Soldier Hollow Charter School Board of Trustee Meeting

September 16, 2025

3444 West 3000 South, Heber City, Utah

(All times listed are approximate.  The Board reserves the right to vote on any item on the agenda)

The Mission of Soldier Hollow Charter School is to utilize place-based education to foster autonomous, lifelong learning through knowledge of and responsibility for the environment.

**Welcome (Call to order) and Roll Call:** (6:30pm) – Amy Lusby call to order – 6:34pm Roll call – Erin Merryweather, Amy Lusby, Josh Cook, Brandis Turner

**Public Comment:** (6:35 pm)-  The public may address any issue not related to items already on the agenda.  Please refer to our Public Comment at Board Meetings Policy for procedures. The Board will not allow public comment that could violate the privacy rights of individual students or staff members.  The School, Board Members, and Staff are required to protect the privacy of students, and specific student related issues under Federal and State law including the Federal Education Rights Privacy Act.  Additionally, the Board will not allow public comment related to individual Staff Members that calls into question Staff member’s character, professional competence, and/or handling of specific student related issues.  Should attendees wish to provide the Board with comments that may potentially violate the privacy rights of students or staff members, they may submit the comments to the Board in advance of the meeting via theboard@myshcs.org.  The Board may then use their discretion to a) allow the individual submitting the comment to read the statement during public comment, b) may have a board member read the statements to the public during the public comment, possibly omitting any language that could violate privacy laws, or c) may accept the comment as a private communication to the board which the board will then take under advisement. The public should be aware that the Board is unable, by State law, to deliberate or take action on items raised during the public comment time in a Board meeting if they do not appear on the publicly noticed agenda.

Read by Brandis. Amy calls for public comment. No public comment

**Reports:** (6:45 pm) Board Committees Report– Board Action may be required – (10 min)

1. **Action Item**: Approval of the Meeting minutes from August – Erin Merryweather motions to accept minutes from August, Josh Cook seconds – all in favor no opposed, motion passes.

 2. PTO (Parent Teacher Organization): Presented by Megan Sherwood

* Recent events – Current event – Boosterthon. A little behind what we had last year but better than yesterday’s numbers. Looking at purchasing 3D printers for middle then the equivalent in tech for lower grades. Also shade for playground and updating the faculty room.
* Future events and preparations – Meeting after this meeting. Will discuss renting the bowling alley for families and we are planning on the family movie night. Budgeting for all of the events for the year. Would like to spend fun run money on a mobile library.

3. Administration Team Report: (20 min)

* Director – David Phillips

1. Enrollment – Enrollment is not where we wanted. We are sitting at 321 and we budgeted for 321. It is a little discouraging because we feel like it is a better year. We are having discussions about marketing and the future. We have a survey for students who are leaving prior to 8th grade.
2. Academic Excellence – finishing up acadience testing. Parent teacher conferences starting tomorrow. Early starting last year to make sure we have early contact with parents. Team leads are new this year to help us meet our goals this year. First Osprey Outreach started 2 weeks ago. 8th graders are volunteering in different areas and helping. 2nd bus driver on Fridays to help us with Osprey Outreach. Better structure in place to help us get the ball rolling and with direction and clarity.
3. Wish List for the school/School Projects

* Assistant Director – Samantha Hughes

1. Safety – met with safety committee working on updating the policy will be in packet next month for update. Also doing an updated EOP. Impact Suite up and running and training and compliance are happening.
2. Discussion of TSSA Grant Funds/review of 2025/26 award spending – review of framework given to board

**Action Item:** Approval of spending of funds from TSSA Grant – Erin motions to approve Brandis seconds no questions TSSA grant all in favor motion passes.

* Special Ed Director – Lori Christenen - It’s been quite the start with some behavior. It is settling down with our BCBA, Amanda, and training of staff. They have all done a really good job. Testing almost done and we are doing our thing.

4. Financial Accountability Committee: (15 min) Rich Eccles and Josh Cook

* Financial statement from prior Month – met yesterday – reviewed the June that wasn’t available to us. Shout out to Mike and his team staying under budget. Total expenses under budget. Shout out to Dave and his team. Reviewed journal entries for 2024-2025. Cash positive and plenty of days COH. FY25 very positive year for us. No concerns from auditors yet. No August financials – will review next month. $53k positive

**Action Item**: Accept the Financial report from June – Josh Cook makes a motion Erin Merryweather seconds any discussion all in favor no opposed motion carries.

* Discuss the annual budget surplus funds – Amy wants to discuss ways we can help our staff with the surplus to bonus our returning staff. Is it possible and/or prudent? Open for discussion. Rich has said that some schools allocate a % of the surplus to returning staff. Brandis, it’s a great idea – how do you measure, what are those parameters? Or would it be a flat rate across the board. Rich – school a. will give $40,000 to admin to teachers who reach certain parameters. Admin explains to each staff member how they achieve that number. School b. 33% equally across all teachers. School c. evaluation piece….this has been rocky because teachers have different classes with different students and different abilities. Amie Bullard – where does the budget surplus come from? In the past the PTO money gets lumped into the surplus – if that money gets spent, where does the money come from for PTO events? Kimberle – how can I get a better pulse on the money that the PTO has? I want to be a good steward of the donated money.

**Action Item**: Possible spending of annual budget surplus funds – tabled until next month

5. Facilities and Transportation updates: Mike Bronson (not present) – David Phillips

Both buses are working.

A person who works for the district is our substitute driver. She came and looked over the buses and gave feedback on things the buses needed.

We got a lot of items from Treasure Mountain Middle.

We signed an agreement with Gunthers to evaluate and change filters in the HVAC system quarterly.

Looking for bids for carpets in the portables. Going through the RFP process.

6.Capital Projects – (15 min)

* Discussion of remaining funds from Burns Foundation – Amy Lusby - We have been talking a lot about fundraising and finding donors. I reached out to the Burns Foundation to see what those funds can be used for. I asked her if we can turn it into an endowment. They would need a proposal for that. They asked how much of those funds we would want to turn into an endowment. Right now we have $404,000 remaining from Burns money. Some of that needs to be set aside for carpet in the portables. There are state approved investors that would invest for us. Right now we are earning 4.5%. It would be a good idea to have several people with several eyes to monitor how those funds are being spent. I am proposing $300,000 to put into the endowment.

**Action Item:** Possible Vote regarding use of remaining funds from Burns Foundation – tabled until next month

* Fundraising efforts

7. Policy review and update (10 min)

* **Action Item**: Approval of possible Policy Updates/Changes – tabled until next month

8. Executive Committee Report: (10 min) Amy Lusby

Almost time for the staff survey. Went to Charleston town meeting. Town of Charleston has had an agreement with Heber to plug into their sewer system. They terminated that agreement. It was a contentious meeting because the current mayor did not make the primary.

* Discussion of possible appointment of new board member – Greg Stevens has sent us a short bio, we would like to see if he is still interested. Greg would like to talk more to understand what would be expected of him.

**Action Item**: Possible Appointment of new board member

* Board Member Trainings – none completed.

Motion to go into closed session for character and competence of an employee. Erin Merryweather, Amy Lusby, Josh Cook, Brandis Turner  
**Adjourn meeting**:

Closed Session: Soldier Hollow Charter School reserves the right to enter into a closed executive session for one or more of the purposes outlined in §52-4-205 of the Utah Code of Open and Public Meetings Act.

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