

**MOUNTAIN HEIGHTS ACADEMY  
BOARD OF TRUSTEES  
MEETING MINUTES**

9067 S. 1300 W. #204; West Jordan, UT 84088



**Monday, October 5, 2015**

**ATTENDANCE**

**Board Meeting called to order at 5:37 PM by Kelley Parkin.**

**In Attendance:** Jen Christensen, Kelley Parkin, Gwendolyn Smith, David Wiley, Bart Barker

**Others in Attendance:** DeLaina Tonks, Emily Anderson, Annie Swinton, Steve Davis, Gavin Hutchinson, Kara Finley

**CONSENT ITEMS**

**June 10, 2015 Board Meeting and Closed Session Minutes**

Bart Barker made a motion to approve the June 10, 2015 Board Meeting and Closed Session Minutes; Jen Christensen seconded. Motion passed unanimously.

**New Hires**

DeLaina Tonks reviewed the new individuals who have been hired for the 2015-2016 school year.

Gwendolyn Smith made a motion to approve the New Hires, including: Kathryn Abbot, Jenn Beecher, Megan Ellison, Kaisa Freeman, Lora Gibbons, Taren Going, Katie Hackett, Shanna Haws, Chelse Shaum, Tiffany Swenson, and Sandy Wall; David Wiley seconded. Motion passed unanimously.

**VOTING ITEMS**

**Human Sexuality Curriculum Materials Review Committee, Curriculum, and Presenter**

DeLaina Tonks discussed the process for reviewing materials, the committee members and makeup according to Board policy, and the committee's responsibilities.

Jen Christensen made a motion to approve the Human Sexuality Curriculum Materials Review Committee, Curriculum, and Presenter; Bart Barker seconded. Motion passed unanimously.

**Utah Consolidated Application (UCA) Plan and Budget**

DeLaina Tonks presented the proposed plan and budget for the UCA and the allocated funding to help with professional development, supplies, and salaries.

Gwendolyn Smith made a motion to approve the Utah Consolidated Application (UCA) Plan and Budget; David Wiley seconded. Motion passed unanimously.

**School Land Trust Committee**

The composition of the School Land Trust Committee and the makeup of parents was presented to the Board. The committee will determine how to spend the funds based off of the Utah School Land Trust program.

David Wiley made a motion to approve the School Land Trust Committee; Jen Christensen seconded. Motion passed unanimously.

**ETS IT Support Invoice**

The IT work completed the first month of school was invoiced and helped students learn to access the school programs and troubleshoot technical issues. Student computer issues tend to fade after the first few months.

Bart Barker made a motion to approve the ETS IT Support Invoice #3005; Gwendolyn Smith seconded. Motion passed unanimously.

### **Purchasing and Disbursement Policy**

Jen Christensen reviewed the changes to the policy, including the revised purchase limits.  
Gwendolyn Smith made a motion to approve the Purchasing and Disbursement Policy; Bart Barker seconded.  
Motion passed unanimously.

### **FERPA Policy, Civil Rights Policy, & Arrest Reporting Policy**

The Board reviewed the three proposed policies, including the changes that will bring the school into compliance with new and revised laws.  
Gwendolyn Smith made a motion to approve the FERPA Policy, the Civil Rights Policy, and the Arrest Reporting Policy; David Wiley seconded. Motion passed unanimously.

## **REPORTS**

### **Director Report**

DeLaina Tonks provided an update to the Board on the state of the school. Emily Anderson discussed the service activities that have been held for students, including the donations to the Ronald McDonald House.  
The partnership with Weber State is under review and the school would like to stay under the charter school protocol. The ATC partnerships that are being created were reviewed and will provide another benefit for students to gain meaningful career skills.  
The assigned school grade is a “C”, and the Board received data in correlation to other online schools. The school saw a huge increase in growth but the change was the requirement for all high school students to take the ACT. The schools opt-out rate of SAGE testing was 31%, which is double the rate of last year and had an effect on assessment scores. People cited philosophical differences and other factors for choosing to opt-out of the assessments. The school is looking over the data, finding trends, and will implement strategies to help students improve for next year.  
The October 1 Count is complete and enrollment looks great for this school year. There are already students waiting to enroll next semester. The curriculum is completed for ASL 3, Spanish 3, and the Math Lab provides extra support for students in need.  
Emily Anderson discussed the project-based Professional Learning Communities (PLC) that are being utilized and how they were revamped to fit the school needs to promote achievement and engagement. PLC’s include ACT preparation, ATC partnerships, Brainchases, and STEM projects.  
DeLaina Tonks thanked the Board for their outstanding contributions to the school and provided them with some of the recruitment materials being used this academic year.

## **PUBLIC COMMENT**

No public comments were made.

## **CALENDAR ITEMS**

Lagoon Night on Friday, October 23, 2015.  
Board Member schedules were reviewed and the Board will find a suitable date for the next Board Meeting to be held in November 2016.

## **CLOSED SESSION TO DISCUSS PERSONNEL**

Kelley Parkin made a motion to enter a Closed Session to discuss the character, professional competence, or physical or mental health of an individual; Gwendolyn Smith seconded. Motion passed unanimously, the votes were as follows:  
Jen Christensen – AYE  
Kelley Parkin – AYE  
David Wiley – AYE  
Gwendolyn Smith – AYE  
Bart Barker – AYE

Entered Closed Session at 6:44 PM.

Annie Swinton left at 6:44 PM.

Gavin Hutchinson was absent from 6:44 PM to 6:56 PM.

DeLaina Tonks, Emily Anderson, and Steve Davis and were absent from 6:44 PM to 7:03 PM.

David Wiley made a motion to adjourn the Closed Session; Gwendolyn Smith seconded. Motion passed unanimously, the votes were as follows:

Jen Christensen – AYE

Kelley Parkin – AYE

David Wiley – AYE

Gwendolyn Smith – AYE

Bart Barker – AYE

Adjourned Closed Session at 7:03 PM.

#### VOTING ITEMS

##### **Board Composition, Terms, and Elected Officers**

The Board expressed their gratitude to Jen Christensen for her outstanding service on the Board of Directors.

Gwendolyn Smith made a motion to ratify the immediate resignation of Jen Christensen based on fulfilling her term on the Board of Directors; David Wiley seconded. Motion passed unanimously.

Bart Barker made a motion to add Gavin Hutchinson effective immediately to the MHA Governing Board of Directors; David Wiley seconded. Motion passed unanimously.

Bart Barker made a motion to approve the following elected officers and committee members; Gavin Hutchinson seconded. Motion passed unanimously.

Elected Officers:

Chair – Kelley Parkin

Vice Chair – David Wiley

Financial Coordinator – Bart Barker

Board Members – Gwendolyn Smith & Gavin Hutchinson

Elected Committees:

Academic Excellence Committee – Gwendolyn Smith & David Wiley

Governance Committee – Kelley Parkin & Gavin Hutchinson

Curriculum Committee – Kelley Parkin & David Wiley

Finance Committee – Bart Barker

The Governance Committee will meet with a potential non-voting Board Member.

#### ADJOURN

Bart Barker made a motion to adjourn the Board Meeting; Gavin Hutchinson seconded. Motion passed unanimously.

Board Meeting adjourned at 7:13 PM.

**MOUNTAIN HEIGHTS ACADEMY  
BOARD OF TRUSTEES  
CLOSED SESSION**

9067 S. 1300 W. #303; West Jordan, UT 84088

**Monday, October 5, 2015**

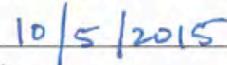


**AFFIDAVIT**

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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(I)(a).**

  
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Jen Christensen, Chair

  
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Date