

JEFFERSON ACADEMY
Annual Board of Directors Meeting
Saturday, June 28, 2014



JEFFERSON
ACADEMY

Location: 1492 Shepard Lane
Farmington, UT 84025

In Attendance: Keith Facer, Neal Harris, Shelley Young, Joshua Spilker

Others in Attendance: Nicole Jones (Director), Steve Davis (AW), Gavin Hutchinson (AW), Kara Finley (AW)

Jefferson Academy will offer an academically challenging and content-rich history-centered curriculum that incorporates the study of American citizenship and is based on the Core Knowledge Sequence. Jefferson Academy will provide an environment in which every student has the opportunity to gain a strong foundation of knowledge in world and American history, classic literature, science, math and fine arts. It is the desire and mission of this school to have every child be challenged, experience success and master basic skills, grow in academic ability and content knowledge, and develop an understanding and appreciation for our nation's heritage and founding principles.

MINUTES

8:07 AM – CALL TO ORDER by Keith Facer

STRATEGIC PLANNING

- **Retreat Expectations**

Steve Davis reviewed the retreat agenda and the Board presented their priorities. The priorities included parent and teacher educational roles, math instruction, community perception, and school stabilization.

CONSENT ITEMS

- **Board Meeting Minutes**

Neal Harris made a motion to approve the April 11, 2014 Board Meeting Minutes and the May 28, 2014 Board Meeting Minutes; Joshua Spilker seconded. Motion passed unanimously.

- **New Hires**

Nicole Jones reviewed the new hires, the positions, and the changes in personnel. Shelley Young made a motion to approve Brandon Westbroek, Sarah Mainor, Kambree Miller, Yvonne Douglass, Kimberly Kenner, Madison Lockhart, Ragen Bradshaw, Courtney Chini, Alyssa Petersen, Tara Hollan, Lindsay Durocher, Stephanie Johnson, and Emily Barnes as New Hires; Neal Harris seconded. Motion passed unanimously.

- **Landscaping Vendor and Rate Sheet**

Landscaping vendor bids, rate sheets, and service quality were discussed by the

Board and Extreme Green will continue to provide services.
Neal Harris made a motion to approve Extreme Green as the Landscaping Vendor and Rate Sheet; Joshua Spilker seconded. Motion passed unanimously.

VOTING ITEMS

- **Ratify Board Members and Elect Board Officers**

Keith Facer made a motion to ratify Board Members as currently constituted; Neal Harris seconded. Motion passed unanimously.

The Board reviewed officer positions and discussed roles for the next school year.

Keith Facer made a motion to Elect Board Officers as follows; Neal Harris seconded.

Motion passed unanimously.

- Keith Facer – Chair
- Neal Harris – Vice Chair
- Shelley Young – Secretary
- Joshua Spilker – Financial Coordinator

- **Budgets and Revolving Loan Repayment**

Gavin Hutchinson reviewed the FY14 and FY15 budgets with the Board. Salary figure adjustments and surplus were discussed as well as day's cash on hand. The Board discussed the Revolving Loan, cash flow, and the pros and cons of paying off the full loan amount.

Neal Harris made a motion to approve the FY 2014-2015 Budget and the repayment of the Revolving Loan; Shelley Young seconded. Motion passed with a majority, the votes were as follows:

- Keith Facer – AYE
- Neal Harris – AYE
- Shelley Young – AYE
- Joshua Spilker – NAY

Keith Facer made a motion to approve the FY 2013-2014 Final Amended Budget; Neal Harris seconded. Motion passed unanimously.

- **Bank Signers and Petty Cash/Debit Card Account**

Neal Harris made a motion to approve adding Nicole Jones and removing Valerie Shaw from the Zion's Bank account as signers and authorize a Petty Cash/Debit Card Account for Nicole Jones; Joshua Spilker seconded. Motion passed unanimously.

- **E-Rate Resolution and Signer Authorization**

The Board discussed E-Rate, form filing, and UEN services.

Joshua Spilker made a motion to approve the resolution for Schools and Libraries Universal Services (E-Rate) for 2014-2015, which authorizes filing of the Form 471 applications for funding year 2014-2015 and the payment of the applicant's share upon approval of funding and receipt of services; Shelley Young seconded. Motion passed unanimously.

Joshua Spilker made a motion to approve Nicole Jones as the E-Rate Authorized Signer; Keith Facer seconded. Motion passed unanimously.

Performance Pay and 2013-2014 Budget

Nicole Jones reviewed the performance pay for teachers and the funding year in

which to draw funds to pay for the 2013-2014 faculty performance pay. Neal Harris made a motion to amend the 2013-2014 Final Amended Budget to include the addition of performance pay; Joshua Spilker seconded. Motion passed unanimously.

○ **4H Program**

Joshua Spilker made a motion to approve the 4H Program and the \$1,000 cash match; Shelley Young seconded. Motion passed unanimously. Shelley Young left at 9:29 AM.

○ **Herff Jones Purchase**

Joshua Spilker made a motion to approve the Herff Jones Purchase; Neal Harris seconded. Motion passed with a majority, the votes were as follows:

- Keith Facer – AYE
- Neal Harris – AYE
- Joshua Spilker – NAY
- Shelley Young – ABSENT

○ **Mentoring Solutions Agreement**

Joshua Spilker made a motion to approve the Mentoring Solutions Agreement and fees; Neal Harris seconded. Motion passed with a majority, the votes were as follows:

- Keith Facer – AYE
- Neal Harris – AYE
- Joshua Spilker – NAY
- Shelley Young – ABSENT

○ **Special Education Curriculum Purchase**

Joshua Spilker made a motion to approve the McGraw Hill Special Education purchase; Neal Harris seconded. Motion passed with a majority, the votes were as follows:

- Keith Facer – AYE
- Neal Harris – AYE
- Joshua Spilker – NAY
- Shelley Young – ABSENT

Shelley Young returned at 9:33 AM.

○ **Saxon Math Purchase**

Neal Harris discussed the Saxon Math program, student's ability to excel using Saxon Math, and the challenges faced with the program. The Board discussed the schools integration of Saxon Math over the years, the programs unique features, and how the parent community feels regarding the math curriculum. The administration will consider providing additional math resources to families as well as evaluating the effectiveness of the current program.

Neal Harris made a motion to approve the Saxon Math Purchase; Joshua Spilker seconded. Motion passed unanimously.

○ **Pearson Reading Street Purchase**

Nicole Jones reviewed the Reading Street purchase and reading assessment results. Neal Harris made a motion to approve the Pearson Reading Street Purchase; Joshua

Spilker seconded. Motion passed unanimously.

- **Bintz Kitchen Equipment Purchase**

Nicole Jones reviewed the need to purchase a walk-in freezer and how the school will utilize the freezer for food services. The Board discussed the change in food services, delivery challenges, and kitchen managers. The lunch program budget broke even last year and Nicole Jones was instrumental in keeping the program on track.

Neal Harris made a motion to approve the Bintz Kitchen Equipment Purchase of a walk-in freezer; Joshua Spilker seconded. Motion passed unanimously.

Joshua Spilker left at 10:03 AM.

BREAK FROM 10:04 AM TO 10:11 AM

DISCUSSION ITEMS

- **Parking Lot**

The school parking lot is starting to show wear and the school has received multiple bids, which were reviewed by the Board. The Board will continue to seek bids and evaluate the budget.

- **Board Candidates**

The Board reviewed the candidate application and will interview the candidate at the next Board Meeting.

- **Open Meetings Act Training**

The Board received training on the Utah Open Meetings Act and the purposes of Board Meetings, Closed Sessions, and public transparency. The Board asked questions regarding the Act and Closed Session protocol.

Steve Davis left at 10:29 AM.

STRATEGIC PLANNING

- **Community Perception**

The Board discussed the perception of the community regarding Jefferson Academy. Communication, the use of blogs, and the need for the Director to elaborate on the state of the school to the community were assessed. The administration will consider adding a blog to the website where posts are pushed out to the community.

- **Marketing Plan**

Nicole Jones reviewed the marketing report and the biggest contributors to enrollment. The marketing plan was reviewed along with locations to post flyers, participation in local parades, and family expectations. The Board discussed the role of the parent in the school and the role of the teacher in working with families.

MONITORING

- **Director Report**

Nicole Jones reviewed the DWA and DIBLES scores, proficiency levels, and academic strengths. The reading scores excelled and the teachers in the upper elementary worked very closely to help student proficiency increase. The Board reviewed the 2013 School Report and the administration will concentrate on student retention for

the 2014-2015 school year.

The Director Evaluation Tool was examined by the Board, including the state leadership standards and the action plans applicability to Jefferson Academy. The enrollment and grade configuration was discussed, including the number of students that are enrolled, declined, and withdrawn. Class sizes are small overall and kindergarten classes are currently between 14-20 students per class. Math leveling will be offered to help students learn at the appropriate level.

The Parent Compact was presented to the Board and cooperation between the teachers, parents, and administration was highlighted. The utilization of communities next year, desired volunteer hour increase, and Dress Code updates were discussed. The Board talked about grading procedures and the use of volunteers to help grade assignments.

STRATEGIC PLANNING

- **Retreat Expectations Review**
The Board reviewed their initial retreat expectations and integrated them into the goals and action items.
- **Strategic Plan Review and Priority Setting**
The Board discussed the SCOT analysis and no changes were made. Each Board Member presented their top three goals for the next year and then the Board discussed their top three priorities of culture, student assessments, and creating a stable school with high retention rates.
- **Policy Governance Review**
Tabled to the next Board Meeting.

DISCUSSION ITEMS

- **Action Items**
The Board reviewed the action items assigned.
- **Calendaring**
Board Meeting July 11, 2014 at 10:00 AM.
Neal Harris left at 11:55 AM.

ADJOURN

- Board Meeting adjourned at 11:56 AM for loss of a quorum.