

**JEFFERSON ACADEMY**  
**Board of Directors Annual Meeting**  
**Monday, June 8, 2015**



**Location:** 290 N. Flint Street  
Kaysville, UT 84037

**In Attendance:** Keith Facer, Alana Wilson, Shelley Young, Judy Nixon

**Others in Attendance:** Nicole Jones, Gavin Hutchinson, Steve Davis, Kara Finley, Taylor Leavitt

Jefferson Academy will offer an academically challenging and content-rich history-centered curriculum that incorporates the study of American citizenship and is based on the Core Knowledge Sequence. Jefferson Academy will provide an environment in which every student has the opportunity to gain a strong foundation of knowledge in world and American history, classic literature, science, math and fine arts. It is the desire and mission of this school to have every child be challenged, experience success and master basic skills, grow in academic ability and content knowledge, and develop an understanding and appreciation for our nation's heritage and founding principles.

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## MINUTES

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**7:11 PM – CALL TO ORDER by Keith Facer**

### CONSENT ITEMS

- **Board Meeting and Closed Session Minutes**

Alana Wilson made a motion to approve the April 13, 2015 Board Meeting and Closed Session Minutes; Judy Nixon seconded. Motion passed unanimously.

### PUBLIC COMMENT

- Taylor Leavitt introduced himself and his desire to join the Board of Directors. The Board discussed the vision of the school and the role of the Board. The Board asked about the willingness to make the commitment to serve and the use of policy governance.  
Taylor Leavitt left at 7:26 PM.

### CLOSED SESSION TO DISCUSS PERSONNEL

- Keith Facer made a motion to enter a Closed Session to discuss the character, professional competence, or physical or mental health of an individual; Shelley Young seconded. Motion passed unanimously, the votes were as follows:
  - Keith Facer – AYE
  - Alana Wilson – AYE
  - Shelley Young – AYE
  - Judy Nixon – AYE

Entered Closed Session at 7:29 PM.

Nicole Jones was absent from 7:44 PM to 8:06 PM.

- Keith Facer made a motion to adjourn the Closed Session; Judy Nixon seconded. Motion passed unanimously, the votes were as follows:
  - Keith Facer – AYE
  - Alana Wilson – AYE
  - Shelley Young – AYE
  - Judy Nixon – AYE

Adjourned Closed Session at 8:06 PM.

## **MONITORING**

- **Director Update**

Nicole Jones updated the Board on the state of the school, enrollment, testing data, and the results of satisfaction surveys.
- **Budget Update**

Shelley Young reviewed the budget and it is allocated well to finish out this year and strategize for next year. The funding for next year was discussed as well as estimated enrollment figures. The financial dashboard is available for Board Members to view for current fiscal numbers. The funding for the after school program will be self-sustaining based on student attendance fees.
- **Policy Governance**

Keith Facer reviewed the policy governance Ends, Executive Limitations, and Governance Processes. The assessments and timelines completed at the school this last year were discussed and how they will be completed next year to meet state guidelines.

## **VOTING ITEMS**

- **2014-2015 FY Budget**

Keith Facer made a motion to approve the final amended 2014-2015 FY Budget; Judy Nixon seconded. Motion passed with a majority vote, the votes were as follows:

  - Keith Facer – AYE
  - Alana Wilson – ABSENT
  - Shelley Young – AYE
  - Judy Nixon – AYE
- **2015-2016 FY Budget**

Keith Facer made a motion to approve the 2015-2016 FY Budget; Judy Nixon seconded. Motion passed unanimously. Motion passed with a majority vote, the votes were as follows:

  - Keith Facer – AYE
  - Alana Wilson – ABSENT
  - Shelley Young – AYE
  - Judy Nixon – AYE

- **Board Members and Elect Board Officers**  
Keith Facer made a motion to approve Taylor Leavitt as a Board Member for a full term effective immediately; Judy Nixon seconded. Motion passed unanimously. Keith Facer made a motion to approve the Board Members and Elect Board Officers as follows; Alana Wilson seconded. Motion passed unanimously.
  - Keith Facer – Chair
  - Alana Wilson – Vice Chair
  - Shelley Young – Financial Coordinator
  - Judy Nixon – Secretary
  - Taylor Leavitt – Member
- **Board Committees**  
Keith Facer made a motion to approve the committees as follows; Judy Nixon seconded. Motion passed unanimously.
  - Finance Committee
    - Shelley Young (Chair)
    - Alana Wilson
    - Nicole Jones
    - Gavin Hutchinson
  - Technology Committee
    - Keith Facer (Chair)
    - Nicole Jones
    - Trent Brown
- **Director and Employment Agreement**  
Keith Facer made a motion to approve Nicole Jones as the Director and the Director Employment Agreement for 2015-2016 as discussed; Judy Nixon seconded. Motion passed unanimously.
- **IT Services Agreement**  
The IT Services Agreement was tabled.

## DISCUSSION ITEMS

- **Open Meetings Act Training**  
The training was conducted and the Board discussed the purposes for holding closed session and making sure that all business is conducted in a public forum.
- **Action Items**  
The action items are current.
- **Calendaring**  
Electronic Board Meeting on June 30, 2015 at 10:00 AM.  
Board Retreat on August 29, 2015 at 8:00 AM.

## TRAINING

- **Governing Board Online Training #6**  
Shelley Young reviewed the training and how the school culture is currently engaged with the vision and mission statement.

**ADJOURN**

- Keith Facer made a motion to adjourn the Board Meeting; Shelley Young seconded.  
Motion passed unanimously.  
Board Meeting adjourned at 9:26 PM.

**JEFFERSON ACADEMY**  
**Board of Directors Closed Session**  
**Monday, June 8, 2015**



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## **MINUTES**

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### **7:29 PM – CALL TO ORDER by Keith Facer**

Closed Session to discuss the character, professional competence, or physical or mental health of an individual.

Nicole Jones was absent from 7:44 PM to 8:06 PM.

### **ADJOURN**

- Keith Facer made a motion to adjourn the Closed Session; Judy Nixon seconded. Motion passed unanimously, the votes were as follows:
  - Keith Facer – AYE
  - Alana Wilson – AYE
  - Shelley Young – AYE
  - Judy Nixon – AYE

Adjourned Closed Session at 8:06 PM.

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**AFFIDAVIT**

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**This Closed Session was held to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(l)(a).**

  
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Keith Facer, Chair

  
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Date