

John Hancock Charter School

Board of Directors – Regular Meeting Minutes

Date: Wednesday, July 16, 2025

Time: 7:03 p.m. (MT)

Location: Virtual/Remote

1. Call to Order

Chair **Kim Frank** called the meeting to order at **7:03 p.m.** A pledge of allegiance was not conducted.

2. Roll Call

Board Members Present: Kim Frank (Chair), **Allison Clinger**, **Joe Spencer**, **Megan Johnson**, **McKay Ballard**, **Kyle Tippetts**

Also Present: **Julie Adamic** (Executive Director), **Craig Frank** (Finance)

Public: None

3. Public Comment

No public comment was received via email or in person.

4. Consent Agenda

- **Minutes – June 24, 2025**
Motion: Megan Johnson moved to approve; **Second:** Joe Spencer.
Vote: Unanimous **AYE**; motion passed.

5. Finance Committee Report

Presenter: **Craig Frank**

- As of **June 30, 2025 (FY end):**
 - Zion Checking: **\$1,176,500.61**
 - Savings: **\$242.84**
 - PTIF: **\$1,003,602.65**
 - Days Cash on Hand: **70.1**
 - FY lapsed: **100%** on 6/30/2025

- Budget status: FY25 amounts for revenues/expenses are fixed; some line-item reclassifications to continue through July for submission to the State.
- Noted a small ~\$5,600 variance reflecting a **state “13th month” allotment** (Mental Health grant) that will post by end of July.

Action Item:

- **Adopt FY25 Amended Budget**
Motion: Allison Clinger; **Second:** Joe Spencer.
Vote: Unanimous **AYE**; motion passed.

6. Transportation Program – RFP Recommendation

Presenter: **Julie Adamic**

- Three proposals received. Proposal **A (~\$800k)** was non-competitive. Proposals **B** and **C** were both strong; the committee recommended **Proposal B (Right Way Transportation/Right Way Busing)** based on prior experience and price.
- Transportation Committee’s recommendation was **unanimous**.

Action Item:

- **Approve Proposal B (Right Way Transportation) for 2025–26 service**
Motion: McKay Ballard; **Second:** Allison Clinger.
Vote: Unanimous **AYE**; motion passed.

7. Policy Reviews & Amendments

A. Board of Directors: Attendance Policy & Procedures

- Updated to align with state clarifications distinguishing **chronic absence** vs. **truancy**.
Motion: Joe Spencer; **Second:** Megan Johnson.
Vote: Unanimous **AYE**; motion passed.

B. Administration of Medication Policy

- Allows **student self-administration of epinephrine nasal spray**.
- Clarifies definitions/language regarding **glucagon** administration.
- Requires **annual training by the school nurse** for any unlicensed person administering medication (consistent with current practice).
Motion: McKay Ballard; **Second:** Megan Johnson.
Vote: Unanimous **AYE**; motion passed.

8. Enrollment Report

Presenter: **Julie Adamic**

- **Current status:** Enrolled + Intent total approximately **1,123** students.
- **Registration pause** while migrating SIS from **Aspire to Infinite Campus**; **go-live planned for July 20**.
- **Marketing efforts** underway (banners, marquee, yard signs, outreach) to bolster enrollment, particularly where younger cohorts are trending lower.

(Information item only; no vote.)

9. Executive Session

Not held.

10. Adjournment

Motion: Allison Clinger moved to adjourn; **Second:** Joe Spencer.

Vote: Unanimous **AYE**.

Adjourned at: ~7:16 p.m.
