



EDITH BOWEN  
LABORATORY SCHOOL  
Utah State University

**Edith Bowen Laboratory School  
Governing Board Meeting  
Unofficial Minutes  
The Collaboratory Room 233  
April 18, 2024  
3:30 PM**

**Board Members Present**

Dr. Steven Camicia - Board Chair  
Dean Al Smith - CEHS Dean  
Gregg Miller  
Frank Schofield  
Dr. Jennifer Grewe - EBLS Parent Representative (Cache)  
Dr. Steven Lucero - EBLS Parent Representative (Logan)  
Jennifer Loveland - PTA Representative  
Nate Justis  
Dr. Laura Reina  
Jennifer Barton  
Carolina Harward (GB Secretary)

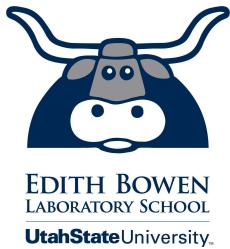
**Excused:**

Joel Lopez

**Visitors:**

Jan Farmer  
Clint Farmer  
Whittney Wick  
Jennifer Jenkins





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**1. WELCOME & CALL TO ORDER**

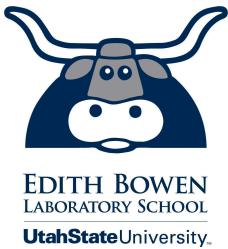
- a. Dr. Steven Camicia called the meeting to order at 3:30pm. Roll call
  - Dr. Steven Camicia
  - Dean Al Smith
  - Gregg Miller
  - Frank Schofield
  - Dr. Jennifer Grawe
  - Dr. Steven Lucero (arrived later)
  - Jennifer Loveland
  - Nate Justis
  - Dr. Laura Reina
  - Jennifer Barton
  - Carolina Harward (GB Secretary)

**2. CONSENT ITEMS**

- a. Vote to approve board meeting minutes from March 21, 2024

**Action:** Vote to approve board meeting minutes from March 21, 2024  
**Motion:** Al Smith  
**Second:** Jennifer Grawe  
**Vote:** Dr. Steven Camicia  
Gregg Miller  
Frank Schofield  
Dr. Jennifer Grawe  
Jennifer Loveland





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3:30 PM**

**3. BUSINESS MANAGER REPORT**

**a. Monthly summary**

There were no comments or questions about the report.

[04\\_16\\_2024 Summary of Accounts March FY24](#)

[04\\_16\\_2024 Monthly Comparison](#)

**4. Public Comment**

No Public Comment

**5. REGULATORY & STATUTORY COMPLIANCE**

**a. HB 84 - School Safety Amendments (discussion)**

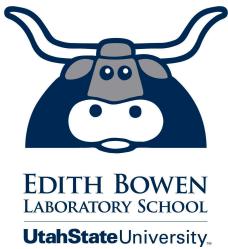
Mr. Justis informed the board members about the recent legislative amendments to law HB 84 regarding School Safety, which now mandates that every school must have an armed security officer or guardian present on site. He highlighted the existing robust emergency plan, the main entrance security intercom system, and the recent adoption of the E3 software. Additionally, he discussed the possibility of installing security cameras inside the school.

**b. Consideration of enrollment prioritization in admissions policy (vote)**

Steven Lucero, Jennifer Grewe, Laura Reina, and Nate Justis worked together on drafting the policy proposal. Steven Lucero presented the proposals, the board members had the opportunity to discuss and provide recommendations. The board members agreed to approve the following policy:

Edith Bowen Laboratory School may consider for admission all children who will reside in the State of Utah and submit a timely application. In compliance





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with Utah Code, Edith Bowen Laboratory, a charter school, will give enrollment preference to:

**I. Utah Charter Code preference list:**

- A. a child or grandchild of an individual who has actively participated in the development of the charter school,
- B. a child of an employee of the charter school,
- C. a sibling of an individual who was previously or is presently enrolled in the charter school.

**II. Level 1 Enrollment**

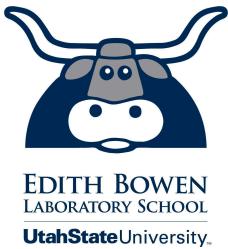
- A. Siblings of pupils who will be actively enrolled at the school in the coming year and children of full-time employees will be granted priority enrollment for the upcoming academic year.

**III. Level 2 Enrollment**

- A. If capacity remains for new enrollments, up to 15% of the available spots will be reserved for:

1. Grandchildren of current full-time employees who have worked at the school for ten years or more and who have contributed significantly to the development of the school,
  - a) “Contributed significantly to the development of the school” is defined as participating in three or more of the following actions:
    - (1) Advancement of a strategic plan or framework;
    - (2) Creation of policies and/or infrastructure;
    - (3) Development of curriculum;
    - (4) Designing and delivering instruction;
    - (5) Resource allocation; or
    - (6) Hiring, and managing personnel of the





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3:30 PM**

programs/services

b) that impact multiple grades for 5 years or more.

2. Children of part-time employees who have worked an average of 20 hours per week or more during the school year for 15 consecutive school months; and/or
3. Siblings of prior EBLs students who finished 6th grade at EBLs who are 7 or more years younger than their EBLs alumni sibling.

B. Procedures for filling these subgroups:

1. Potential students qualifying for these subgroups will need to complete registration during the normal timeline
2. The total number of available spots will be calculated after the registration deadline, including the number of non-sibling kindergarten spots.
3. 15% of that number will be calculated, rounding to the nearest whole number, to determine n number of students who will receive priority enrollment
4. After the general lottery has been run, n number of students who qualify will be chosen in the following order based on their original lottery number, one student per category:
  - a) Grandchildren of current full-time employees who contributed significantly to the development of the school
  - b) Children of part-time employees who worked an average of 20 hours per week or more for two consecutive years or more
  - c) Siblings of prior EBLs students who finished 6th





**Edith Bowen Laboratory School  
Governing Board Meeting  
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3:30 PM**

grade at EBLS who are 7 or more years younger than their EBLS alumni sibling

d) Repeating order until enrollment has reached n number of students

5. Students who do not receive a spot will maintain their spot in the general lottery.

6. The procedure will repeat the following year.

**IV. Level 1 Registration and Lottery:**

- A. Each spring after the application deadline, if the applicant pool's size exceeds a grade level's capacity, a lottery will be held and a new priority list will be determined for each grade level for the coming school year.
- B. If an applicant from the Level 2 enrollment is granted a spot based on the priority list above but there is not a spot available in the particular grade into which they would be joining, they will be prioritized on the current year's waitlist behind Level 1 applicants.
- C. If no waitlist remains for a certain grade level, new students will be allowed to apply and may be admitted outside of the standard application and acceptance windows.
- D. No new students will be enrolled after March 1st for that school year except the Level 1 enrollment students.
- E. Parents of children actively enrolled in the School and who desire their siblings to be considered for admission must inform the School by formal application. Please refer to the online charter document or the online parent handbook for more detailed information about admissions, policies and procedures.





**Edith Bowen Laboratory School  
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3:30 PM**

**Action:** Vote to approve Consideration of enrollment prioritization in admissions policy Option I as proposed

**Motion:** Dr. Jennifer Grewe

**Second:** Jennifer Loveland

**Vote:** Dr. Steven Camicia

Frank Schofield

Gregg Miller

Dean Al Smith

Jennifer Loveland

Dr. Jennifer Grewe

Dr. Steven Lucero

[2024\\_04\\_18 Governing Board Working Group Draft Admissions Policy](#)

**6. SCHOOL REPORTS**

Mr. Justis shared some fantastic news about recent achievements within our faculty and staff, highlighting several remarkable awards:

- Shannon Kishbaugh was honored with the USBE Science of Reading Award, a prestigious recognition given to only a few teachers statewide.
- Clint Farmer received the Outstanding Field Instructor Award from the Social Work Department.
- Lorena Jimenez was presented with the Exemplary Educator for Diversity Award, a truly exciting accomplishment.
- Ida Walters was nominated for the USU Employee of the Month by her former department for her exceptional work.
- Two of our students excelled in the UVU Essay Contest, with Clark Skousen securing first place in the grade 6 through 9 division and Serene Park clinching second place.





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- Twelve teachers had a wonderful experience at the PBIS conference in Chicago, thanks to a grant.
- Dr. Reina briefly discussed a wonderful example of the partnership of Edith Bowen as a lab school. She mentioned her experience teaching the writing methods class this semester, where she collaborated with Shannon and Stu in one of the sections. They took the college students to the Marsh to provide a glimpse into elementary school students' writing experiences. Sitting in a circle, they shared tears and laughter, painted, and created beautiful poems reflecting how they carry strength and calmness into the classroom in the fall. Dr. Reina described the heartwarming connection between the younger and older students, enabling teachers to discuss their own students together. After the experience, Stu, Shannon, and herself all expressed, "I love my job! It's an awesome place!"

Mr. Justis thanked the members of the board for their engagement in the policy.

7. Adjourn  
The meeting adjourned at 4:34pm.

