Merit Preparatory Academy Board Meeting Minutes
April 16, 2026

Call to Order
The Merit Preparatory Academy Board Meeting was called to order on April 16, 2026. Board President Rachel Jay presided.

Attendees (In Person):
- David Jensen
- Jeri Mellor
- Rachel Jay

Attendees (Online):
- Aaron Cook
- Ashley Watts

Excused:
- Mary Howell
- Heidi Bingham

Also Present:
- Jessica (representing administration)
- Members of the public were present

The meeting opened with the Pledge of Allegiance.

Good News / Meritorious Night Awards
Jessica presented the Meritorious Night Awards:

- Teaching Staff: Kimie Snap (Dance Director) for her exceptional work with yoga, ballroom dance, competitions, and program growth.
- Staff: Savanna Simons (Kitchen Staff & Cheer Coach) for her coaching, student connections, and extra responsibilities.

Finance Report (Presented by Jeri Mellor on behalf of Casey Holmes)

- The school's deficit continues to shrink (closed by just over $2,000 this month).
- Revenue is at or above targets in most categories; extracurricular activities slightly low but improving with upcoming field trips and fees.
- Expenditures are generally on target, with some savings in benefits and monitoring needed in property services/maintenance.
- The school is on track to break even or finish slightly ahead, meeting debt service covenant requirements.
- Enrollment revenue performing well under Miss Gilbert.
- Teachers report they have necessary supplies despite cost controls.

Fraud Risk Assessment
Jeri Mellor reviewed the annual Fraud Risk Assessment. The school scored 375/395 (very low risk). The only deduction was for lacking a formal internal audit function (not required due to enrollment size). Board training requirements (board member and auditor training) were confirmed as completed. The board was reminded to complete refresher trainings as needed. No vote required.

Marketing Report
Stephanie Healey was unable to attend but provided her monthly report (shared with the board). No significant changes noted; report accepted as presented.

Online/Quest Time Report (David Jensen on behalf of David Wiseman)

- Quest Time booklet updates in progress incorporating feedback and new elements (attendance checks, professional development).
- Career exploration week underway with mock interviews and community professionals.
- Online course development (including financial literacy and digital marketing) proceeding, pending grant decision.
- New CTE teacher hired for entrepreneurship/business classes.
- Combined report with Quest Time updates.

Director's Report (Jessica)

- Fully staffed for next year.
- Master schedule development progressing well (human parameters + upcoming AI run); student schedules targeted in early May.
- Strong behavior climate: minimal referrals/detentions/ISS this term.
- End-of-year testing window begins Monday (resolved state roster issues).
- Positive school climate and instructional support improvements noted.

Land Trust Plan
Jessica presented the updated 2026-2027 Land Trust Plan with two goals:

1. Increase proficiency (1-2 percentage points) in ELA, Math, and Science on end-of-year assessments (RISE, ACT, Aspire, DLM).
2. Increase concurrent enrollment participation (grades 10-12) by 10% and CTE skills certificate proficiency/completion by 5%.

Funding allocations support technology, curriculum, professional development, concurrent enrollment coordination, CTE pathways, and related salaries/benefits (total ~$76,031.76).

Vote on Land Trust Plan:

- Motion: Jeri Mellor
- Second: Ashley Watts
- All in favor: Rachel Jay, David Jensen, Jeri Mellor, Aaron Cook, Ashley Watts (5-0, unanimous; Mary Howell and Heidi Bingham excused).
  Motion passed.

Policy Update – Alternative Language Services for Utah Students
Ashley Watts presented proposed revisions (simplified language, added civil rights note, parent opt-out rights, updated date). Board members to review.

Public Comment
MVP (Merit Volunteer Parents) representatives addressed the board regarding:

- Low parent volunteerism and involvement.
- Need for clearer communication, expectations, and coordination with staff.
- Suggestions for monthly spirit nights, better grade/fee access, proactive teacher/counselor outreach, and advanced event planning.
- Desire for stronger messaging about volunteer expectations (without illegal mandates).

The board acknowledged the concerns.

Action Items & Approvals

1. **March 19, 2026 Board Meeting Minutes**
    - Motion to approve (with minor corrections for spelling/names): Passed unanimously.
    - All present members voted in favor (5-0).
2. **Land Trust Plan** – Approved as presented (5-0, see above).

Board Business / Other Items (Many tabled to next meeting)

- Strategic plan goals update (tabled).
- Yearly board self-evaluation questionnaire (to be emailed; tabled).
- Set yearly board goals (post self-evaluations).
- Stakeholder surveys (staff, parent, student) – Reviewed and approved with minor changes (e.g., split combined questions, adjust scales if needed, remove response limits for parents). Jerry to finalize and distribute.
- Bylaws review (tabled).
- Director evaluation rubric (Ashley to finalize).
- Reminder: All board members expected at Knighting Ceremony (May 20) and Graduation (May 21). President Rachel Jay may need coverage due to family commitment.

Adjournment
The meeting adjourned at approximately 8:26 p.m.

Minutes Prepared By: David Jensen
Approved: [Pending next meeting]