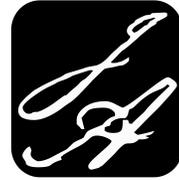


**JEFFERSON ACADEMY**  
**Board of Directors Annual Meeting**  
**Saturday, June 4, 2016**



**JEFFERSON**  
**ACADEMY**

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

**In Attendance:** Keith Facer, Shelley Young, Alana Wilson, Judy Nixon, Taylor Leavitt  
**Others in Attendance:** Nicole Jones, Trent Brown, Kara Finley, Britin Van Brocklin

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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**9:13 AM – CALL TO ORDER by Keith Facer**

### **CONSENT ITEMS**

- Keith Facer made a motion to approve the consent items including the April 18, 2016 Board Meeting and Closed Session Minutes, the Director to serve as the Budget Officer, the Chair and Financial Coordinator to serve as the Audit Committee, and the State Charter Amendment Approval; Shelley Young seconded. Motion passed unanimously.

### **PUBLIC COMMENT**

- No public comments were made.

### **MONITORING**

- **Budget Update**  
Britin Van Brocklin reviewed the final amended budget for 2015-2016 and the expected anticipated changes through the last of the month. The restricted budgets were reviewed including the fund balances and the debt coverage ratio. The 2016-2017 budget was presented based on projected enrollment and the expected salary amounts and building updates. The budget for next year does include increases for technology and curriculum, which will help bolster the program.

## VOTING ITEMS

- **Summer Purchasing Plan**

Nicole Jones presented the summer purchasing plan, which included special education audio enhancement systems, copy machines, kitchen needs, programs and curriculum mapping, cabinetry and remodeling, curriculum, furniture and tables, and licenses.

Keith Facer made a motion to approve the Summer Purchasing Plan up to \$120,000; Alana Wilson seconded. Motion passed unanimously.
- **Annual Contract Renewals**

The contract renewals and rate sheets were examined, including mentoring services, occupational therapy services, speech and language services, and cleaning services. Keith Facer made a motion to approve the Annual Contract Renewals and Rate Sheets; Alana Wilson seconded. Motion passed unanimously.
- **Block Seal**

Trent Brown talked about building upkeep and making sure the block is sealed for preventative maintenance. Additional inquiries will be made about doing portions of the building and other options to seal the block.
- **Audit Engagement Letters**

Keith Facer made a motion to approve the Eide Bailly Audit Engagement Letters; Judy Nixon seconded. Motion passed unanimously.
- **A-Plus Professional Employer Agreement**

The services A-Plus provides were reviewed along with their customer services. Keith Facer made a motion to approve the A-Plus Professional Employer Agreement; Alana Wilson seconded. Motion passed unanimously.
- **Bylaws**

The changes to the bylaws were discussed including removing terms and the timelines for the annual meeting month.

Taylor Leavitt made a motion to approve the Third Amended and Restated Bylaws; Alana Wilson seconded. Motion passed unanimously.
- **2015-2016 Amended Fiscal Budget and the 2016-2017 Fiscal Budget**

Keith Facer made a motion to approve the 2015-2016 Amended Fiscal Budget and the 2016-2017 Fiscal Budget; Judy Nixon seconded. Motion passed unanimously.
- **2016-2017 Director Employment Agreement**

Keith Facer made a motion to approve the 2016-2017 Director Employment Agreement; Taylor Leavitt seconded. Motion passed unanimously.
- **Board Members and Elected Officers**

The current officers were discussed and there are no term renewals.

Keith Facer made a motion to approve the currently elected Board Members and Officers; Shelley Young seconded. Motion passed unanimously.

## POLICY GOVERNANCE

- The purpose for policy governance was discussed and the following policies were considered: Ends 1.1 Academic Accomplishment, Ends 1.5 Appreciation for Learning, Executive Limitations Global, Executive Limitations 2.3 Financial Planning/Budgeting,

Executive Limitations 2.9 Ends Focus of Grants or Contracts, and Governance Process 4.1 Governing Style. The measurement standards and minimum skills under Ends 1.5 were reviewed and the Board will consider revising the policy. Succession planning and support staff to assist with administrative needs was considered.

## **TRAINING**

- **Open Meetings Act Training**

The Board reviewed the Open Meetings Act, the need to conduct business in public, the reasons why a Board can enter into a Closed Session, and providing transparency to the public.

## **STRATEGIC PLANNING**

- **Director Vision & Enrollment Planning and 2015-2016 Strategic Plan Review**

Nicole Jones updated the Board on the state of the school including the number of volunteer hours that were donated for 2015-2016, the current enrollment for 2016-2017, the professional development that was provided last year and the efforts to improve classroom consistency, and the results of the end of year satisfaction surveys. The school goals for 2016-2017 are to focus on data driven instruction, helping support staff, and character development. The enrollment goals to meet the building size and budget needs were evaluated for the future.

- **2016-2017 Strategic Plan**

The Strategic Plan will be updated with the new school goals and voted on at the next Board Meeting. The SCOT Analysis was evaluated to see if there are any changes. The PTO events and volunteering for next year was considered in relation to building the school culture. The ability to track longitudinal data from kids that went to elementary at Jefferson Academy was assessed.

## **DISCUSSION ITEMS**

- **Action Items**

Action items were reviewed and new assignments were discussed.

- **Calendaring**

Background Checks August 8, 2016 at 6:30 PM.

Board Meeting August 8, 2016 at 7:00 PM.

## **ADJOURN**

- Keith Facer made a motion to adjourn the Board Meeting; Taylor Leavitt seconded.

Motion passed unanimously.

Board Meeting adjourned at 11:50 AM.