308,933	1,384,217
Investments	11,096,679	9,938,122
Operating Cash	<u>12,405,612</u>	<u>11,322,339</u>
Accounts Receivables	1,801	6,427
Total Current Assets	<u>12,407,413</u>	<u>11,328,766</u>
Net Assets		
Fixed Assets	807,845	828,704
Depreciation	<u>(429,139)</u>	<u>(238,080)</u>
Total Net Assets	<u>378,706</u>	<u>590,624</u>
Total Assets & Other Debits	<u>12,786,119</u>	<u>11,919,390</u>
Liabilities & Fund Equity		
Current Liabilities	<u>13,481</u>	<u>10,502</u>
Long-Term Liabilities	<u>322,123</u>	<u>525,225</u>
Fund Balance	<u>10,715,495</u>	<u>9,572,800</u>
Net Income	<u>1,735,020</u>	<u>1,810,863</u>
Total Liabilities & Fund Equity	<u>12,786,119</u>	<u>11,919,390</u>

**Mountain Heights Academy
Board Profit and Loss
7/1/2023 - 3/31/2024**

	Annual June 30, 2024	Year-to-Date March 31, 2024	
	Budget	Actual	% of Budget
Net Income			
Income			
Revenue From Local Sources	246,000	492,797	200.3 %
Revenue From State Sources	11,082,518	8,737,875	78.8 %
Revenue From Federal Sources	125,869	0	0.0 %
Total Income	11,454,387	9,230,672	80.6 %
Expenses			
Instruction/Salaries	6,765,693	4,552,493	67.3 %
Employee Benefits	2,373,809	1,437,946	60.6 %
Purchased Prof & Tech Serv	677,000	623,520	92.1 %
Purchased Property Services	304,236	179,905	59.1 %
Other Purchased Services	461,245	283,754	61.5 %
Supplies & Materials	566,413	396,150	69.9 %
Debt Services & Miscellaneous	25,000	21,884	87.5 %
Total Expenses	11,173,396	7,495,652	67.1 %
Total Net Income	280,991	1,735,020	617.5 %



OPEN MEETINGS TRAINING



Where is Utah's law on open and public meetings found?

Utah Code 52-4-101 through 52-4-305

What does the Open Meetings Act do?

It requires "public bodies" to deliberate and take actions openly

A charter school board is a public body.

What constitutes a meeting?

When a quorum of the members of the public body gather to discuss or act on a matter under its authority

Can take place in person or electronically

Does not include a chance gathering

A board retreat or work session , where school business is discussed



• What notice of the meeting is required?


- A notice of the dates for meetings over the course of a year must be given once a year
- 24 hours notice must be given for each meeting along with the agenda—must be posted on the PNW and at the location the meeting will be held

• What must the agenda include?

- Date
- Time
- Place
- Action Items
- Specific enough information to give people a reasonable understanding of all items to be discussed during the meeting

When can a meeting be closed to the public? ^M

- (a) Discussing the mental or physical health, character, or professional competence, of an individual;
- (b) Strategy sessions to discuss collective bargaining;
- (c) Strategy sessions to discuss pending or reasonably imminent litigation;
- (d) Strategy sessions to discuss the purchase, exchange, or lease of real property when public discussion of the transaction would disclose the appraisal or estimated value of the property and prevent completion of the transaction on the best possible terms for the public entity;
- (e) Strategy sessions to discuss the sale of real property that would disclose designated information, prevent the public entity from completing the sale on the best possible terms and when the terms of the sale will be publicly disclosed before the public body approves the sale;
- (f) Discussion regarding the deployment of security personnel, devices, or systems;
- (g) Investigative proceedings regarding allegation of criminal misconduct
- (h) Certain deliberations conducted in connection with a procurement under the procurement code. (52-4-205))
- (i) Interview candidates for elected board member positions



Closed Meetings

The description of the purpose for the closed session is not required to be specific

Recorded in the minutes should be the reason, location, and the vote by name of each member either for or against the meeting

2/3 of the board members present must vote to close the meeting

Board action can't take place, only discussion

Minutes and a recording of the closed session must be kept unless the meeting is closed to discuss the mental or physical health, character, or professional competence of an individual

The meeting is over, now what?

- Written minutes **and** a digital or tape recording must be kept of all open portions of all meetings.
- Approved minutes must be made available to the public within three business days.
- Recordings must be available within three days after the meeting.
- Minutes and recordings are all public record and can be GRAMA requested.
- Emails between board members are subject to GRAMA requests. (Don't write anything in an email you wouldn't want read in court or published in a newspaper.)

What happens if Open Meeting Law is broken?

- Actions taken in the meeting can be voided.
- It is a class B misdemeanor for a member of a public body to knowingly or intentionally violate the law.

Open Meeting training is required each year.

Questions??