

Excelsior Academy Board of Trustees

Draft Meeting Minutes

Thursday, June 26th, 2025, At 5:30 PM

162 E Erda Way, Erda, UT 84074



1. Call to Order

Mr. Clark called the meeting to order at 5:39 PM.

2. Roll Call

Board Members Present:

- Brandon Clark
- Danelle Robins
- Laura Skousen
- Cathy Hunter

Board Members Excused:

Emily Smith

Staff Present:

- Jen Martin
- Eva Wayman
- Cami Thorpe
- Savanah Broadbent
- Gichin Marsden
- Matt Hymas

- Brad Hendershot

Public Present:

- Caleb Fielding
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3. Approval of Minutes

Motion: Mrs. Hunter motioned to approve the May 22nd, 2025, Board Meeting Minutes.

Second: Mrs. Skousen

Discussion: None

Vote: All in favor

Result: Motion carried.

4. Public Comment

None

5. Finance Report

Presenter: Ms. Martin

Ms. Martin reviewed the financial reports and scoreboard for April 2025.

See Attachment A

6. Administrative Report

Mr.Hymas- Enrollment numbers 1,430, expecting to be around 1,400. We have two new additional breakout rooms in progress. The walkathon will be moved to the fall.

Mrs.Broadbent- This month, I attended an Early Literacy Conference that provided valuable insights into instructional strategies and student outcomes. While the state of Utah no longer requires schools to set formal academic goals, Excelsior Academy remains committed to continuous improvement and will continue to set internal benchmarks.

Our test scores are expected to be released in September or October. In the meantime, our current academic focus is shifting toward mathematics, particularly computational skills.

Key Focus Areas:

- **3rd Grade:** We aim to increase computation scores by 1–3%.
- **1st Grade:** We have observed a 9–10% decrease in computation performance. Our goal is to address this decline and work toward stabilizing and improving these scores.

To support these goals, we are launching math intervention strategies at the start of the school year. Initial testing will take place within the first two weeks of school to help us identify student needs and guide our instruction effectively.

Mr. Marsden- School Year Highlights and Areas for Growth. We are proud to reflect on a successful school year filled with achievements across academics, athletics, and student engagement.

- **Academic Success:** Approximately 50% of our students earned Honor Roll recognition, reflecting strong academic performance. RISE assessment data has helped us identify both areas of growth and opportunities for further development.
- **Tracking Progress:** We are initiating a process to track student performance after they leave Excelsior Academy to better understand long-term academic outcomes.
- **APPLL Testing:** Results show our students are performing above the national average in all areas except listening. To support improvement, we will be incorporating more speaking and listening practice into our instruction.

Athletics and Events:

- Our **boys' volleyball team** finished second in the league, an impressive achievement.
- The **girls' soccer team** had their best season to date, showing significant progress and teamwork.
- **Field Day** was a great success this year, with the new off-campus location adding to the excitement and engagement.

Mr. Hendershot- The *Broken Windows Theory* suggests that if small issues, like broken windows, are left unaddressed, it can signal a lack of care or oversight, leading to a broader sense of disorder. At Excelsior Academy, we've applied this concept by addressing issues early to maintain a positive and respectful school environment.

Impact of Addressing Tardiness and Behavior:

- **Tardiness:**

In the 2023–2024 school year, we recorded **13,590** instances of tardiness. By prioritizing and addressing this issue early in the 2024–2025 school year, we reduced that number to **6,618**, a **51.3% decrease**.

- **In-School Suspensions:**

We also saw a **35% reduction** in in-school suspensions, reflecting improved student behavior and engagement.

These outcomes demonstrate the importance of proactive intervention and consistent expectations. We will continue using this approach to promote a safe, orderly, and high-performing learning environment. [See Attachment B](#)

7. Discussion Items

- **Topics Discussed:**

- Second Public Hearing - Fee Schedule and Spend Plan.

8. Board Business – Action Items

Vote to approve Caleb Fielding as a new Board member

Motion: Mrs. Hunter

Second: Mrs. Robins

Discussion: None

Vote: all in favor

Result: Motion carried

Vote to approve Caleb Fielding as a new Treasurer

Motion: Mrs. Hunter

Second: Mrs. Skousen

Discussion: None

Vote: all in favor

Result: Motion carried

Vote to remove the middle school elective fee schedule and spend plan

Motion: Mrs. Robins

Second: Mrs. Hunter

Discussion: None

Vote: All in favor

Result: Motion carried

See Attachment C

Vote to approve the amended Spend plan and fee schedule 2025-2026

Motion: Mrs. Robins

Second: Mrs. Hunter

Discussion: None

Vote: All in favor

Result: Motion carried

See Attachment C

Vote to approve the Payroll Related Expenditures Policy

Motion: Mrs. Robins

Second: Mrs. Hunter

Discussion: None

Vote: Table for June 2025

Result: Motion carried.

See Attachment A

Vote to approve the Internal Control Procedures

Motion: Mrs. Skousen

Second: Mrs. Hunter

Discussion: None

Vote: All in favor

Result: Motion carried

See Attachment A

Vote to approve the Fraud Risk Assessment

Motion: Mrs. Hunter

Second: Mr. Fielding

Discussion: None

Vote: All in favor

Result: Motion carried

See Attachment A

Vote to approve the Final Budget 2024-2025

Motion: Mrs. Skousen

Second: Mrs. Robins

Discussion: None

Vote: All in favor

Result: Motion carried

See Attachment A

Vote to approve the Original Budget 2025-2026

Motion: Mrs. Skousen

Second: Mrs. Hunter

Discussion: None

Vote: All in favor

Result: Motion carried

See Attachment A

9. Adjournment

Motion: Mrs. Robins

Second: Mrs. Skousen

Vote: All in favor

Time: 7:27 PM – Meeting adjourned.