



CHANNING HALL

Board Meeting Minutes June 26, 2012

A regular meeting of the Channing Hall School Board was held Tuesday, June 26, 2012 at 5:30 pm, located 13515 South 150 East, Draper, UT. 84020

Present: Michelle Crowley, Debra Didier, Karl Vizmeg, Rachal Milford, Eunie Piper, Matt Haines, Stephanie Froman

Excused:

Public Present: Heather Shepherd, Heather Evans, Amy Reading,

Michelle Crowley opened the meeting and asked if there are any objections to the agenda. With no objections the agenda is approved.

Michelle asked for any objections to approve the minutes from May's Board Meeting. With no objections the May's minutes are approved.

PUBLIC COMMENT– None

Administrator's Report - Heather Shepherd reported on the following:

- **Enrollment:** All spaces, other than 7 kindergarten (1/2 day) spaces which are being offered this week, are filled. There are 250 students on the kindergarten wait list and many siblings still on the list.
- **IB MYP Visit:** Was May 14th and 15th., handled by Lindsay Allen and Gichin. The visit went very well. Lindsay Allen will be the MYP Coordinator for 2012-13.
- **Hiring:** We are currently hiring a
 - Music Teacher
 - TA for 3rd Grade
- **Calendar 2012-13:** Final Approval. Due to state ruling of 180 day professional development waiver, the new calendar indicates the last day as Thursday, June 6th.

Direct Writing Assessment (DWA): This test was taken by 5th and 8th graders in March. Once again our students were extremely successful with 49% scoring the highest possible in 5th grade and 100% of middle school student passing. Utah Writes has been an extremely helpful program to develop writing skills.

Parent Survey: Sent out April 17th and currently 83% of families have responded. The board discussed how to handle families who haven't yet responded and decided they need to be followed up with.

Working On: Employee, Family, and Safety Handbooks. Will need approval at August Board Meeting.

- The field is being smoothed by adding dirt and sod and seed.
- Heather talked about an activity the Jennifer Horton's class was able to participate in with a graphic designer. They designed and made an actual backpack she sowed the board.
- Ownership for the annual giving campaign and alumni was given to the executive committee to structure the discussion as to how to include alumni.

***Motion:** Michelle entertains a motion to approve the final calendar for the 2012-2013 school year. Debra makes **motion to approve the final calendar for the 2012-13 school year.** Rachal seconds the motion. The vote is unanimous and it passes.

Finance Committee Report- Debra Didier asks if everyone has had a chance to look at the budget.

***Motion:** Michelle entertains a motion to approve the 2012-2013 Annual Budget. Rachal makes a motion to approve the fiscal year 2013 budget. Karl seconds the motion. No discussion. The vote passes unanimously.

Policy Committee Report- Rachal Milford discusses the charter for the Public Relations Committee. This had been heavily discussed in prior board meetings.

-Committee Deliverables: a full audit of Governance Policies to ensure all policies are still applicable and relevant. A schedule for reviewing policy monthly and monitoring and evaluating adherence to policy.

-In Process: Annual review of Channing Hall Governance Policies

-Completed: Finalized Public Relations Committee Charter

***Motions:** Michelle entertains a motion to approve the new public relations committee charter. Matt makes a motion to approve the official charter for the Channing Hall Public Relations Committee. Eunie seconds the motion. Board discusses changing the wording of public relations to public affairs. The vote passes unanimously.

*Michelle entertains a motion to add the addition of a Public Relations committee. Matt makes a motion to approve changes to GC-05, adding the addition of a public relations committee. Debra seconds the motion. The vote passes unanimously.

Annual Report- Matt Haines

-Presented the board photo

-Made a rendering of a digital sign for in front of the school. The board discusses the sign and logistics of it. Selling advertising and alumni bricks was suggested as a way to pay for it.

-Matt reviews the layout of the annual report. Board discusses presentation, spacing, and content. After discussion, changes are going to be made. Motion is postponed until

Wednesday, August 15th at 5:00pm in a conference call. The reports will go to mail on the 24th of August.

***Motion:**Rachal moves to go into closed session to discuss staff reviews. Eunie seconds. Verbal vote in unanimous.

*** CLOSED SESSION ***

The Board discusses the head of school's review.

*** REGULAR SESSION ***

***Motion:** Eunie makes a motion to move out of closed session. Karl seconds. A verbal vote was taken and it was unanimous.

Executive Committee Report- Michelle leads discussion about teacher and staff surveys as well as Heather's annual review.

***Motion:** Michelle entertains a motion to meet with Heather and discuss her annual performance review and offer her a raise. Eunie makes a motion to give executive committee authority to meet with Heather to discuss her annual performance review and give them the authority to approve a merit increase. Karl seconds. A unanimous vote in the affirmative was taken.

Open Forum:

Michelle entertains a motion to adjourn the meeting. With no objections the meeting is adjourned at 8:15

Future Board Meetings Schedule: 2nd Tuesday of each month

August 28th, 6:30

September 11, 6:30

October 9, 6:30

A conference call meeting of the Channing Hall Board of Trustees was held on August 15, 2012.

Attendees: Rachal Milford, Karl Vizmeg, Matt Haines, Debra Didier, Eunie Piper, Stephanie Frohman.

Matt Haines moves we approve the Channing Hall annual report including design, layout, all main content and any consequential minor edits that may need to be made.

Karl seconds.

Lengthy discussion on edits.

Motion passes unanimously.