

**JEFFERSON ACADEMY**  
**Board Retreat Minutes**



Saturday, December 15, 2012  
Place: 1492 Shepard Lane  
Farmington, UT 84025

**In Attendance:** Keith Facer, Neal Harris, Shelley Young, Kristi Carlston, Kris Beelek, Joshua Spilker  
**Others in Attendance:** Jane Muna (Director), Kim Dohrer (AW), Steve Davis (AW), Kara Finley (AW),  
Gavin Hutchinson (AW)

**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**

**8:19 AM – CALL TO ORDER by Keith Facer**

**CLOSED SESSION TO DISCUSS PERSONNEL**

- ❖ Keith Facer made a motion to enter a Closed Session to discuss the character, professional competence, or physical or mental health of an individual; Kristi Carlston seconded the motion. Motion passed unanimously. The votes were as follows:

Keith Facer – AYE  
Neal Harris – AYE  
Shelley Young – AYE  
Kristi Carlston – AYE  
Kris Beelek – AYE

Entered Closed Session at 8:20 AM.

Joshua Spilker arrived at 9:03 AM.

Gavin Hutchinson arrived at 10:20 AM.

- ❖ Keith Facer made a motion to adjourn the Closed Session and enter the Board Retreat; Neal Harris seconded the motion. Motion passed unanimously. The votes were as follows:

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

Adjourned Closed Session and entered Board Retreat at 10:54 AM.

## **DISCUSSION ITEMS**

### **❖ Director Summary**

Jane Muna reported on discipline and the procedures that are followed in the classrooms. She described that the interventions being used have helped with discipline at the school. She provided an overview of her experience at the school and the steps that she implemented upon starting. The discussion included job descriptions, expectations, the outstanding staff, and facilities. Dr. Muna thanked the Board for the opportunity to work at the school and recognized the amazing students and staff at Jefferson Academy.

The Board of Directors thanked Dr. Muna for her service to the school.

## **ADJOURN**

❖ Keith Facer made a motion to adjourn the Board Retreat; Neal Harris seconded the motion. Motion passed unanimously.

Board Retreat adjourned at 11:11 AM.

# JEFFERSON ACADEMY

## Closed Session Minutes



Saturday, December 15, 2012  
Place: 1492 Shepard Lane  
Farmington, UT 84025

**In Attendance:** Keith Facer, Neal Harris, Shelley Young, Kristi Carlston, Kris Beelek, Joshua Spilker  
**Others in Attendance:** Jane Muna (Director), Kim Dohrer (AW), Steve Davis (AW), Kara Finley (AW),  
Gavin Hutchinson (AW)

### MISSION

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### MINUTES

#### **8:20 AM – CALL TO ORDER by Keith Facer**

Closed Session to discuss the character, professional competence, or physical or mental health of an individual.

Joshua Spilker arrived at 9:03 AM.

Gavin Hutchinson arrived at 10:20 AM.

#### **ADJOURN**

- ❖ Keith Facer made a motion to adjourn the Closed Session and enter the Board Retreat; Neal Harris seconded the motion. Motion passed unanimously. The votes were as follows:

Keith Facer – AYE

Neal Harris – AYE

Shelley Young – AYE

Kristi Carlston – AYE

Kris Beelek – AYE

Joshua Spilker – AYE

Adjourned Closed Session at 10:54 AM.

# JEFFERSON ACADEMY

## Board Meeting Minutes



JEFFERSON  
ACADEMY

Saturday, December 15, 2012

Place: 1425 S. Angel

Kaysville, UT 84037

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

**Others in Attendance:** Jane Muna (Director), Kim Dohrer (AW), Steve Davis (AW), Kara Finley (AW), Gavin Hutchinson (AW), Shelley Wadsworth (PTO), members of the public

### MISSION

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### MINUTES

**11:38 AM – CALL TO ORDER by Keith Facer**

#### **PRESENTATION & REPORTING ITEMS**

- ❖ The Board thanked the Orchestra for the holiday music provided and applauded their hard work.
- ❖ Shelley Wadsworth provided the PTO Report. Shelley discussed the need for a school marquee and additional library resources. The PTO would like to paint the library, add additional shelves, and reconfigure the layout of materials available in the library. Additional volunteer hours are needed to be able to process materials and the vision is to keep the library open longer hours. The PTO has earmarked \$4,200 for the project. The PTO is also working on communicating with families through social media. Another way to reach families is a marquee and the PTO has been receiving bids on it. The marquee wouldn't be electrical but the school would have to build a stand and complete the concrete work. New programs include a PTO help board where parents can get parents to help volunteer at home as well as additional ways to volunteer hours. Fundraisers are being done to support the Road Home Shelter as well as through various other sources.  
Neal Harris arrived at 11:47 AM.

#### **CONSENT ITEMS**

- ❖ **November 2, 2012 Board Meeting Minutes**  
Neal Harris made a motion to approve the November 2, 2012 Board Meeting Minutes; Kris Beelek seconded the motion. Motion passed unanimously.
- ❖ **New Hires**  
Neal Harris made a motion to approve the following new hires: Ramsey Sprague, Launa Billings, Diana Kearney, and Shawneen Coffin; Keith Facer seconded the motion. Motion passed unanimously.

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

- ❖ The following individuals made a public comment:
  - Shelley Wadsworth

## **VOTING ITEMS**

### ❖ **Charter Amendment**

Keith Facer reviewed the amendment and its acceptance by the state to be officially recognized as Jefferson Academy.

Neal Harris made a motion to approve the Charter Amendment (Approved by State Board of Education 11/2/12) and Charter Application Name Change to Jefferson Academy; Joshua Spilker seconded the motion. Motion passed unanimously.

### ❖ **Performance Pay Program**

Tabled to the next Board Meeting. The Board was tasked with revising the program and providing feedback by next Wednesday.

### ❖ **TouchMath Purchase**

Dr. Muna reviewed the TouchMath software use for students in grades 1-5.

Joshua Spilker made a motion to approve the TouchMath purchase for \$3978.00; Kristi Carlston seconded the motion. Motion passed unanimously.

### ❖ **School Lunch Program Equipment**

Dr. Muna discussed the current lunch program and the need to change the program to suit the schools needs and serve meals economically to students starting in January.

Neal Harris made a motion to approve the School Lunch Program Equipment Purchase up to \$7,000; Shelley Young seconded the motion. Motion passed unanimously.

### ❖ **School Lunch Vendor**

Keith Facer made a motion to ratify providing notice to Vie Gourmet to cancel their contract and in place utilize Davis School District for lunch services; Kristi Carlston seconded the motion. Motion passed unanimously.

### ❖ **Secure Instant Payments Merchant Account**

This required no action since the Board has previously approved a Secure Instant Payment Merchant Account. The type of account will be switched to lower school costs and fit with the school lunch program needs.

### ❖ **School Lunch Annual Food Cost**

No action was required on this item.

### ❖ **School Calendar Proposal**

Dr. Muna reviewed the process for creating the school calendar and its correlation with the Davis School District Calendar. She reviewed the reason for the earlier start date along with Parent Teacher Conferences.

Joshua Spilker made a motion to approve the 2013-2014 School Calendar; Neal Harris seconded the motion. Motion passed unanimously.

### ❖ **School Fees Proposal**

Dr. Muna discussed the proposed fees and the need to increase a few areas.

Joshua Spilker made a motion to approve the 2013-2014 School Fees; Keith Facer seconded the motion. Motion passed unanimously.

## **DISCUSSION ITEMS**

### **❖ Calendaring**

- An Electronic Board Meeting will be held on Wednesday, December 19<sup>th</sup> at 11:00 AM.
- The next Board Meeting will be on January 10, 2013 at 7:00 PM.

## **ADJOURN**

- ❖ Kris Beelek made a motion to adjourn the Board Meeting; Joshua Spilker seconded the motion. Motion passed unanimously.  
Board Meeting adjourned at 12:39 PM.