Merit Preparatory Academy
Board Meeting Minutes
June 25, 2026

Meeting Location: In the Keep (Library) at Merit Academy, 1440 W Center St, Springville, UT 84663 (with Zoom option)
Time: 6:30 PM

Board Members Present:

- Rachel Jay (President, in person)
- Jeri Mellor (in person)
- Ashley Watts (in person)
- Aaron Cook (in person)
- David Jensen (online)
- Mary Howell (online)

Excused: Heidi Bingham

Others Present: Mike Condie (Director), Casey Holmes (Red Apple Financial), David Wiseman, Whitney Clegg (Asst. Director), and members of the public.

I. Welcome, Roll Call, and Pledge

The meeting was called to order at 6:30 PM. Roll call was taken, and the Pledge of Allegiance was recited.

II. Good News from Around the School

No Meritorious Knight Awards were presented this month.

III. Reports

Fiscal and Enrollment Responsibilities
Finance Reports – Casey Holmes (Red Apple Financial) and Jeri Mellor (Finance Committee)
Casey presented the year-end forecast for FY26, noting a positive net income of approximately $37,100 after cuts. The board discussed adding a contingency line item ($50,000 recommended) to cover potential late expenses and avoid state compliance issues.

The FY27 proposed budget was reviewed in detail. Revenues are projected lower due to reduced ADM (budgeted at 390, with contingency planning for growth to 420+). Significant discussion occurred on enrollment strategies, marketing efforts (billboards, farmer's markets), PowerSchool/scheduling improvements, and a contingency plan involving potential staff reductions if enrollment targets are not met. Questions were asked about Title I funding/expenses, debt service ratio, and specific revenue line items. The board expressed confidence in the revised budget and contingency measures.

Marketing Report – Stephanie Healey (absent; report distributed previously). No discussion.

Merit Online Report – David Wiseman
David reported on piloting three online courses (Quest Time, Financial Literacy, Digital Marketing). Updates included registration process improvements for tracking full-time vs. part-time/online students, a new social media account for broader marketing, and a goal of adding ~10+ effective enrollments. Discussion covered eligibility for extracurriculars/sports and dual enrollment rules.

Quest Time Review/Report – Jeri Mellor and David Wiseman
Updates included simplifying the Quest Time book based on feedback (less busywork, more homework time), expanding the Quest Time committee for teacher support and accountability, and professional development sessions. Mike Condie addressed teacher buy-in, noting it as part of evaluations and hiring. Positive progress and refinements were highlighted.

Director Report – Mike Condie / Jessica Sitton

Mike discussed learning from a mentor school's program, aligning their "Think, Communicate, Act" pillars with Merit's "Lead, Learn, Serve." Plans include creating visible posters/expectations in classrooms to enhance accountability, culture, and stakeholder alignment (focused on school development and student performance). Additional comments covered marketing visibility (billboards, farmer's markets, Chamber of Commerce involvement). Questions and positive feedback followed on visible culture cues.

IV. Public Comment

Public comment period (15 minutes, 3 minutes per person) was opened. No comments were made.

V. Board Business

Board Members

- New Board Officers: Aaron Cook was designated as the new President. Rachel Jay will support the transition over the coming months.
- Prospective Board Member: David Price – The board plans to schedule an interview (Mary and Ashley to lead, given Aaron's friendship).
- President Elect: Discussion deferred until next summer.

Yearly Audit Reminders

Jeri Mellor, Aaron Cook, and Dave Jensen (audit committee) were reminded to review Casey's audit form and prepare for the audit (target: August board meeting).

Review Yearly Board Goals

Goals were referenced (parent/admin communication via MVP, evaluations system, board calendar with monthly director reports and mid-month check-ups). Reminders issued to keep these visible.

Strategic Plan

Mike's/ATC plan vs. Strategic Plan was addressed in the Director Report (integration of best practices).

Policies Discussion

- **Alternative Language Services Policy**: Minor grammar/rewording updates; emphasis on required services regardless of funding.
- **Student Personal Device Policy**: Updated to comply with new state law (devices put away from bell to bell, with medical/parent request exceptions).
- **Attendance Policy**: Major updates for alignment with changing laws, simplification of tracking (remove fixed excused absence/tardy limits), parent excuse flexibility, new codes, and attendance recovery options. Extensive discussion on tardies, check-in/out, doctor excuses, and PowerSchool implications.

Remaining Board Meeting Schedule

No July meeting. Next meeting: August 20, 2026 (3rd Thursday). Future schedule to be confirmed.

Bylaws Review

Deferred.

VI. Action Items

1. **Vote to approve May 15, 2026 Board Meeting Minutes**
    - Motion: Jeri Mellor
    - Second: Mary Howell

- All in favor: Rachel Jay, Jeri Mellor, Ashley Watts, Aaron Cook, David Jensen, Mary Howell (unanimous approval).

2. **Vote on Alternative Language Services Policy**
   - Motion: Jeri Mellor
   - Second: Mary Howell
   - All in favor: Rachel Jay, Jeri Mellor, Ashley Watts, Aaron Cook, David Jensen, Mary Howell (unanimous approval).
3. **Vote on Student Personal Device Policy**
   - Motion: Jeri Mellor
   - Second: Mary Howell
   - All in favor: Rachel Jay, Jeri Mellor, Ashley Watts, Aaron Cook, David Jensen, Mary Howell (unanimous approval).
4. **Vote on Attendance Policy**
   - Motion: Jeri Mellor
   - Second: Mary Howell
   - All in favor: Rachel Jay, Jeri Mellor, Ashley Watts, Aaron Cook, David Jensen, Mary Howell (unanimous approval).
5. **Vote to approve the final FY26 forecast as the FY26 final year-end budget** (with contingency as presented in this meeting)
   - Motion: Jeri Mellor
   - Second: Mary Howell
   - All in favor: Rachel Jay, Jeri Mellor, Ashley Watts, Aaron Cook, David Jensen, Mary Howell (unanimous approval).
6. **Vote to approve the FY27 budget** (with contingency as presented in this meeting)
   - Motion: Jeri Mellor
   - Second: Mary Howell
   - All in favor: Rachel Jay, Jeri Mellor, Ashley Watts, Aaron Cook, David Jensen, Mary Howell (unanimous approval).

VII. Executive Session

None required.

VIII. Adjournment

The meeting adjourned at approximately 8:24 PM.

Minutes Prepared By: David Jensen (Board Secretary)
Approved By: [Board] (to be approved at next meeting)