



Excelsior Academy Board of Trustees

Draft Meeting Minutes

Thursday, November 20th, 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**.

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

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.

4. Public Comment

N/A

5. Finance Report

Presenter: Mr. Fielding

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

See Attachment A.

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.

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.

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

10. Adjournment

Motion: Mrs. Hunter
Second: Mrs. Skousen
Vote: All in favor
Time: 8:32 PM – Meeting adjourned.