Soldier Hollow Charter School Board of Trustee Meeting

November 17, 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) Call to order Josh Amy Brandis 6:37pm

**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.

Amy calls for public comment. None made

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

1. **Action Item**: Approval of the Meeting minutes from – Brandis motions to accept Josh seconds all in favor no opposed

 2. PTO (Parent Teacher Organization): Kimberle Hogge

* Recent events – Book fair was good. Need to be better about sending messages to teachers but it was good.
* Bowling night went really well.
* Future events and preparations – Movie night is in the works first week in December

3. Administration Team Report: (20 min)

1. Director – David Phillips – Working on doing some teacher observations and providing feedback. This time of year we try to get into every classroom. Then start mid-year interviews to find out how we can better support them and give them points of improvement. We also do a student survey and a midyear parent survey. Gearing up for enrollment season. First lottery will be mid March. Working on retaining students and restricting to keep students who apply.
2. Enrollment

* Academic Excellence - Acadience testing happens after Thanksgiving break.

1. Wish List for the school/School Projects – A few access points that got left out with the secure entry it is going to be about $7K might be a consideration for Burns money. We want it to be all on the same system.
2. Overnight trip for 5th grade has been kind of in limbo for the last few years. This year we were looking at a place down south but the cost is pretty expensive. There is some consideration to also have 5th grade go to Aspen Grove like 4th grade. It is more accessible for students. 4th goes in fall 5th goes in spring.

* Assistant Director – Samantha Hughes

1. Safety – New full time SRO started last Monday

* Special Ed Director – Lori Christensen (out)

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

* Financial statement from prior Month – Met today for September. 7 days of COH. $615K making $2000 a month in interest. Land Trust paid out 100% this year. Fun run $35,900. Dave got Stripe turned over to him today. The deposits from stripe have not been happening but that should be up and running again as of today. Getting everything caught up on financials. Working on getting an electronic system for lunch payments that is really cost effective. It will also streamline a lot of things. Rich – the board asked me to create a report for a certain staff member, I have created that, how would you like me to deliver that?
* New lunch system is less than $700 a year for the school and they will prorate it. The goal is to launch it in January. We will launch it with some staff students then phase out others. We need to form an audit committee. Josh is on it by default. Brandis also volunteers. Checklist with trainings marked for auditors

**Action Item**: Accept the Financial report from September and October – financials not ready for vote. Next one will be September - December

5. Facilities and Transportation updates: Mike Bronson (out)

Bus is broken. We rely on 2 buses for Osprey Outreach every other Friday. Someone is coming to look at it tomorrow. We wanted to talk about students who go to the local senior center. They have asked that our students deliver the gifts to the seniors’ homes. They want one of our employees to drive the 15 passenger van. Rich – it would be fine if their insurance guy and risk management makes sure we are covered. It’s more complicated than saying we will just take our own bus

s. Rich – I would really caution us against doing this. Dave – we can problem solve this to have students with their parents deliver the gifts.

6.Capital Projects – (15 min)

* Fundraising efforts

7. Policy review and update (10 min)

* **Action Item**: Approval of possible Policy Updates/Changes – none at this time

8. Executive Committee Report: (10 min) Amy Lusby – we met this week. As a board we have training, please send Sam the certificates as you finish them. Attended the Charleston Town Hall meeting. They are certifying their election tomorrow. When we were at the meeting we talked about working on grants. They wanted us to guarantee money to go towards the road project. Josh – they definitely want to work with us and build the relationship. Amy - We walked through the school with the State Charter Board. This happens every 5 years. But it’s been 10 years since it has happened due to COVID. It was overwhelmingly positive. The school is doing well. One of the members that came used to be a teacher at SHCS. He taught at the old location

* Board Member Trainings
* Review of Staff Survey Results – 29 people responded to the survey. Brandis review – Mostly positive responses. A few items that should be reviewed. Help with student behavior, math PD, communication, and pay.

**Adjourn meeting**: Brandis makes a motion to go into closed session to discuss personnel. Josh seconds all in favor. Motion passes.

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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