



**Excelsior Academy Board of Trustees**

**Draft Meeting Minutes**

*Thursday, November 20<sup>th</sup>, 2025, At 5:30 PM*

*162 E Erda Way, Erda, UT 84074*

**1. Call to Order**

Mrs. Robins called the meeting to order at **5:44 PM**.

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**2. Roll Call**

**Board Members Present:**

- Danelle Robins
- Laura Skousen
- Emily Smith
- Cathy Hunter

**Board Members Excused:**

- Brandon Clark
- Caleb Fielding

**Staff Present:**

- Jen Draper
- Savanah Broadbent
- Gichin Marsden
- Matt Hymas

**Public Present:**

N/A

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### **3. Approval of Minutes**

**Motion:** Mrs. Hunter motioned to approve the October 23, 2025, Board Meeting Minutes.

**Second:** Mrs. Skousen

**Discussion:** None

**Vote:** All in favor

**Result:** Motion carried.

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### **4. Public Comment**

N/A

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### **5. Finance Report**

**Presenter:** Mr. Fielding

Mr. Fielding reviewed the financial reports and scoreboard for September 2025.

*See Attachment A.*

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### **6. Administrative Report**

**Presenter:** Mrs. Broadbent

**Events:**

- Several spring events were shifted to the fall to ease the spring schedule.
- Fall events included Halloween activities, Veterans Day, Math Night, the Food Drive, and Teacher Appreciation initiatives.
- The school donated an exceptional amount to the local food bank—more in one week than the county collected during the entire summer.

**Staff & Student Activities:**

- Staff gratitude efforts included movie tickets, Hake Center Theater passes, Top Golf, aquarium visits, and provided lunches.
- Recent student activities included “Show What You Know,” Discovery Gateway’s on-site visit, the aquarium visit, the Turkey Parade, and the celebration of the 67th day of school.

**School Culture – MYEAWHY Initiative:**

- Focused on celebrating student efforts and cultivating a culture of encouragement.

**RISE Assessment:**

- ELA performance is currently weaker than math.
- Administration is developing strategies to improve ELA outcomes.
- Year-to-year comparisons are not valid due to the new testing format.
- A full reassessment will occur in January when countywide data is released.

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**Presenter: Mr. Marsden****Middle School Report:**

- RISE data was reviewed; see Attachment B for full details.
- Volleyball and boys’ soccer seasons have concluded.
- This year’s athletic participation required physicals; next year the school plans to offer a physical clinic for families.
- Girls’ basketball is mid-season; boys’ basketball will begin after Christmas.
- The middle school Food Drive is ongoing, with all grades currently within 10 cans of each other.

- The first middle school theater production, "*Surviving the Zombie Apocalypse*," sold out on both nights.

**Discipline:**

- Nearly 1,000 fewer tardies compared to the same time last year.
- Suspensions have decreased as well.
- Eighth grade leads in tardiness; sixth grade has the highest rate of behavioral incidents.
- Most consequences include lunch groups or reflection periods.

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**Presenter: Mr. Hymas**

**Enrollment:**

- Enrollment has decreased by three students.
- Vacancies have not yet been refilled.
- There are 23 new families currently on the lottery list.
- Enrollment remains on track and in good standing.

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**7. Discussion Items**

- Board Enablement and Advocacy

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## **8. Board Business – Action Items**

**Action Item:** Vote to approve the 2026/2027 School Calendar

**Motion:** Mrs. Skousen

**Second:** Mrs. Smith

**Discussion:** None

**Vote:** All in favor

**Result:** Motion carried.

*See Attachment C*

**Action Item:** Vote to approve on RCAC loan payoff

**Motion:** Mrs. Smith

**Second:** Mrs. Hunter

**Discussion:** None

**Vote:** All in favor

**Result:** Motion carried.

*See Attachment D.*

**Action Item:** Vote to approve changes to MACU account (ACH vendor payments, positive pay, SWEEP

**Motion:** Mrs. Hunter

**Second:** Mrs. Skousen

**Discussion:** None

**Vote:** All in favor

**Result:** Motion carried.

*See Attachment E.*

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## **9. Executive Session:**

**Mrs. Robins** is seeking a motion to enter executive session according to Utah Code §52-4-205, for the purpose of discussing litigation, personnel, property, and or security.

Motion: Mrs. Hunter

Second: Mrs. Smith

Roll Call Vote: Cathy Hunter, Emily Smith, Danelle Robins, & Laura Skousen

Discussion: None

Vote: All in favor

Result: The motion carries. We will now enter executive session. At 7:42 pm

**Mrs. Robins:** motion to close executive session and go back into open session. Motion: Mrs. Smith

**Second:** Mrs. Hunter

**Discussion:** None

**Roll Call Vote:** Cathy Hunter, Emily Smith, Danelle Robins, & Laura Skousen

**Discussion:** None

**Result:** The motion carries. We will now enter back into an open session At 8:32 PM

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## **10. Adjournment**

**Motion:** Mrs. Hunter

**Second:** Mrs. Skousen

**Vote:** All in favor

**Time:** 8:32 PM – Meeting adjourned.