

Board Meeting Minutes August 21, 2014

A regular meeting of the Channing Hall School Board was held Thursday, August 21, 2014 at 6:30 pm, located at 13515 South 150 E Draper, UT 84020

Present: Stephanie Frohman, Dawn Lords, Rachal Milford, Debra Didier, Eunie Piper, Nicole Hawkins (excused late)

Public Present: Heather Shepherd, Kim Miller, and Lindsay Moffat

Stephanie opened the meeting and asked for any revisions of the agenda or minutes from the 06/05/14 and 08/01/14 board meetings. Dawn moved to approve agenda and meeting minute as written, Deb seconded, motion passed unanimously.

PUBLIC COMMENT: none

EXECUTIVE COMMITTEE REPORT: Stephanie presented

Board commitment - All board members should preform their annual review of the Governance commitment individually. Documents are included in everyone's binders. All board members also need to complete an annual conflict of interest statement. This can be done during our meeting tonight.

Kim Miller has been nominated as a new board member. As per Board Candidate Policy, an interview will be schedule for board nominee and a vote is scheduled for the 9/4 meeting. If you are interested in participating in the interview, contact Stephanie.

Lindsay Moffat will take over as secretary.

Executive committee goals...

- Organize board training,
- Capture founder knowledge
- Centralize storage for documents,
- Coordinate legislative education after Utah session

Brian Carpenter training - "15 Documents Every Board Member Should Have" - Audio training with discussion.

ADMINISTRATOR'S REPORT: Heather presented

There is a lot of positive feedback on the Meet and Greet. Holding the event prior to the first day of school allowed for follow up with students that didn't make meet and greet to see if they were returning. Parents had more time to talk one on one with the teacher.

There was some suggestion to reduce the 4-hour window down to 3. This event will replace Back to School night.

Hiring complete. New special education director is on board and doing great.

Enrollment - Most lost attributed to new Summit and Providence Hall. Not as many to Draper Park this year. Middle school set... offers in lower grades still out.

Kindergarten Enrichment is full!! Mr. Matt is excited and has developed IB based curriculum including math and science.

Membership information for UCA came in the mail. The board will work with Heather to determine if CH will continue to be involved.

Testing - SAGE and DIBELS will continue this year.

Harvest Festival 10/10. Donations are needed if you are willing to ask some of the businesses you frequent. A fundraising letter, on school letterhead, is available to use.

The teachers completed new family calls. Board calls will be postponed, as they would be redundant at this time. Re-evaluate follow up with new families before Harvest Festival.

Last spring's Fun Run raised funds for 90 new Chromebooks

Head of School goals sent out prior to meeting

FINANCIAL COMMITTEE: Debra presented

Financial Committee Goal -

- Budget approval for new year,
- Continue monitoring budget,
- Re-evaluate bond refinancing (bonding companies concluded CH is not yet ready to apply)

STRATEGIC PLANNING: Stephanie presented

Strategic Planning Committee Goals -

- Fidelity audit complete due to staffing change at state level... we will not need to amend charter.
- Strategic plan will be presented 2x a year
- Succession planning developed

POLICY COMMITTEE: Rachal presented

Policy Committee Goals

- Keep everything up to date,
- Streamline Head of School performance review,
- Committee charters in standard format

PUBLIC RELATIONS COMMITTEE: Dawn and Kim presented

Public Relations Committee Goals

- Get Parent/Student representation from every grade to keep apprised of happenings throughout the school.
- Publish newsletter "What's Cool at our School" newsletter quarterly to promote and highlight the IB program and unique learning experiences at Channing Hall to students, parents, and the community.
- Recruit new committee members to broaden our abilities and share in responsibilities.
- Maintain relationship with local newspapers and provide story ideas monthly that share the value accomplishments of Channing Hall.
- Publish an Annual Report

Annual report - Dawn presented a draft of the annual report. Donor list will be cut off at \$20 to keep list to it one page and will include \$ range for each level of giving. Alphabetical ordering of the names will be dependent on how the source spreadsheet is formatted. Student names will be added in the caption of the photos. Jackie can help with this.

CLOSING REMARKS: none

Stephanie entertained a motion to adjourn the meeting. Dawn made a motion to adjourn which Rachal seconded. With no objections, the meeting was adjourned at 8:00 pm.