Pinnacle Canyon Academy

# Board of Directors Meeting

Tuesday, August 25, 2026
5:30 p.m.

## AGENDA

**IN ATTENDANCE:** Mary Schulz (attending via Google Meet), Roberta Hardy, Jeri Atwood, Melissa Jeppson, Dorothy Vigil, Jody Manzanares, Ethan Migliori

**Welcome - Mary Schulz, Board President**
*Mary Schulz opened the meeting at 5:29 p.m. .*

**Approve minutes from 6/9/26 meeting**
*Jody motioned to approve minutes from 6/9/26, Kelly seconded. Minutes approved.*

**Financial Report (7/1/25 - 6/30/26)**
There is still income coming in July 2026 (about $300,000). We ended the year $384,110) and we have $400,000 in savings. Last year it was pretty benign. We did have to change insurance because it was an additional $120,000 more. Cash flow is $681,508.70.

We didn't get the TANF grant. Our TANF program is 100% DEI because it's about being kind. Most of the programs in Utah that applied did not receive the grant because the budget was cut. The prevention money ended in July but it's coming out again.

No grant funding for afterschool (we're using Title 1 and Trustlands). We don't have any funding for Britainy and the core staff in the Teen Center (we're using at risk money).

- We also need to replace 3 air conditioners in the elementary ($7,000 each).
- There's a part in the elevator that won't ever be made again so they are telling us we need to replace it; it's over $100,000. They are looking at options.

We'll be ok because we've planned ahead for it.

**Replacement of the Roof**

- We need to replace the roof of the secondary building. Bids are due Friday. Could be as much as $120,000.

**New Building report**

- We've been waiting for three months for the county to tell us if we need to bring the building up to code for earthquakes. Waiting to hear back from Ryan Monson. We have to have it in writing before we can move forward. The $300,000 from the charter school board had an end date so we will need to apply again.

**Principals Reports**

**ELEMENTARY** (Jeri): We've had a really good enrollment in the elementary. The year has started off great–the kids are happy, there's a good vibe in the elementary. The teachers and aides will do training this week and in a few weeks.

**SECONDARY** (Roberta): A good start to the year. Our new history teacher is doing well. The Catalyst Grant is going nuts. We'll enroll close to 40 students. There's quite a few going into the RTI program. Students in welding, automotive. There's no plumbing or HVAC yet. It's great that USUE doesn't start until August 31, that helps us get everything in place for students. The Catalyst Grant has students really excited. We can pay for some internships so one student is doing a barber internship with someone local. We are getting 5-10 kids with only 4-5 high school credits. Secondary enrollment is up also. Students weren't taking school seriously and would say they'd just do summer school or a packet, so we didn't have summer school this year and we have put them back into the classes they have to make up. As part of our school improvement plan, we've hired Amanda Powell to work with Carol Montoya and Dina Wise from SESC to increase students. We have a good plan. The atmosphere for the school this year so far is very positive. Our school report card should be out by the end of September.

**ACTION ITEMS from 6.9.26:**

- **Open and Public meeting training**
  https://training.auditor.utah.gov/courses/open-and-public-meetings-act-training-2026

  - Dorothy Vigil completed
  - Kelly Atwood completed
  - Melissa Jeppson completed
  - Mary Schulz completed
  - Jeri Atwood completed
  - Jody Manzanares completed

  Others need to email Melissa that they've completed it

- **Approval of final 2027 budget**
  - We have a $6 million budget each year. Roberta walked through the budget showing actual, revised and 2027 approved budget. More money in facilities because we'll need to replace the roof.
  - *Kelly made a motion to approve the 2027 budget, Dorothy seconded. All in agreement. Budget is approved.*

- **Part-time employee PTO policy from section 6.2.1 in The Pinnacle Code**

4. ~~Beginning with the 2024-2025 school year, part-time employees will receive up to 30 hours of PTO per year (excluding part-time therapists, mental health interns, and student employees, contracted employees). Any unused hours can be rolled over to the next school year. New part-time employees and any contracted employees (i.e., coaches) will receive their PTO hours on the first paycheck after their initial 90 days of employment.~~

   **REPLACE WITH** **PTO – Part-Time Hourly Employees (Board Approved August 2026)**
   Part-time hourly employees will accrue one (1) hour of PTO for every 35 hours worked, up to a maximum of 30 hours accrued per school year (July 1–June 30). New employees become eligible to accrue PTO after completing 90 days of employment. Once eligible, employees will continue to accrue PTO each school year based on hours worked. Unused PTO carries over from year to year with no carryover limit. Existing PTO balances will carry forward, and eligible current employees will begin accruing under this policy on July 1, 2026. No additional starting PTO balance will be provided.

   Kelly motioned to approve the PTO policy for part-time employees, Dorothy seconded. All in agreement. Motion passes.

- **Attendance Program policy**
  In the elementary, we added Specials in the morning to help bolster elementary attendance.

We believe it's helped with attendance. However, a lot of parents pull their kids out of school. We're down to 57% consistent attendance. That's a lot of money we're losing (we're paid ADM – average daily attendance). Roberta and Ashley started doing research. There's a company called Attendance Point (new company). We would pay $5/week to students who attend. The company finds vendors and then kids can use their "points" to purchase gift cards from these vendors. The kids can do streaks in the app by staying engaged–then you can earn extra points. The school doesn't pay the money. We would like to roll this out at the parent meeting. We've gone and picked up students to take to school. Roberta has called them every day. It's a constant battle and truthfully, it's a parental problem. We don't know what else we can do. We want to try this and would like to roll it out at the parent night. The App would be on their parents' phone. Full attendance is coming to school on time and staying for the full day. We hesitate to say that there will be exemptions. We'll have to look at those on a case by case business. This program is synced to SIS.

*Kelly motioned to approve the attendance program policy and Dorothy seconded. All in favor. Attendance program policy is approved.*

The meeting was closed at 6:13 p.m.

**Next board meeting:** Tuesday, November 17 @ 5:30 p.m.