

# May 2nd Board Meeting Minutes

The May 2, 2025, board meeting of Custom Class School focused on the RFP for financial services. The board discussed scoring criteria, including scope of services, experience, and qualifications, and decided to negotiate a lower rate for the preoperational year. They also discussed hiring new staff, avoiding current fiscal year expenses, and securing a lease for the school. The board approved the April 21 meeting minutes and planned to finalize agreements with general counsel and hire a business manager. They also highlighted the importance of grants, with a specific \$60,000 incubator grant for the new business manager.

## Action Items

- [ ] Review the RFP submissions and score them based on the scope of services and experience/qualifications criteria.
- [ ] Contact the references provided by RFP respondents to get feedback on their services.
- [ ] Negotiate with potential awardee to potentially lower the pricing for the preoperational year.
- [ ] Determine the threshold for when the school needs to issue an RFP for purchases/services, beyond just high-dollar financial services.

## Outline

### Attendance and Approval of Previous Meeting Minutes

- Matthew Middione welcomes everyone to the second ever custom class school board meeting and confirms the date as May 2, 2025.
- Cory Henwood, Tom Rupp, and Matthew are introduced as board members.
- Matthew Middione notes the absence of members of the public and confirms the time as 7:01 PM.
- Matthew Middione reviews the minutes from the April 21 meeting, and Tom Rupp makes a motion to approve them, which is seconded by Cory. Tom Aye, Cory Aye, Matt Aye, the motion passes.

## **Public Comments and Board Calendar**

- Matthew Middione mentions that since there are no members of the public present, public comments will be skipped.
- The next item on the agenda is the board calendar, but no date for the next board meeting has been selected yet.
- Training for the day includes learning RFP procedures, which will be covered later.

## **RFP for Financial Services**

- Matthew Middione and Cory Henwood discuss the RFP for financial services,
- Cory Henwood shares the RFP document and explains the evaluation criteria, including scope of services, experience and qualifications, and cost.
- The board decides to score the submission together to understand the process better.

## **Scoring the Financial Services RFP**

- Cory Henwood explains the scoring process, including deducting points for missing services or qualifications.
- The board reviews the proposal from the first applicant, noting that it meets most of the criteria but lacks a fixed five-year term.
- Cory Henwood suggests that the board could negotiate a lower rate for the preoperational year.

## **Discussion on Cost and Contract Terms**

- The board discusses the cost proposal, noting that it includes a monthly fee starting in July 2026.
- Tom Rupp points out that the proposal includes a clause allowing for adjustments if the school does not meet its enrollment targets.
- The board agrees to score the proposal based on the criteria and cost.

## **Payments for New Hires and Grants**

- Cory Henwood discusses the strategy for avoiding expenses in the current fiscal year by delaying payments and start dates for new hires until the next fiscal year.
- The board plans to interview candidates for new positions.
- Cory Henwood updates the board on the progress of the grant application, including securing a position for a new business manager through the CSP grant.

## **Space and Location**

- **Cory Henwood reports that Marie has confirmed that the school no longer needs her approval for the lease.**
- **The board discusses the need to secure a lease and the importance of finalizing agreements with general counsel and hiring a business manager.**
- **Tom Rupp mentions contacting local commercial agents to help find a suitable space.**

## **Pre-Operational Checklist and Next Steps**

- **Cory Henwood outlines the next steps, including finalizing agreements with general counsel, hiring a business manager, and issuing an RFP for an education service provider.**
- **The board emphasizes the urgency of finding a lease and securing the grant by June 2.**
- **The meeting is adjourned after a motion by Cory and second by Tom. Tom Aye, Cory Aye, Matt Aye, the motion passes.**

## **Custom Class School Board Meeting**

**May 2, 2025 Agenda**

**Virtual Meeting Link:** <https://meet.google.com/trs-serh-fpz>

Or dial: (US) +1 484-424-5702 PIN: 660 661 688#

**Location:** 3083 E 2890 S Circle St George, UT 84790

**Board members present:** Cory Henwood, Matt Middione, Tom Rupp

**Others present:**

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**CALL TO ORDER:**

**7:00 PM**

### **APPROVAL OF MINUTES**

- April 21st, 2025 Meeting
- Motion to approve Made by Tom, seconded by Cory, Tom Aye, Cory Aye, Matt Aye

### **PUBLIC COMMENTS**

### **BOARD CALENDAR**

Next Board Meeting - TBD

### **BOARD TRAINING**

- RFP Procedures

### **REPORTS**

Director's Report

Financial Report

Committee Reports:

Financial and Auditing:

Community and Partnerships:

Academics and Governance:

Operations and Buildings:

## **DISCUSSION/ACTION ITEMS**

- RFP for Finance Services
- Payments for New Hires
- Grants
- Space/Location
- Pre Operational Checklist
- Budget

## **COMMENTS FROM THE ADMINISTRATION TEAM**

**CLOSED SESSION** (needed for reasons stated in Utah Code 54-4-204 to review the competency or character of an individual).

Moved to Adjourn by Cory, Seconded by Tom, Cory Aye, Tom Aye, Matt Aye