

# John Hancock Charter School

## Board of Directors — Regular Meeting Minutes

**Date:** Wednesday, September 10, 2025

**Call to Order:** 7:05 p.m.

**Location:** Virtual/remote (per transcript)

### 1) Roll Call

**Board/Staff Present:**

- Kim Frank (Chair)
- Julie Adamic (Executive Director)
- Jolene (Julene) Romero
- Megan Johnson
- Wendy Morgan
- McKay Ballard
- Craig Frank
- Kyle Tippetts
- Allison (joined by phone)

**Guests/Public:** Joe Dunlop (visitor)

**Quorum:** Yes.

---

### 2) Approval of Prior Minutes

- **Item:** July 16, 2025 Board Meeting Minutes
  - **Motion:** Jolene Romero moved to approve.
  - **Second:** Wendy Morgan.
  - **Vote:** Unanimous approval.
-

### 3) Executive Director's Report (J. Adamic)

- **Enrollment:** 1,101 students across both campuses. Target is to remain ~1,100. Bonding “comfort” number ~1,080; internal goal ~1,060–1,080 (to be confirmed with finance).
  - **Board Training:** All board members must join the Board Google Classroom with JHCS email and complete the **2025–26 Open & Public Meetings** training (same module as last year). Julie will follow up individually as needed.
  - **LEA-Specific Endorsements/Licensure:** Presented as a slate with justifications in the board packet.
- 

### 4) Finance Committee Report (C. Frank; Committee Chair: W. Morgan)

- **Balances (as of July 31, 2025):**
    - Zions Bank Checking: **\$1,445,972.74**
    - Savings: **\$242.84**
    - PTIF (Public Treasurers' Investment Fund): **\$1,014,956.33** (≈\$4,000 interest last month)
  - **Days Cash on Hand:** ~70 days (approx.).
  - **Board Budget Report:** Current and balanced; distributed prior to meeting.
  - **Questions:** None from board; members encouraged to contact Craig with follow-ups.
- 

### 5) Facilities & Building Updates

#### Annex Building (C. Frank)

- **Target groundbreaking:** **October 1, 2025.**
- **Projected completion:** End of June 2026; ~6 weeks thereafter for mobilization before mid-August student return.
- **City Coordination:** Meeting set with **City of Eagle Mountain** attorneys/building department **Monday at 1:00 p.m.** re: boundary/ownership clarifications. Board to be updated on outcomes.

#### Campus Facilities Status (D. Dunn)

- **Pleasant Grove:** Maintaining functionality of an older facility; prioritizing prudent upkeep to satisfy bondholders and operational needs.
- **Eagle Mountain:** Maintaining to “near-new but lived-in” standards.

- **Modular Classroom:** Assembly complete; scheduling inspector and then fire marshal approval to place into service for needed classroom capacity.
- 

## 6) Public Comment

- Visitor Joe Dunlop observed; no public comment offered.
- 

## 7) Action & Policy Items

### 7.1 LEA-Specific Licenses/Endorsements (Slate)

- **Motion:** Megan Johnson moved to approve the presented slate.
- **Second:** Wendy Morgan.
- **Vote:** Unanimous approval.

### 7.2 Early Literacy Plan

- **Status:** Already approved in July; no action.

### 7.3 Conflict of Interest Policy (Revision)

- **Change:** Add language “in accordance with federal and state law.”
- **Motion:** Kyle Tippetts moved to approve.
- **Second:** McKay Ballard.
- **Vote:** Unanimous approval.

### 7.4 Background Check & Reporting Policy (Revision)

- **Updates include:**
  - Required outreach to prior employers regarding any allegations/incidents of sexual misconduct for prospective hires.
  - Clarified administrative discretion considering offense severity, time elapsed, rehabilitation, etc.
- **Motion:** Jolene Romero moved to approve.
- **Second:** Wendy Morgan.
- **Vote:** Unanimous approval.

### 7.5 Concussion & Head Injury Policy (Revision)

- **Updates:** Clarifies identification of concussion risk and return-to-play/participation steps (applies to PE/recess/team activities).
- **Motion:** McKay Ballard moved to approve.
- **Second:** Kyle Tippetts.
- **Vote:** Unanimous approval.

## 7.6 Hiring & Employment Policy (Revision)

- **Update:** Clarifies exempt classification and minimum salary; aligns with current practice/agreements.
- **Motion:** Allison moved to approve.
- **Second:** Wendy Morgan.
- **Vote:** Unanimous approval.

## 7.7 Learning Materials Selection & Review Policy (Revision)

- **New State Requirement:** Students may possess personally owned/borrowed books on campus even if those titles are **prohibited as instructional materials**; such books may not be required for class use. (Illegal materials remain disallowed.)
- **Motion:** Wendy Morgan moved to approve the revisions.
- **Second:** Kyle Tippetts.
- **Vote:** Unanimous approval.

## 7.8 Non-Discrimination Statement (Revision)

- **Change:** Add language “in accordance with federal and state law.”
- **Motion:** Kyle Tippetts moved to approve.
- **Second:** McKay Ballard (noted Jolene also offered to second).
- **Vote:** Unanimous approval.

## 7.9 Suicide Prevention Policy (New) — First Reading

- **Context:** JHCS has an established program; state now requires a formal policy.
- **Key Elements:** Annual staff training; identification/support procedures; referral protocols; in-school and out-of-school attempt response; re-entry plan; required parent notification; program resources.
- **Status:** First reading only; will return next month for approval.

---

## 8) Additional Notes/Updates

- **Capacity/Space:** Enrollment growth continues to strain space; modular classroom approval is a priority.

- **Cafeteria/Gym & Middle School Classrooms:** Leadership to meet with Roundtable to explore options for a cafeteria (to free gym for PE) and two middle school classrooms.
- 

## 9) Executive Session

- **None.**
- 

## 10) Adjournment

- **Motion:** Jolene Romero moved to adjourn.
  - **Second:** McKay Ballard.
  - **Vote:** Unanimous.
  - **Adjourned:** Time not stated in transcript.
- 

## Action Items & Follow-Ups

1. **All Board Members:** Join Board Google Classroom (JHCS email) and complete **2025–26 OPMA** training. Contact Julie for access issues.
2. **Craig Frank:** Update board after the **City of Eagle Mountain** meeting regarding boundary/approval items for the Annex.
3. **David Dunn:** Complete inspections and secure **fire marshal** approval for the modular classroom; report back when ready for occupancy.
4. **Suicide Prevention Policy:** Return to the board in October for second reading/approval.