



CHANNING HALL

Board Meeting Minutes November 13, 2012

A regular meeting of the Channing Hall School Board was held Tuesday, November 13, 2012 at 6:30 pm, located 13515 South 150 East, Draper, UT. 84020

Present: Michelle Crowley, Debra Didier, Karl Vizmeg, Rachal Milford, Eunie Piper, Matt Haines (6:35), Stephanie Frohman

Public Present: Heather Shepherd, Amy Reading, Tasha Lowery

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 October's Board Meeting. With no objections the minutes are approved.

PUBLIC COMMENT– None

ADMINISTRATOR'S REPORT: Heather Shepherd reported on the following:

- Middle School Survey Results** - concern over MS enrollment drop. The survey indicates that with 70% response rate and 5 students leaving through all 3 grades, not enough to worry about. Discussion about the need for a backup plan. Tabled until February
- Annual Giving:** Largest amount in donations to date: \$67,399 - Heather said all donors have been sent thank yous and tax letters. Hooray for Eunie and her creative work at the festival! Animals were great draw. \$8300 made at the auction. Annette Barney has done great work on the records and letters.
- UCA (Utah Consolidated Report):** It is an application based on our goals and budgets. When approved we get our funds. Heather presented several documents on programs and progress in the school: Accelerated Learning/Gifted and Talented; Action Step; Needs Assessments; Plan Items; State Substance Abuse
- Support Funds:** \$10,000 was donated and it will be used for Enrichment Development (\$5,000); and Going the Extra Kilometer (\$5,000) - programs teachers can use to build on curriculum in the classroom.
- Northwestern Accreditations:** New accountability called AdvancED, a performance based model that employs diagnostic tools to gather a variety of information. We must use their surveys for staff, parent, and student feedback - Strategic Planning will look at their surveys and see if we need to add anything for our own purposes.
- Testing:** CRT scores were presented. Heather discussed teacher retention options. The IB philosophy doesn't fit perfectly with the memorization required in the common core. The focus is on developing learning abilities, not memorization required for the state testing.

***MOTION:** Michelle entertains a motion to approve the 2012 Utah Consolidated Application. Rachal makes a motion. Eunie seconds the motion. The vote is unanimous and it passes.

***MOTION:** Michelle entertains a motion to approve the Title 1 accountability information. Stephanie moves to approve the Title 1 accountability information. Rachal seconds. The motion passes unanimously.

POLICY COMMITTEE REPORT: Rachal Milford presented:

- Reviewed GC-11 'board member leave of absence' policy to pursue the board's annual review of Governance Policies. Currently a leave of absence is allowed for 180 days. Rachal brings up the discussion that we shorten that to 90 days. Michelle suggests the board take it case by case and don't put a time frame on it. A vote will be taken in the next board meeting on new guidelines with less time for leave of absence.
- Presented the Public Comment Explanation Statement that was distributed in October's board meeting. She proposes it be given to public visitors to meetings advising of comment

opportunities. It will be placed in the family handbook and on the website near the agenda posting.

***MOTION:** Michelle entertains a motion to approve the Public Comment Explanation Statement. Matt makes a motion to approve the Public Comment Explanation Statement. Stephanie seconds the motion. The vote is unanimous and it passes.

PUBLIC RELATIONS COMMITTEE REPORT: Karl Vizmeg presented:

- Harvest Festival Report - given by Heather
- Howl Reformat - Demonstration by Matt - Constant Contact is a mass email program will be used. Very pretty! We have an account and can have images and 5000 emails. Email the articles to Heather and copy Jacki. We will add a sports spot for scores and updates.
- Pending Articles: Ms. Kern Draper Journal Article; Survey Says Article - Needs approval; Veteran's Day; I am thankful for; Board Volunteers; Ideas to be vetted
- Facebook - the committee would like to pursue a Facebook page
- PR Calendar continues to be updated. Karl would like board committees to contribute reports.
- Internet Ratings - go on and rate the school
- Board Volunteers - make sure and update your hours
- Charter School Legislative Topics: Deena will look into issues, do we need to pursue more?

***MOTION:** Michelle entertains a motion to approve the PR articles. Stephanie moves to approve the Rebecca Kern article and the Survey Says article. Eunie seconds the motion. It passes unanimously.

STRATEGIC PLANNING COMMITTEE REPORT: Stephanie Froman presented:

- Updates for the Guiding Principles and asks for board feedback. There are four main changes to simplify and speak to the school's areas of focus.
- Results Policy proposal and seeking board feedback. She proposed adding two new results: Maintaining IB Authorization for both MYP and PYP; An End of Program project/assessment for both PYP and MYP students which includes reflection and presentations. The board gives consent for the committee to pursue this line of thought.

***MOTION:** Michelle entertains a motion to approve the Revised Guiding Principles. Debra makes a motion to approve the revised Guiding Principles. Karl seconds the motion. The motion passes unanimously.

FINANCE COMMITTEE REPORT: Debra Didier did not have any new information to present on spending on enrichment vs RTI. Ralph indicated that we don't have extra money, but do have several teachers dedicated to extra subjects - music, art, technology, library. The board will revisit this again in January and would like to continue to pursue this. By the end of the year Ralph will give Heather job descriptions to start a succession plan for his position.

EXECUTIVE COMMITTEE REPORT: Michelle Crowley presented:

- Kindergarten CHERP situation. Rachal and Michelle met with Ralph and Sanford. 12 people on average are paying a month. It doesn't seem practical to cut it and loose that money. Subsequent years need to be evaluated. We could create a different entity to run the CHERP program. Michelle will revise the letters that have been drafted to enter a plea to parents to donate to the program. The board will draft a letter, approve it in a phone conference, then send it out immediately.
- UCN verses UAPCS - the board discusses renewing with these organizations. UAPCS seems much more organized and involved. Is it possible to make a donation of an amount we are comfortable with as a board instead of the \$5000 requested. Many of the benefits to UCN are for new schools, something that isn't a benefit for us. Michelle requests that board members look at the websites and come in January prepared to make a decision about where we will support. Karl requested more information on the details of the organizations. Michelle and Rachal will gather more info by calling the directors.

OPEN FORUM: The board decides to do a potluck Christmas social on the 11th at 6:00 at Crowley's and not hold a board mtg. The staff Holiday social will be held on Friday the 14th.

Michelle entertains a motion to adjourn the meeting. Eunie seconds. With no objections the meeting is adjourned at 8:45

Future Board Meetings Schedule: 2nd Tuesday of each month
January 8th