

# JEFFERSON ACADEMY BOARD MEETING MINUTES



Thursday, September 13, 2012

Place: 1425 S. Angel  
Kaysville, UT 84037

**In Attendance:** Keith Facer, Neal Harris, Joshua Spilker, Kristi Carlston, Kris Beelek

**Excused:** Shelley Young

**Others in Attendance:** Jane Muna (Director), Nicole Jones (Curriculum Director), Jason Finch (Assistant Director), Trent Brown (AW), Kara Finley (AW), Steve Davis, members of the public

## MISSION

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.

## MINUTES

**7:10 PM – CALLED TO ORDER by Keith Facer**

### **CONSENT ITEMS**

❖ **August 9, 2012 Board Meeting Minutes**

Keith Facer made a motion to approve the August 9, 2012 Board Meeting Minutes; Joshua Spilker seconded the motion. Motion passed unanimously.

❖ **August 20, 2012 Board Meeting & Closed Session Minutes**

Keith Facer made a motion to approve the August 20, 2012 Board Meeting & Closed Session Minutes; Neal Harris seconded the motion. Motion passed unanimously.

❖ **New Hires & Employment Agreements**

Joshua Spilker made a motion to ratify the New Hires & Employment Agreements, including: Denaee Hoog, Tammy Kidner, Jed Frazier, Katie Gabbitas, Aubri Johnson, Jason Langlois, Ramsey Sprague, Jill Speth, Kellie Johnson, Amanda Hart, Kimberlyn Romney, Carlotta Woods, Janet Brown, and Carrie Winter; Kristi Carlston seconded the motion. Motion passed unanimously.

❖ **One Year First Digital Contract for Phone and Internet Connections**

Keith Facer provided information on the RFP process for phone and internet connections and the bids that were received. Neal Harris made a motion to table the First Digital Contract to the end of the Board Meeting; Kristi Carlston seconded the motion. Motion passed unanimously.

### **MONITORING**

❖ **Board Governance Monitoring**

Keith made motion to have Kris Beelek gather documents for the GRAMA request; no second on the motion was received. Kris Beelek stated that there is a conflict of interest for her to gather the documents. The motion failed.

Keith Facer discussed the GRAMA request and the conflict of interest with Kris Beelek on the Board. Neal Harris volunteered to collect the information desired and will process the

GRAMA request.

**PUBLIC COMMENT (Comments will be limited to three minutes each)**

- ❖ The following individuals made a public comment:
  - Bob Beelek
  - Allen Kidner

**MONITORING**

❖ **Budget Update**

Joshua Spilker discussed the annual audit that is currently in progress and will be completed in October. The school is at full enrollment and the funding amount will be adjusted in the fall. The school is financially going in the right direction. Student enrollment and class sizes were discussed and are following the charter.

❖ **PTO Update**

Shelley Wadsworth is excited about the PTO and the presidency structure has changed. The carnival was well-attended and brought in \$8,253. Volunteer hours are being tracked easier and the machine is printing labels for volunteers at the school. The PTO's focus this year is on the library and they will work on getting reading programs in place to improve the library.

❖ **School Lunch Committee Update**

Kristi Carlston updated the Board that the school is approved for free and reduced lunch. She thanked the Kidner's for their hard work getting the program running. Kristi also recommended that a milk cooler is purchased for the kitchen shortly and that additional staff are hired. The state is returning in October for another visit.

❖ **Technology Committee Update**

Neal Harris reviewed the technology meeting that was held, which discussed computers, applications, and connectivity. The next technology meeting the committee will visit another charter school that is using cloud-based technology innovatively. The long-range plan is being evaluated.

❖ **Testing Committee Update**

The testing committee met and Nicole Jones reviewed the NWEA Testing Plan and how they are going to get teachers comfortable with looking at data through professional development trainings. The teachers will measure adequate yearly growth and are setting high goals for student achievement. The state is trying to make the NWEA comparable to the CRT's and the school compared the 2011-2012 scores to Davis District's scores.

❖ **Interim Director Monitoring**

Jane Muna discussed the hard-working collaborating teachers and the direction the school is moving in. Dr. Muna was astounded by the support and work provided by the PTO to put on the Fall Carnival. Enrollment is full, some teachers are working hard to become highly qualified and the school currently has 82% of the teachers highly qualified with the goal of it being 90% by January 2013. The Teacher Compensation Committee met and is instituting the extra-duty, extra-pay philosophy where teachers are taking ownership of school programs. A school-wide reading strategy will be implemented in October. Tetherball, hopscotch, and ground clocks will be added outdoors to enrich the outdoor programs, including intramurals. A K-9 Constitution Contest is taking place and students are excited to be able to enter and win. The Testing Committee is evaluating test scores and will work with teachers to improve student comprehension and evaluation.

❖ **Board Governance Monitoring**

Keith Facer reviewed Ends 1.1. Academic Accomplishment and Ends 1.5. Appreciation for Learning. The school went before the State Charter School Board (SCSB) and presented the name change from Oquirrh Mountain Charter School to Jefferson Academy. The SCSB accepted the amendment and it will be presented to the State Board of Education in

November. Academic Accomplishment is about academic mastery so students achieve complete proficiency. Appreciation for Learning is to help students appreciate learning and gain confidence.

#### **VOTING ITEMS**

❖ **Create Performance Pay Committee**

Keith Facer discussed the need for a Performance Pay Committee and teachers are excited to see this be implemented. Nicole Jones has received feedback from the teachers and they are happy to know it is being worked on and that they'll be able to plan on future compensation. Kris Beelek recommended adding a Junior High teacher to the Committee. The committee will meet again in two weeks.

Neal Harris made a motion to create a Performance Pay Committee composed of Keith Facer, Kristi Carlston, Jane Muna, Kim Dohrer, Steve Davis, Tammy Goble, Deborah Ramsey, Emily Bell, and perhaps an additional Junior High teachers and others as needed; Keith Facer seconded the motion. Motion passed unanimously.

❖ **Aspen Hill Invoice**

The Board discussed the time frame of the invoice and its comparison to other vendors. Neal Harris made a motion to approve the Aspen Hill invoice for \$3,862.50; Joshua Spilker seconded the motion. Motion passed unanimously.

❖ **Interim Director Extension**

Dr. Muna is available to stay longer at Jefferson Academy to continue implementing the changes from the start of school. The Board would like to keep consistency with the Director longer based on the great growth that has occurred since Dr. Muna started and it was recommended that Dr. Muna stay longer. Nicole Jones discussed the school communities response to Dr. Muna and expressed her interest in having Muna stay longer to make a bigger impact.

Keith Facer made a motion to extend Jane Muna as Interim Director until December 31, 2012 and contract terms will be negotiated similar to already agreed upon; Joshua Spilker seconded the motion. Motion passed unanimously.

#### **VOTING ITEMS**

❖ The Board discussed the First Digital services that are being provided and the need for the technology committee to meet again before approving the contract.

Keith Facer made a motion to table the First Digital Contract for a later Board Meeting; Kristi Carlston seconded the motion. Motion passed unanimously.

#### **DISCUSSION ITEMS**

❖ **Open Meeting Act Training**

Kara Finley reminded the Board to complete the Utah Open Meetings Act Training.

❖ **Board Wiser Training #5**

Kris Beelek discussed the Brian Carpenter training on how Board's get bogged down in minutia instead of working on high-performing practices. Kris emphasized that the Board should focus on the charter and its effectiveness goals.

❖ **Calendaring**

The next Board Meeting will be on October 25, 2012 at 7:00 PM.

#### **CLOSED SESSION**

❖ Bob Beelek requested the minutes reflect that he stated there was no pending litigation or threat of litigation and no need for a Closed Session and asked to be present during the Closed Session.

Keith Facer made a motion to enter a Closed Session to discuss pending or reasonably

imminent litigation; Joshua Spilker seconded the motion. Motion passed unanimously. The votes were as follows:

- Keith Facer – AYE
- Neal Harris – AYE
- Joshua Spilker – AYE
- Kristi Carlston – AYE
- Kris Beelek – AYE

Entered Closed Session at 8:41 PM.

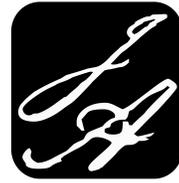
#### **ADJOURN**

❖ Keith Facer made a motion to adjourn the Board Meeting and Closed Session; Joshua Spilker seconded the motion. Motion passed unanimously. The votes were as follows:

- Keith Facer – AYE
- Neal Harris – AYE
- Joshua Spilker – AYE
- Kristi Carlston – AYE
- Kris Beelek – AYE

Adjourned Board Meeting and Closed Session at 9:03 PM.

# JEFFERSON ACADEMY CLOSED SESSION MINUTES



JEFFERSON  
ACADEMY

Thursday, September 13, 2012

Place: 1425 S. Angel  
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**Excused:** Shelley Young

**Others in Attendance:** Trent Brown (AW), Kara Finley (AW)

## MISSION

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## MINUTES

### **8:41 PM – CALLED TO ORDER by Keith Facer**

Closed Session to Discuss Pending or Reasonable Imminent Litigation.

### **ADJOURN**

- ❖ Keith Facer made a motion to adjourn the Board Meeting and Closed Session; Joshua Spilker seconded the motion. Motion passed unanimously. The votes were as follows:
  - Keith Facer – AYE
  - Neal Harris – AYE
  - Joshua Spilker – AYE
  - Kristi Carlston – AYE
  - Kris Beelek – AYE

Adjourned Board Meeting and Closed Session at 9:03 PM.