

# Terra Academy Governing Board Meeting Agenda (Thursday, November 13, 2025) Final

Generated by Pauline Manwaring on Sunday, November 16, 2025

## 1. OPENING ITEMS/WELCOME - Wes Porter, Chair

Procedural: A. Call the Meeting to Order/Record Attendance and Guests

Wes Porter called the meeting to order at 6:30

Wes Porter, David Aldrich, Jared Short, Jared McKeachnie, Chandi Sainsbury

Guest: Dr. Ammon Campbell, Dana Durham, Pauline Manwaring, Shannon Greer from UAPCS (Utah Association of Public Charter School)

Information, Procedural: B. Vision, Mission Reading/Review Board Goals

Jared McKeachnie read the Terra's Mission and Jared Short read the Vision

Information: C. Accessibility Accommodations

NA

Information: D. Board Member School Visit Reports/Assignments

David Aldrich will come in December to visit Terra. Wes Porter will be coming November 14, 2025

## 2. PUBLIC COMMENT

Information: A. Guidelines for Public Comment

NA

## 3. EXECUTIVE DIRECTOR'S OFFICE - Ammon Campbell

Information: A. Shannon Greer- Training

Shannon Greer gave Terra's board a training series to help them understand of governance vs. management. The Core Functions of the Governing Board: Strategic Oversight: 1. Establish mission, vision, values, and long-term goals.

2. Accountability: Evaluate outcomes, ensure legal and financial compliance, assess the Executive Director, and board.

3. Accountability: Evaluate outcomes, ensure legal and financial compliance, assess the Executive Director, and board. Resource Stewardship: Approve budgets, policies, and major contracts.

**Governance:** developing strategic direction, setting big picture goals, deciding on governance-level policy, budgets and establishing parameters, oversight.

**Management:** hire/fire/teacher evaluations, implementing board policies, pivoting when necessary, day-to day operations.

Shannon also shared the Line of Board Communication: Concern → Board Member → Board Chair → Executive Director → Appropriate staff/Parent

Information: B. Students

Dr. Campbell stated that Terra will participate in "Charter on the Hill" on January 29th. It would be for 6th - 8th grade. Students will write a short essay or create a video answering a prompt about their contribution as citizens at Terra. About 20 student will be selected to attend. 6th graders could have up to three opportunities over their middle school years to attend. Goal is to help Terra students experience governance at the state level.

Dr. Campbell stated the Terra held it's Veterans Day Assembly. It was held twice (Friday for parents, then Veterans Day). Good attendance, positive change from previous years. Student work displayed on walls; strong parent and veteran involvement.

Volleyball: Both boys' and girls' teams lost in single-elimination. This was the 1st boys' volleyball team ever at the school. Good participation and milestone for the program.

Middle School: After-school event just for middle school (3:30-5:30, around Halloween). Intentionally created to give 12-13-year-olds fun, age-appropriate social time. Plan to hold a similar event in the spring.

Close Up (DC trip) As of now, 12 students have paid the first commitment; goal is 15+. Student commitment due by the 18th so the school can pay Close Up by the 20th. Two more parent meetings planned. Around end of January (final refundable deadline). Late March (pre-trip logistics: packing, luggage limits, travel expectations).

Information: C. Faculty and Staff

New 3rd-grade teacher, Ms. Beverly Azbill, was named "White Smiles Pediatric Dentistry Teacher of the Year" and received a large gift basket.

Dr. Campbell challenged elementary staff to propose programs so elementary students feel included and connected. New offerings with small groups and proposals required. Terra has a new after school program K -6th grade called Mindfulness class (after school for selected students). Also there will be 5th- Grade juggling activity. Another activity in development (possibly xylophones/music). Teachers must submit simple proposals that target students, outcomes, and capacity.

Fall Festival thank-you notes are being sent. A large sponsor banner will be printed and displayed in the lobby, listing gold/silver/bronze contributors instead of multiple banners in the gym.

Action, Information: E. Proposals

Dr. Campbell stated the camera proposals to presented to faculty which he did and sent an email to all staff and if they wanted to change anything. No changes were submitted by staff members. We implement the new policies.

Student Fee Schedule with the proposed amendemnts. The director walked through changes to the current year fee schdeule, mainly to: Add Close Up trip fees, clarify elementary after-school fees, update sports and clubs fees, and ensure compliance with state law and transparency for parents. There was great discussion on not letting the sports fees getting out of hand with parents and students.

Wes Porter asked for a motion to approve the new Student Fee Schedule with the currant changes  
Jared Short to approve the New student Fee Schedule  
David Aldrich 2nd the motion

Roll Call  
Wes Porter  
David Aldrich  
Jared Short  
Jared McKeachnie- No  
Chandi Sainsbury

Dana Durhan shared with the Terra Board about Small School Tier Funding (OCCA)  
School is officially classified as Tier 1 — meaning: Rural location, low ability to raise local funds, and higher operational needs.  
This status results in more state funding and priority access to state resources.

Action, Information: F. Policy 01-101 Committee Policy

Wes Porter asked for motion to approve Policy 01-101 with the changes  
David Aldrich approved the Polciy 01-101 with the changes  
Jared Short 2nd the motion

Roll Call  
Wes Porter  
David Aldrich  
Jared Short  
Jared McKeachnie  
Chandi Sainsbury

Action, Information: G. Policy 01-104 Records Management

Wes Porter asked for motion to approve Policy 01-104 with the changes  
Jared McKeachnie approved the Polciy 01-104 with the changes  
Chandi Sainsbury 2nd the motion

Roll Call  
Wes Porter,  
David Aldrich  
Jared Short  
Jared McKeachnie  
Chandi Sainsbury

Action, Information: H. Policy 01-105 Sponsorship, Material Display and Distribution

Wes Porter asked for motion to approve Policy 01-105 with the changes  
Jared McKeachnie approved the Polciy 01-105 with the changes  
Jared Short 2nd the motion

Roll Call  
Wes Porter  
David Aldrich  
Jared Short  
Jared McKeachnie  
Chandi Sainsbury

Action, Information: I. Policy 01-106 Governing Board Member Code of Conduct

Wes Porter asked for motion to approve Policy 01-106 with the changes  
David Aldrich approved the Polciy 01-106 with the changes  
Chandi Sainsbury 2nd the motion

Roll Call  
Wes Porter  
David Aldrich  
Jared Short  
Jared McKeachnie  
Chandi Sainsbury

Action, Information: J. Policy 01-107 Governance Process  
Wes Porter asked for motion to approve Policy 01-107 with the changes  
Chandi Sainsbury approved the Polciy 01-107 with the changes  
Jared Short 2nd the motion

Roll Call  
Wes Porter,  
David Aldrich  
Jared Short  
Jared McKeachnie  
Chandi Sainsbury

Action, Information: K. Policy 01-108 Board to Administration Delegation  
Wes Porter asked for motion to approve Policy 01-108 with the changes  
Jared Short approved the Polciy 01-108 with the changes  
David Aldrich 2nd the motion

Roll Call  
Wes Porter  
David Aldrich  
Jared Short  
Jared McKeachnie  
Chandi Sainsbury

Action, Information: L. Policy 01-109 Costs of Governance  
Wes Porter asked for motion to approve Policy 01-109 with no changes  
Chandi Sainsbury approved the Polciy 01-109  
David Aldrich 2nd the motion

Roll Call  
Wes Porter  
David Aldrich  
Jared Short  
Jared McKeachnie  
Chandi Sainsbury

Action, Information: M. Policy 01-111 Data management  
Wes Porter asked for motion to approve Policy 01-111 with the changes  
Jared McKeachnie approved the Polciy 01-111 with the changes  
Jared Short 2nd the motion

Roll Call  
Wes Porter,  
David Aldrich  
Jared Short  
Jared McKeachnie  
Chandi Sainsbury

Action, Information: N. Policy 01-112 Internal Controls  
Wes Porter asked for motion to approve Policy 01-112 with no changes  
Chandi Sainsbury approved the Polciy 01-112  
David Aldrich 2nd the motion

Roll Call  
Wes Porter  
David Aldrich  
Jared Short  
Jared McKeachnie  
Chandi Sainsbury

Action, Information: O. Policy 01-113 School Director Evaluation  
Wes Porter asked for motion to approve Policy 01-113 with the changes  
Chandi Sainsbury approved the Polciy 01-113 with the updates  
David Aldrich 2nd the motion

Roll Call  
Wes Porter  
David Aldrich  
Jared Short

Jared McKeachnie  
Chandi Sainsbury

Action, Information: P. Policy 01-114 Use of Consent Agenda  
Wes Porter asked for motion to approve Policy 01-114 with no changes  
Chandi Sainsbury approved the Polciy 01-114  
David Aldrich 2nd the motion

Roll Call  
Wes Porter  
David Aldrich  
Jared Short  
Jared McKeachnie  
Chandi Sainsbury

Action, Information: Q. Policy 01-115 Electronic Board meeting Policy and Procedures  
Wes Porter asked for motion to approve Policy 01-115 with no changes  
Chandi Sainsbury approved the Polciy 01-115  
David Aldrich 2nd the motion

Roll Call  
Wes Porter  
David Aldrich  
Jared Short  
Jared McKeachnie  
Chandi Sainsbury

Information: R. Firearm/ School Security  
Discussion about HB 484/guardian program compliance. Three ways schools may have an armed presence: SRO, Hired security, Guardian trained employee not in a direct classroom/teaching role. The school currently has a qualified individual, but updates will be made so that firearms are carried on person rather than kept in a lockbox, improving response time. **Guardians must undergo: Background checks, mental health screening, Sheriff-department firearm & safety training, annual reviews**Administrator-only confidentiality. Board discussed possibly adopting a formal firearm policy at a later date.

Information: S. Remarks

4. ASSISTANT DIRECTOR'S - Karlie Thompson

5. FINANCE - Dana Durham/Carl Morton/Chandi Sainsbury

Information: A. Bank Register

**Dana Durham presented the Terra board with the Bank Register and the board had no questions or concerns**

Information: B. Financials- September 2025

**Dana Durham presented the Terra board with theSeptember 2025 Financials and the board had no questions or concerns**

6. CAPITAL FUNDRAISING - Alyson Slaugh/David Aldrich

7. SCHOOL LAND TRUST/COMMUNITY COUNCIL - Alyson Slaugh/Jared Short

8. ACADEMIC COMMITTEE - Jared McKeachnie

9. BOARD GOVERNANCE - Wes Porter

Action, Information: A. October 23, 2025 Minutes

**Wes Porter asked for a motion to approve of the October 23, 2025 minutes**

**Chandi Sainsbury made a motion to approve of the October 23, 2025 minutes**

**Jared Short 2nd the motion**

10. EXECUTIVE/CLOSED SESSION

Action: A. Move into Closed Session

Recommended Action: Motion to move into Closed Session for the purpose of

Action: B. Move out of Closed Session

Recommended Action: Motion to move out of Closed Session

Action: C. Possible Motion on Closed Session Decision

11. ADJOURN MEETING

Action: A. Adjourn the Meeting

Recommended Action: Motion to adjourn the meeting.

**Wes Porter as for a motion to adjourn the meeting**

David Aldrich made a motion to adjourn the meeting  
Jared Short 2nd the motion

Roll Call  
Wes Porter  
David Aldrich  
Jared Short  
Jared McKeachnie  
Chandi Sainsbury