# Draft: JOHN HANCOCK CHARTER SCHOOL

## Board of Directors Meeting Minutes

Tuesday, August 25, 2026 — Regular Meeting (Electronic)

*DRAFT MINUTES — SUBJECT TO BOARD APPROVAL*

## I. Call to Order and Attendance

The meeting was called to order at 7:01 p.m. by Board Chair Kim Frank.

**Board members present:** Kim Frank (Chair), Jolene Romero, Allison Clinger, McKay, Wendy, Kyle, and Megan Johnson.

**Staff present:** Julie Adamic, Executive Director; Craig Frank, Business Administrator; David, Facilities Manager (joined for the facilities report).

**Visitors:** Mr. Dunlap and one additional visitor.

The Pledge of Allegiance was not conducted at this meeting.

## II. Consent Agenda

The board considered approval of the minutes from the June 30, 2026 meeting.

> **Motion:** Approve the June 30, 2026 meeting minutes as presented. **Moved:** Wendy **Seconded:** Jolene Romero
> **Vote:** Passed unanimously.

## III. Executive Report

The Executive Report was acknowledged and received; Ms. Adamic noted that its contents would be addressed in detail later in the meeting under Enrollment and Executive Report.

## IV. Public Comment

No comments were offered by the visitors present.

## V. Finance Committee Report

Presented by Craig Frank, Business Administrator, on behalf of Finance Committee Chair Wendy.

- Cash position as of July 31, 2026: Zions Bank checking, $1,565,388.01; Zions Bank savings, $246.38; Public Treasurers' Investment Fund (PTIF), $907,074.06 (the decrease reflects a $400,000 transfer to checking for Lake Mountain campus capitalization); Zions Bank nonprofit checking, $3,000.38.
- The FY2026 monthly allotment flow report was provided, showing state allotment inflows net of bond interest, debt service principal, and the required repair-and-replacement reserve, plus periodic revenue-fund transfers.
- July spending totaled approximately $1.9–$2.0 million, roughly $620,000–$650,000 above normal operating levels due to one-time capitalization costs for the new Lake Mountain campus (low-voltage/technology infrastructure, furniture, and kitchen equipment).
- In response to a board question, it was clarified that a $125,000 budget line reflects combined food and professional-development costs (staff meals during PD trainings throughout the year), not food alone; Ms. Adamic noted her own estimate of food-only cost was closer to $20,000.
- The annual audit with Squire & Company (entering its third year of engagement) has been rescheduled to two weeks from the following Monday; preparation is on track.

## VI. Building and Construction Report

Presented by Craig Frank and David, Facilities Manager.

- The Lake Mountain campus building is approximately 99.5% complete. A small punch list remains, primarily related to site drainage; a French drain may be needed near the bus and modular pads.
- The contractor, ETS, delivered the building 5–6 weeks ahead of the original schedule.
- The board recognized Jolene Romero for organizing the campus ribbon-cutting event.

## VII. Enrollment and Executive Report

Presented by Julie Adamic, Executive Director.

- Professional development: reviewed the beginning-of-year (August) training summary and the 2026–27 professional development plan, driven largely by School Community Council / School LAND Trust plans and the new statewide third-grade reading proficiency requirement.
- Early literacy: current third-grade reading proficiency stands at 31% at Eagle Mountain and 43% at Pleasant Grove. Identified weaknesses in integration of ideas and in extracting key ideas and details from informational text. An action plan with timelines and assigned owners is in place; the School Excellence Committee will review it in detail in September and welcomes board participation.

  **Motion:** Approve the list of staff LEA-specific licenses as presented. **Moved:** McKay **Seconded:** Wendy **Vote:** Passed unanimously.

- School-wide initiatives: reviewed the integrated plan tying together third-grade reading goals and School Community Council goals. The state has discontinued Digital Teaching and Learning (DTL) funding, so DTL goals are no longer part of the plan.

## VIII. Cardiac Emergency Response (CERT) Plan

The school is applying for a grant to fund AED units at the Lake Mountain and Pleasant Grove campuses (the existing Pleasant Grove unit is out of specification). The grant requires an approved Cardiac Emergency Response Team (CERT) plan for each campus, under which designated staff will be trained to use the AED and respond to a cardiac event.

> **Motion:** Approve the CERT plans for the Lake Mountain and Pleasant Grove campuses. **Moved:** Allison Clinger **Seconded:** Kyle **Vote:** Passed unanimously.

## IX. Policy Items

### Artificial Intelligence Policy (Revision)

Updated only for verbiage and state-mandated data-privacy language; no substantive change.

> **Motion:** Approve the revised Artificial Intelligence Policy. **Moved:** Wendy **Seconded:** McKay **Vote:** Passed unanimously.

### Balanced Instructional Technology Use Policy (First Reading)

Presented for first reading only; no board action was taken. The board discussed the tension between reduced state funding for technology and reduced funding for print materials, and the immediate (July 1) effective date of the underlying state requirement.

### Personal Student Device and Cell Phone Policy (Second Reading)

Under the policy, personal devices are collected at the start of the school day and returned at the end of the day; students are asked not to use phones while riding the bus.

> **Motion:** Approve the Personal Student Device and Cell Phone Policy on second reading. **Moved:** Kyle **Seconded:** Wendy **Vote:** Passed unanimously.

### Title IX Policy Against Sexual Harassment (Revision)

Revised to add state-required specifics regarding investigation notification and documentation; no substantive change to existing practice.

**Motion:** Approve the revised Title IX Policy Against Sexual Harassment. **Moved:** Kyle **Seconded:** Jolene Romero
**Vote:** Passed unanimously.

### School LAND Trust / School Community Council Policy (Annual Revision)

Codifies the school's existing School Community Council election process and membership requirements (including the minimum number of parent/grandparent members), which the state now requires the board to approve annually.

**Motion:** Approve the School LAND Trust Council policy revisions. **Moved:** Megan Johnson **Seconded:** McKay
**Vote:** Passed unanimously.

## X. Board Training

The annual Utah Open and Public Meetings Act training was assigned via Google Classroom, due within 30 days. Several board members reported not receiving the email notification; Ms. Adamic agreed to confirm access for those members.

## XI. Recess to Executive Session

**Motion:** Recess from public session and enter executive session at 7:34 p.m. **Moved:** Wendy **Seconded:** Kyle
**Vote:** Passed unanimously.

Visitor Mr. Dunlap was thanked for attending and excused prior to the executive session.

## Executive Session — 7:34 p.m.

## XII. Reconvened Public Session — 8:16 p.m.

The board completed the annual Utah Open and Public Meetings Act training together, reviewing: quorum and open-meeting requirements; anchor-location requirements and exceptions; electronic-meeting notice requirements; Utah Public Notice Website posting requirements (minimum 24-hour notice); required notice content; opportunities for public comment; minutes and recording requirements; and closed-session procedures, permissible purposes, and record retention.

During the discussion, it was noted that the Utah Public Notice Website — a separate, state-mandated posting requirement distinct from the school's own website — was not fully current. Ms. Adamic confirmed that minutes and recordings were up to date through at least March and agreed to verify and update the remaining months, including June.

Ms. Adamic agreed to distribute AI-generated draft minutes to board members following the meeting.

## XIII. Adjournment

**Motion:** Adjourn the meeting. **Moved:** Allison Clinger **Seconded:** McKay **Vote:** Passed unanimously.

The meeting adjourned at approximately 8:27 p.m.

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*Minutes prepared by Julie Adamic, Executive Director.*