

## Scholar Academy

### Board of Directors Meeting

**Date:** May 30, 2024

**Anchor Location:** 928 North 100 East, Tooele, UT 84074

This meeting of the board of directors was held electronically.

**In Attendance:** Jared Hamner, Cami Cazier, Dusty Griffith, Johanna Leonelli, Caitlin Shumway

**Others In Attendance:** Traelle Gailey, Jeff Hall, Jon McQueary, Stacey Phillips, Alicia Ady

## MINUTES

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### CALL TO ORDER

At 5:03PM Jared Hamner called the meeting to order.

### PUBLIC COMMENT

There was no public comment.

### REPORTS

- Director's Report
  - Positive Behaviors Plan

Traelle Gailey provided the director's report. She reported that they finished off a great school year. The testing was completed for RISE and Acadience and reported as required. The school's Positive Behavior Plan was very successful this year. Every quarter they did an attendance drawing for each lunch for students with good attendance. If students had less than 3 absences or 3 tardies they were entered into the drawing. She reported that there were students who were not in the drawing the 1<sup>st</sup> couple terms that made a bigger effort to be at school and to be on time. They were able to be included in the last couple drawings of the year. They also did drawings for positive behaviors that teachers and admin were noticing in classes and in the hallways. They had lots of big prizes for the drawing including brand new bikes that were donated, gift cards, iPads and a few other big items. At the end of the school year, they highlighted kids with good grades. Students on the honor roll and high honor roll got to run through the hallways while other students cheered them on. They had a few bumps with non-renewals for teachers and staff this year, but the hiring is almost completed. They finished up interviews today for the last 2 positions. All of the classroom teachers have been hired. Traelle discussed the exciting things coming up for the next school year.

Dusty Griffith joined the meeting at 5:08pm

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

Jon McQueary and Alicia Ady discussed what the Annual Commitment to Ethical Behavior entails. The board received the school's ethics policy and will

review it, then sign the form sent VIA DocuSign. This is also tied to the Fraud Risk Assessment. Jon explained that the board is signing that they will not solicit or receive bribes. The board members will be ethical in their role as a board member. Jon McQueary went over the Fraud Risk Assessment. He explained the scoring and what points the board received and which areas they can approve on. He also discussed which board members were on the audit committee. Jon went over the separation of duties page and discussed why the school received the score they got. Jon discussed the mitigating controls that the school has in place that help minimize risk. Jon also discussed that the board can utilize the USBE fraud hotline if they have concerns.

## CONSENT ITEMS

- April 15, 2024, Board Meeting and Closed Session Minutes  
*Caitlin Shumway made a motion to approve the April 15, 2024, Board Meeting and Closed Session Minutes. Johanna Leonelli seconded. Motion passed unanimously. Votes were as follows: Jared Hamner, Aye; Cami Cazier, Aye; Dusty Griffith, Aye; Johanna Leonelli, Aye; Caitlin Shumway, Aye.*

## VOTING ITEMS AND DISCUSSION ITEMS

- Amended 2023-2024 Budget
- Proposed 2024-2025 Budget  
Jon McQueary discussed the 2023-2024 Amended Budget and the 2024-2025 Proposed budget. He explained in detail each of the columns. He also discussed the reasoning behind building a cushion into the budget. Jon reported that all the revenues for the year are still not in. Most of the state funding is based on a 1/12<sup>th</sup> budget so they will receive more funds in June. He discussed the challenges with drawing down especially in Special Education funds where they don't get final numbers until late in the school year. He discussed some of the funding sources including Esser funds, Title I, Title II, Title IV, etc. He explained the purpose of the "6000" line. This will provide a buffer in case they end up needing extra funds. He does not anticipate needing to use those funds. The budget was tight enough that a larger buffer was needed. He discussed why there was less of a surplus than usual. The construction costs at the school were anticipated to be funded through Esser 3 funds, but they did not put in the RFP that they intended to use Davis Bacon. Because they didn't abide by Davis Bacon, they ended up pulling the money out of the general fund instead. This created less of a surplus in the budget. He also discussed how the state used to only base funds off of the Oct 1 count. Now the state bases the funding on their daily attendance which lowered the funding the school received. They initially anticipated enrollment of 660, but with the new daily calculation it dropped their enrollment to 647. This change impacted the funding the school received. Once the budget is complete on June 30, 2024, everything will true up and the school will receive the final budget. They also discussed when the audit for this fiscal year will start and be completed. Dusty Griffith asked about the PTIF balance, and other aspects of the budget. He also asked about days cash on hand.
- Audit Engagement Letter  
The board discussed the need to approve the audit engagement letter. This will engage Eide Bailey for their audit services again. Jon McQueary explained that the

- cost did raise slightly from the previous year.
- Teton Invoice
  - Traelle Gailey discussed the need to approve the invoice for the rest of the school's Teton trip. This is the second half of the total cost of the trip. The school already paid the first half as a down payment.
  - *Caitlin Shumway made a motion to approve Amended 2023-2024 Budget, the Proposed 2024-2025 Budget, to approve the Audit Engagement letter, and to approve the Teton Invoice as presented. Cami Cazier seconded. Motion passed unanimously. Votes were as follows: Jared Hamner, Aye; Cami Cazier, Aye; Dusty Griffith, Aye; Johanna Leonelli, Aye; Caitlin Shumway, Aye.*
- DHE Invoices – New Teacher laptops, New Lab Computers, Student Laptops (upper grades)
  - Traelle Gailey discussed the three DHE invoices. These invoices include New Teacher Laptops, New Computers for the computer lab, and new student laptops. She discussed that this will be funded by Esser funds. They are a 1:1 school each student has a laptop.
  - *Caitlin Shumway made a motion to approve the DHE invoices for up to \$35,000. Johanna Leonelli seconded. Motion passed unanimously. Votes were as follows: Jared Hamner, Aye; Cami Cazier, Aye; Dusty Griffith, Aye; Johanna Leonelli, Aye; Caitlin Shumway, Aye.*
- Chariot Group Quote – Smart Displays
  - Traelle Gailey discussed that this will not need board approve this quote, but they wanted to make the board aware some of the things the school is purchasing with the ESSER funds
- Reading Horizons Renewal Quote
  - Traelle Gailey discussed that the school has been using this curriculum EISP software grant need to approve more consumable workbooks for the school's current curriculum.
  - *Caitlin Shumway made a motion to approve the Reading Horizons Renewal Quote for up to \$15,660. Cami Cazier seconded. Motion passed unanimously. Votes were as follows: Jared Hamner, Aye; Cami Cazier, Aye; Dusty Griffith, Aye; Johanna Leonelli, Aye; Caitlin Shumway, Aye.*
- ESS Proposal
  - Jeff Hall discussed the need to approve the ESS Proposal. This is a company that helps the school find substitutes throughout the school year. He discussed the great need they had for substitute teachers this last school year. He discussed how it can be detrimental to students to constantly be pulling the paraprofessionals to be subs last minute instead of helping students in their assigned classrooms. He also discussed that this will help with burnout of the paraprofessionals. Caitlin Shumway discussed how the ESS is highly successful with placing subs in the district so she anticipates that this will really help the school with finding subs.
- OUR Math textbooks
  - The school went through every unit and only ordered the workbooks that they needed. The only set they had to order a full new set of was 6<sup>th</sup> grade because this was updated from the previous year. This will not need a board vote; it was just an FYI for the board.
- School Based Mental Health Grant
  - Traelle Gailey discussed the need to approve the School Based Mental Health Grant. This grant is used for providing counseling services for the junior high kids and some

of the elementary kids. This year it went really well. This next year they have hired a counselor for both Elem and Jr high. She will be the academic counselor and the mental health counselor. They received the 3-year grant to cover the salary. This is a report for the 1st year of the grant.

- Amended School Land Trust Plan  
Jeff Hall discussed the amendments made to the School Land Trust Plan for the 2024-2025 School Year. The State required these amendments. He discussed the details that changed from the originally approved School Land Trust Plan. They had minor corrections from the state with 3 of their goals.
- Teacher Student Success Act Plan  
Traelle Gailey discussed the Teacher Student Success Act Plan and the goals associated with the plan. These goals include Language Arts Scores. Students grades 3-8 will increase in math. This focuses a lot on their K-3 Learning plan. She also discussed how the funding will be used. 40% of the funding will be used for teacher salary increases, 1% will be used for mentor stipends, 10% will be used to pay for after school tutoring, and ZAP duties, and 40% of the budget will be used for instructional supplies and materials.
- Sex Education Committee  
Traelle Gailey discussed the make up of the Sex Education Committee. This committee includes Administration, teachers, health professionals and parents.
- Policies to Review:
  - Sex Education Instruction Policy  
The board reviewed the Sex Education Instruction Policy and the health data that is associated with this policy. There is no vote needed at this time.

*Caitlin Shumway made a motion to approve the ESS Proposal as presented, to approve the School Based Mental Health Grant as presented, to approve the Amended School Land Trust Plan, and to approve the Teacher Student Success Act Plan. Cami Cazier seconded. Motion passed unanimously. Votes were as follows: Jared Hamner, Aye; Cami Cazier, Aye; Dusty Griffith, Aye; Johanna Leonelli, Aye; Caitlin Shumway, Aye.*

- Board Member Terms and Elected Offices  
The board discussed the renewal of terms and the board members who would like to no longer be on the board.  
*Cami Cazier made a motion to approve new 3-year terms for Johanna Leonelli and Caitlin Shumway. Caitlin Shumway seconded. Motion passed unanimously. Votes were as follows: Jared Hamner, Aye; Cami Cazier, Aye; Dusty Griffith, Aye; Johanna Leonelli, Aye; Caitlin Shumway, Aye.*

*Caitlin Shumway made a motion to approve the board officers as follows: Board Chair: Jared Hamner; Vice Chair, Caitlin Shumway; Financial Coordinator, Dusty Griffith; Johanna Leonelli, member; Cami Cazier, member. Johanna Leonelli seconded. Motion passed unanimously. Votes were as follows: Jared Hamner, Aye; Cami Cazier, Aye; Dusty Griffith, Aye; Johanna Leonelli, Aye; Caitlin Shumway, Aye.*

## CALENDARING

- Next Board Meeting August 29, 2024 @ 5:00PM
- Annual Board Meeting Calendar  
The board discussed the Annual board meeting calendar.

**ADJOURN**

*At 6:33pm Caitlin Shumway made a motion to Adjourn. Johanna Leonelli seconded the motion. The motion passed unanimously. Votes were as follows: Jared Hamner, Aye; Cami Cazier, Aye; Dusty Griffith, Aye; Caitlin Shumway, Aye; Johanna Leonelli, Aye.*