

Summit Academy Board of Trustees

1225 E 13200 South

Draper, UT 84020

March 14, 2024

7:00 PM

(APPROVED)

**Welcome**

The meeting was called to order at 7:05 pm with Chelsea Welch, Robyn Derbidge, Joel Woodruff, Marcia Whitman, Elizabeth Lau, Peter Baxter, and Tracy Ellis. Jon Eborn and Bob Zentner are absent this evening.

**Public Comment**

None

**Consent Agenda**

Board Meeting Minutes Review

February Minutes: February 6, 2024

 February 15, 2024

**A Motion to approve the Consent Agenda for Summit Academy Schools was given by Marcia Whitman.**

**A second was given by Peter Baxter**

**Vote - Yes- Chelsea Welch, Robyn Derbidge, Joel Woodruff, Marcia Whitman, Elizabeth Lau, Peter Baxter, and Tracy Ellis.**

**Motion Carries**

**Director’s Report -** Dr. Molly Hart

We are just coming up on testing. Spring Break is coming up.

Enrollment Report. We have completed enrollment so far at Draper at 606. Independence is at 825, Bluffdale is at 552. As of last week SAHS is at 580. Last week the high school was at 528, and now we are at 580, so we are still in the middle of that process. We are down at Draper and the rest we are significantly up. We have parents that are still filling out paperwork. We are still in the middle of the enrollment process. All campuses are up except at Draper that is down. We do have several families interested in the dual enrollment program at Draper. New people just need to finish enrollment paperwork. The UAPCS Charter School conference is in June in Davis County. Let Kim know if you would like to go to that Conference. It is really good. It is a regional draw. There is an open meeting board training scheduled for the board next week at the board meeting. The board had asked for some other numbers regarding some information that was given a couple of meeting’s ago and those numbers have been put into a chart that has been given to each board member. KIm did some really great charts. These are the Rise test scores. Green are the schools that are above, yellow are schools that are close, and the red are the schools that are below Summit. You can see where our school falls. We are always willing to run any of the data inquiries that you request. We need to be cautious about interpreting these, they are not precise. Ms. Hart thanks the board for their attendance at different campuses and for bringing treats. The staff really appreciated it. Chelsea Welch asks about the enrollment report. The board would like that sent to them on a regular basis. We continue to have inquiries on the website for visits. There isn’t a cutoff for enrollments. There are a few individual grades that are full, but that varies per campus. It is hiring season. Dual immersion hirings are the most difficult and we are moving forward with that. We are trying to finish strong during this pre spring time and planning for next year.

**Finance Report -** Brad Wilkinson

This was a lighter month, but heavier months will be coming soon. There are some legislative changes that will be happening and the board will be updated on that next month. The WPU value is up to 5%. It is good, but not as much of an increase as we have had in previous years. It is barely enough to cover inflation. We will have a full update in April. We have been walking through facilities making sure they are safe and cared for and looking good with Scott and Alysha. We want to make sure that there are no workers compensation issues. We are taking a more proactive approach rather than a reactive approach and looking at curb appeal. We are doing all that we can to support campuses and make sure they look good and shine. You should see some improvements in the next couple of months. There has been a lot of work and effort put into this. You will see a lot of new paint and other things. There has been a lot of time and effort put into the budgets for next year and that we will be meeting all of the bond metrics. You have the financial statement in front of you. On the revenue side, green and blue are fantastic. Anything that is red, means that we are below. Don’t be alarmed, there are not any concerns, because those are federal, and there is a little lag there. On the expense side we want to see reds, not yellow or blue. If you see them, we haven’t ignored them. There are reasons that we have left them in that color for now. Overall, not a bad financial statement through February. The only area that we have over is on the HVAC and we have addressed that. On salaries and benefits, we have to add 10% to that. We have to accrue for July and August. We have just over 20 million at the bank and most of that is restricted. We have to have at least 90 days cash on hand, and we have that. We have over 260 days cash on hand. Ninety days is best practice. Joel Woodruff asks if there are any spoiler alerts for the budget and Brad mentions that there are State programs that will be ending and therefore, some staff positions will have to end. Our para’s will be reduced. This hasn’t all been worked out yet. Molly Hart clarified that programs were not eliminated by the legislature, they moved those programs into the “At Risk” group, however, that group is not funded at the same rate as all of the programs put together, so there is a reduction. It is now in a bundle of money, not individual. The fact is that there is not enough money to fund all of those programs. That is important because they want us to know that we can spend that money on those things, it is just our choice. When you total up the line items, it is not equal to what we have been getting in the past. The Beverly Taylor Sorensen funding for the Arts program has been funded, so we will be able to keep those programs going. There are some positives and some negatives. We will be facing a more difficult budget year next year than we have had for a while. The state referred to it as a “socks and underwear year”. Revenue is down. Brad mentions that there are some facility changes that have to be made and they did not give us funding for those items that are coming with those requirements. The governor could still decide to VETO some of those items

**Discussion and Action items to review**

24-25 Fiscal Policy and Procedure - Brad Wilkinson

 We want to make sure that this policy aligns with the new travel policy. There is also an employee deposit change and clarification on contracts. There were not any deletions. If a travel comes to the board, Brad will make sure that he will get his eyes on it to follow the procedures and policy.

**A Motion to approve the 24-25 Fiscal Policy and Procedure for Summit Academy Schools was given by Robyn Derbidge.**

**A second was given by Marcia Whitman**

**Vote -Yes- Chelsea Welch, Robyn Derbidge, Joel Woodruff, Marcia Whitman, Elizabeth Lau, Peter Baxter, and Tracy Ellis**

**Motion carries**

Medication Policy- Molly Hart

 There are some changes that need to be made to the policy according to some needs of students. There was some language that needed to be added. The legislature has passed some statutes that allow for the emergency use of certain medications, so we put that into policy. We also updated references to the state code. Chelsea Welch asks if the staff is comfortable with the new requirements. Molly Hart stated that the state would provide the training and that there are several staff members at each campus that will be fully trained and will be comfortable with all the procedures. Generally, it is the office staff and administration that is fully trained. Medications are kept locked up and in the offices. Students will not have access to these locations.

**A Motion to approve the Medication Administration policy #5102 Policy for Summit Academy Schools was given by Marcia Whitman.**

**A second was given by Robyn Derbidge**

**Vote -Yes- Chelsea Welch, Robyn Derbidge, Joel Woodruff, Marcia Whitman, Elizabeth Lau, Peter Baxter, and Tracy Ellis**

**Motion carries**

Trust Land 24-25 - Molly Hart

 This responsibility will now move to Brad rather than Molly Hart. The final approval will be to Brad Wilkinson. It was not an easy transition. In the interest of internal controls and accountability, final approval will go through the business administrators. We have run into several issues with the computer programs in regards to the Merger of the High School and Academies that have been challenging and we are overcoming them one by one.

Bluffdale- They are using the RISE end of year assessments. They are paying for teachers and para support for general education, some professional development, supplies and consumables, math and science resources, and some infrastructure. Their allotment is $76,875.45.

**A Motion to approve the Bluffdale Land Trust 2024-2025 plan for Summit Academy Schools was given by Marcia Whitman.**

**A second was given by Robyn Derbidge**

**Vote -Yes- Chelsea Welch, Robyn Derbidge, Joel Woodruff, Marcia Whitman, Elizabeth Lau, Peter Baxter, and Tracy Ellis**

**Motion carries**

Draper

 They were allocated 90, 990.00. The committee is budgeting one full time teacher to run the intervention team. They are using the remainder of the funds for their digital citizenship program. Marcia Whitman asks how they get the allotment and Molly Hart explains that it is run through a formula through a computer system based on student count.

**A Motion to approve the Draper Trust Land 2024-2025 plan for Summit Academy Schools was given by Marcia Whitman.**

**A second was given by Robyn Derbidge**

**Vote -Yes- Chelsea Welch, Robyn Derbidge, Joel Woodruff, Marcia Whitman, Elizabeth Lau, Peter Baxter, and Tracy Ellis**

**Motion carries**

Independence

 They are using the RISE end of year assessment and are focusing on multi language learners. They will be purchasing textbooks, ebooks, subscriptions, some consumables, field trips, parent night, para’s, and specialists. These funds are decided on by the committee of parents, teachers, and staff. Their budget was $136,000.00.

**A Motion to approve the Independence Trust Land 2024-2025 plan for Summit Academy Schools was given by Robyn Derbidge.**

**A second was given by Marcia Whitman**

**Vote -Yes- Chelsea Welch, Robyn Derbidge, Joel Woodruff, Marcia Whitman, Elizabeth Lau, Peter Baxter, and Tracy Ellis**

**Motion carries**

SAHS-They will use the funds in three areas. First is for salaries and benefits. They will use it for a guidance counselor and instructional coach. Second is for the ACT prep courses and last is for some technology needs.

**A Motion to approve the Summit Academy High school Trust Land 2024-2025 plan for Summit Academy Schools was given by Robyn Derbidge.**

**A second was given by Marcia Whitman**

**Vote -Yes- Chelsea Welch, Robyn Derbidge, Joel Woodruff, Marcia Whitman, Elizabeth Lau, Peter Baxter, and Tracy Ellis**

**Motion carries**

Moving forward, we will be using the online form on the school land trust website.

**Committee Reports**

Academic Committee- None

Finance Committee - Joel Woodruff stated that there have been some roadblocks and debt collections and bumps that have come back to the school from the agreement with the High School and the Land King Arena and we would share that, but that has been some potential hangups and possible litigation coming. These things are being sorted out. This will be discussed more fully as a closed session item.

Audit Committee- None

Governance Committee- Dr. Hart and Chelsea Welch met and they are going forward with the calendar. Chelsea Welch will be reaching out to others in the school as well. The board will add their items as well and we are moving forward on that.

Development Committee- Chelsea Welch is preparing some of the survey’s for the board.

## **Board Business**

Board Elections- Chelsea Welch asks what the board would like to do regarding this subject since Bob and Jon are not in attendance. The board would like to defer this topic to a future public board meeting.

Board Training- Molly Hart will forward the training calendar from UAPCS. They have agreed to come to the board for the mandatory training. Open meeting is one of them. The Conference would work as another one.

**Board Meeting Assessment**

Molly Hart doesn’t have any questions, and would like the board members to know that she would love to have them get in touch with her regarding any questions or concerns that they may have.

Next meeting - April 18, 2024

Individual Meeting Assessment

**Closed Session**

**A Motion to move into closed session for the purpose of discussion of the character, professional competence, or physical or mental health of an individual and for the purpose of discussion of pending or reasonably imminent litigation was given by Marcia Whitman.**

**Vote -Yes by individual- Chelsea Welch- Yes, Robyn Derbidge-Yes, Joel Woodruff-Yes, Marcia Whitman- Yes, Elizabeth Lau -Yes, Peter Baxter - Yes, and Tracy Ellis-Yes.**

**Motion carries**

**Open session resumed at 8:49 p.m.**

**A Motion to adjourn the Summit Academy Board Meeting was given by Marcia Whitman.**

**A second was given by Robyn Derbidge**

**Vote - Yes- Chelsea Welch, Robyn Derbidge, Joel Woodruff, Marcia Whitman, Elizabeth Lau, Peter Baxter, and Tracy Ellis.**

**Motion carries**

**Adjourned at 8:50 p.m.**