

Jefferson Academy

Board of Directors Meeting

Date: June 10, 2024

Location: 290 N Flint St; Kaysville, UT 84037

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

Others Present: Nicole Jones, Dawn Benke (via zoom), Alicia Ady, Heidi Bauerle



MINUTES

CALL TO ORDER

Keith Facer called the meeting to order at 7:21PM.

REPORTS

- Financial Report
 - Annual Commitment to Ethical Behavior
 - Fraud Risk Assessment

Dawn Benke provided the financial report. She discussed the Annual Commitment to Ethical Behavior and the Fraud Risk Assessment. She discussed that the Annual Commitment to Ethical Behavior is the board certifying that they will abide by the school's ethics policy. She went over the score the school received on the Fraud Risk Assessment. She discussed the Basic Separation of Duties, and the Mitigating controls the school has in place. She talked about the scores on the Fraud Risk Assessment. She also discussed that they are not required to have an internal audit function because they are not large enough. Dawn Benke discussed the Amended 2023-2024 Budget and the Proposed 2024-2025 Budget. She reviewed each of the columns with the board members. She discussed that last year they estimated high on enrollment, but there were new programs for funding that came out after they approved the budget, so the budget is still in good standing. The April 30th numbers were used to create this budget, but it won't true up until the end of June. All of the remaining revenue and expenses were taken into account in the Amended 2023-2024 budget. The Proposed budget is based on 525 students enrolled. She went over estimated Revenues and Expenses for the next school year. They budgeted conservatively with the local and state revenues because they aren't certain if the grants will go up or down. She discussed the differences in the expenses between the 2023-2024 School Year Budget and the 2024-2025 Budget Year.
- Director's Report

Nicole Jones provided the director's report. She reported that the school year had a really great finish. She discussed that their enrollment for next year is looking a little bit low, particularly in Kindergarten. She discussed the comparison with the district schools. The school is used to having a very full kindergarten so she's not sure how this will impact the higher grades in the

future. She discussed that the retention of teachers is high. They lost a few teachers that moved out of state, and had a few teachers that were non-renewals. They are officially fully staffed for next year as of right now. She reported that they finished testing and they saw some really good growth. It was some of the best growth that they have seen since Covid. Their increase is looking to be around 6% growth. The RISE scores are looking at a 7-8% increase with the highest being in science. She discussed that there were several students that even though they weren't considered proficient, they exhibited a lot of growth from where they were the previous year. She reported that even though 5th grade has struggled in the past they were their highest scoring grade this year. She had the opportunity to help with the testing with several students and she reported that the students are really invested in their test scores. She reported on the school's progress with Leader in Me. The school was recognized for having a high first-time score. The school culture had the highest score. She discussed the school improvement plan with the board and the goals associated with it. They want to integrate Leader in Me more in the everyday things the teachers are doing with students. She discussed that 92% of severe behavior problems are Special Education Students. She was happy to see that in the general student population, the school has good classroom management. She attributed the partly to the "Leader in Me" mind set and implementation. Keith Facer asked what they thought actual enrollment for next year would be. Nicole guessed that it will be around 540-550. He discussed the growth he is noticing in the area. He also asked how many new schools had been built in the area in the last year. Alana Wilson discussed some things the school offers that draws students into the school. The after-school program was specifically mentioned as something that families are looking for. They discussed that home prices in Kaysville are a deterrent for young families. Keith Facer asked if Nicole was happy with the new math program. She reported that it has been good, but she was hoping to see a little more growth than they have, but she thinks that it's harder to implement in the older grades instead of starting from scratch in kindergarten. It has less of an impact because they are used to learning math in a different way. She reported that they are continuing to train teachers on the new curriculum and she is hoping that there will be better growth next year. She discussed that the school will be pursuing PCBL next year which will add quite a bit of training for teachers. Specifically, the ideas and training, not so much a computer program. The board members discussed how their children have reacted to the new math program. Alana discussed how they revised 1.1 this year and the new End of Year test scores are right in line with this new revision.

- Policy Governance
 - Ends 1.1 Academic Accomplishment
 - Ends 1.5 Appreciation for Learning
 - Ends 1.6 Community Involvement
 - Ends 1.7 School Culture

- Executive Limitations 2.0 Global Executive Limitations Policy
- 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 2.7 Compensation and Benefits
- Executive Limitations 2.8 Communication and Support to the Board
- Executive Limitations 2.9 Ends Focus Grants or Contracts

The board reviewed the Policy Governance Sections Listed Above. They reviewed a few key points. Keith asked about how the Ends 1.7 school culture was looking. He wanted to know if it is still matching up with what the school is trying to accomplish. Nicole Jones reported that this is part of Core 2 for “Leader in Me”. One of the lower scoring areas on the survey was parent “buy in”. Teachers would really like to see more family and community involvement than there currently is at the school. Keith Facer would like to draft this a little better so that some of the more obscure terms are better defined within the Policy Governance manual, specifically Ends 1.6 Community Involvement. He would like to look at this in the fall after the “Leader in Me” training. This will allow them to have better direction for their long-term goals. Alana Wilson asked about the Electronic Device Policy. Nicole Jones discussed that it’s pretty basic, but they haven’t see a need for a more robust policy at this point.

CONSENT ITEMS

- March 18, 2024, Board Meeting and Closed Session Minutes
The board discussed potentially having assistant principals come to board meetings. *Keith Facer made a motion to approve the March 18, 2024, Board Meeting and Closed Session Minutes. Alana Wilson seconded the motion. The motion passed unanimously. The votes were as follows: Keith Facer, Aye; Natalie Allman, Aye; Alana Wilson, Aye; Paul Smith, Aye.*

VOTING AND DISCUSSION ITEMS

- Amended 2023-2024 Budget
- Proposed 2024-2025 Budget
Dawn Benke discussed the Amended 2023-2024 Budget and the Proposed 2024-2025 Budget during the Financial Report. There was no further discussion
Keith Facer made a motion to approve the Amended 2023-2024 Budget and the Proposed 2024-2025 Budget. Alana Wilson seconded the motion. The motion passed unanimously. The votes were as follows: Keith Facer, Aye; Natalie Allman, Aye; Alana Wilson, Aye; Paul Smith, Aye.
- Audit Engagement Letter
Dawn Benke discussed the Audit Engagement Letter. This will engage Eide Bailey for their Audit Services again for the next school year. Alana Wilson asked about needing an RFP. Dawn Benke discussed that they will not need one until next year. It is required every 5 years.

Keith Facer made a motion to approve Audit Engagement Letter for Eide Bailey. Alana Wilson seconded the motion. The motion passed unanimously. The votes were as follows: Keith Facer, Aye; Natalie Allman, Aye; Alana Wilson, Aye; Paul Smith, Aye.

- Property and Liability Insurance

This item was tabled. The school is still waiting on insurance quotes to come back.

- Special Education Services Agreement

Nicole Jones discussed the need to approve a new contract for Special Education Services. The school will receive the same services for the 2024-2025 school year.

Nicole Jones reported that she was super happy with the services provided. Nicole Jones would like Mandy Kartchner to continue being the Special Education Director for the next school year. She discussed the many services provided and how it benefited the school. Keith Facer discussed the Student Data Privacy Addendum and how Academica West may need to eliminate the data for students that have left the school.

- ETS Quotes (iPads)

Nicole Jones discussed the need to purchase new iPads. Nicole discussed that they will be paid for by the School Land Trust funds.

- Asphalt Bid

This item was tabled. The amount is not required to be approved by the full board.

- 1 year Lawn Care Agreement

Nicole Jones discussed needing to approve a new 1-year contract with Extreme Green for lawn care.

Keith Facer made a motion to approve the Special Education Services Agreement, the ETS iPad quotes, and a one-year lawn care agreement with Extreme Green. Alana seconded the motion. The motion passed unanimously. The votes were as follows: Keith Facer, Aye; Natalie Allman, Aye; Alana Wilson, Aye; Paul Smith, Aye.

- Lunch Funds

The board discussed new ways to use lunch funds. The cafeteria crew is great about being frugal, but Alana Wilson discussed that she would like to use a few more of the lunch funds to amp up the school lunches for the students. They discussed that they have a huge surplus of lunch funds. They are thinking about a fancy salad bar, or fresh fruits, or other “upgraded” lunch items. Keith Facer would like to see a proposal from the lunchroom for a salad bar. They discussed other adjustments that could be made to use the surplus lunch funds. She also discussed that they can do an inventory for the lunchroom and see if there are any other equipment items that the school needs.

- Filtered Bottle Filling Station

They asked if the filtered bottle filling station was placed in the lunchroom if lunch funds could be used to pay for it. They would like to look into adding this into the lunchroom.

- Policy to Approve:

- Credit Card Policy

The board discussed the Credit Card Policy. This policy will help the school receive cash back bonus for their purchases. Alana reported that if there is a bigger purchase where they have the option to receive cashback bonus, the

board can temporarily increase the limit to accommodate the purchase and the lower it back down afterwards. They discussed that sometimes companies charge fees for larger transactions so it may not be worth it.

Keith Facer made a motion to approve the Credit Card Policy. Alana Wilson seconded the motion. The motion passed unanimously. The votes were as follows: Keith Facer, Aye; Natalie Allman, Aye; Alana Wilson, Aye; Paul Smith, Aye.

- Teacher Student Success Act Plan

Nicole Jones presented the Teacher Student Success Act Plan to the board. This plan is the same as the previous year except for some verbiage changes. The verbiage changed under budget. It used to say the funds would be used to augment existing programs. This year it says that 60% of the funds will be used for instructional supplies instead.

- Sex Education Committee

Nicole Jones discussed the make up of the school's Sex Education Committee. *Keith Facer made a motion to approve Teacher Student Success Act Plan, and the Sex Education Committee. Alana Wilson seconded the motion. The motion passed unanimously. The votes were as follows: Keith Facer, Aye; Natalie Allman, Aye; Alana Wilson, Aye; Paul Smith, Aye.*

- Board Member Terms and Elected Offices

The board discussed board member offices. They also discussed potentially adding a new board member. They discussed adding Micah Hirokawa as a new board member.

CALENDARING

- Next Board Meeting August 5, 2024, at 7:00pm

- Annual Board Meeting Calendar

The board discussed changing the August 5th to 10:00am and moving it online. They would also like to add a larger meeting September 9, 2024.

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).

At 8:48 PM Keith Facer made a motion to enter a 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) to be held at 290 N Flint St, Kaysville, UT 84037. Alana Wilson seconded the motion. The motion passed unanimously. Votes were as follows: Keith Facer, Aye; Natalie Allman, Aye; Alana Wilson, Aye; Paul Smith, Aye.

At 9:32PM Keith Facer made a motion to move out of closed session. Alana Wilson seconded the motion. The motion passed unanimously. Votes were as follows: Keith Facer, Aye; Alana Wilson, Aye; Paul Smith, Aye; Natalie Allman, Aye.

VOTING AND DISCUSSION ITEMS

- Director Employment Agreement & Compensation

The board discussed the terms of the new director's agreement in closed session.

There was no further discussion.

- Board Member Terms and Elected Offices

Keith Facer made a motion to approve the board offices and the director agreement as discussed in closed session. Alana seconded the motion. The motion passed unanimously. The votes were as follows: Keith Facer, Aye; Natalie Allman, Aye; Alana Wilson, Aye; Paul Smith, Aye.

ADJOURN

At 9:33PM Keith Facer made a motion to Adjourn. Alana Wilson seconded the motion. The motion passed unanimously. The votes were as follows: Keith Facer, Aye; Natalie Allman, Aye; Alana Wilson, Aye; Paul Smith, Aye.

**Jefferson Academy
Board of Directors Meeting**

Date: June 10, 2024

Time: 7:00pm

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



CLOSED SESSION SWORN STATEMENT:

At a duly noticed public meeting held on the date listed above, the board of directors for Jefferson Academy entered into a closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual in accordance with Utah Code Ann. 52-4-2(1)(a).

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

Signed on the 10th day of June 2024, at 290 N Flint St; Kaysville, Utah.

A handwritten signature in blue ink, appearing to read "K. Facer", is written over a horizontal line.

Keith Facer, Board Chair