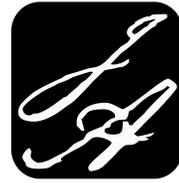


JEFFERSON ACADEMY

Annual Board Meeting Minutes



JEFFERSON
ACADEMY

Thursday, June 13, 2013
Location: 1425 S. Angel Street
Kaysville, UT 84037

In Attendance: Keith Facer, Neal Harris (phone), Shelley Young, Joshua Spilker

Excused: Kristi Carlston

Others in Attendance: Valerie Shaw (Principal), Gabe Clark (AW), Gavin Hutchinson (AW), Kara Finley (AW), Scott Barrett (ETS), Annie Hart (PTO)

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

7:05 PM – CALL TO ORDER by Keith Facer

IT TRAINING

- ❖ Scott Barrett from ETS provided training on using the electronic mail system and best practices on utilizing webmail.
Joshua Spilker arrived at 7:19 PM.

MONITORING

- ❖ **PTO Update**
Annie Hart provided an update to the Board on the PTO for next year and her position. Last year was successful with lots of events and over 10,000 volunteer hours were logged. Next year the PTO efforts will be aimed towards achieving school improvement goals. The PTO will be putting together packets to encourage additional families to volunteer.
Annie Hart and Scott Barrett left at 7:26 PM.

CLOSED SESSION TO DISCUSS PERSONNEL

- ❖ Joshua Spilker made a motion to enter a Closed Session to discuss the character, professional competence, or physical or mental health of an individual; Keith Facer seconded the motion. Motion passed unanimously, the votes were as follows:
 - Keith Facer – AYE
 - Neal Harris – AYE
 - Joshua Spilker – AYE
 - Shelley Young – AYEEntered Closed Session at 7:26 PM.
Gavin Hutchinson arrived at 7:34 PM.

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

- Keith Facer – AYE
- Neal Harris – AYE
- Joshua Spilker – AYE
- Shelley Young – AYE

Adjourned Closed Session and entered Board Meeting at 8:22 PM.
Neal Harris left at 8:22 PM.

CONSENT ITEMS

❖ Board Meeting Minutes

Keith Facer made a motion to approve the April 25, 2013 Board Meeting & Closed Session Minutes; the April 29, 2013 Board Meeting & Closed Session Minutes, and the May 17, 2013 Board Meeting Minutes; Joshua Spilker seconded the motion. Motion passed unanimously.

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

- ❖ No public comments were made.

MONITORING

❖ School Update

Valerie Shaw provided an update to the Board on the end of year and school status. Enrollment for next year was reviewed including student retention. NWEA testing results were reviewed and test administration for next year.

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; Joshua Spilker seconded the motion. Motion passed unanimously, the votes were as follows:

- Keith Facer – AYE
- Joshua Spilker – AYE
- Shelley Young – AYE

Entered Closed Session at 8:30 PM.

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

- Keith Facer – AYE
- Joshua Spilker – AYE
- Shelley Young – AYE

Adjourned Closed Session and entered Board Meeting at 8:33 PM.

MONITORING

❖ School Update

Valerie Shaw discussed teacher certification and authorizations that will be utilized and teachers included in the ARL program. The survey responses were low and communication to parents next year will be evaluated to increase parent responses and make sure that parents receive information.

MONITORING

❖ Budget Update

Joshua Spilker reviewed the status of the budget and it is on track for the school year. The Board discussed Special Education funding and how it is expended. The budget is in a good position and has improved since last year.

VOTING ITEMS

❖ **FY 2013 Budget**

Joshua Spilker discussed wrapping up the end of this years budget for additional expenses. Joshua Spilker made a motion to approve the final 2012-2013 FY Budget; Shelley Young seconded the motion. Motion passed unanimously.

❖ **FY2014 Budget**

Joshua Spilker discussed next years budget and the Board discussed the improvements to the budget and the expected surplus. The Board discussed enrollment and providing stability to the community along with funding sources and ADM.

Joshua Spilker made a motion to approve the 2013-2014 FY Budget as discussed; Keith Facer seconded the motion. Motion passed unanimously.

❖ **Ratify Board Members & Elected Officers**

The Board discussed members and reviewed elected officers.

Joshua Spilker made a motion to ratify the following Board Members and approve the officers as outlined; Shelley Young seconded the motion. Motion passed unanimously.

- Chair – Keith Facer
- Vice Chair – Neal Harris
- Secretary – Shelley Young
- Financial Coordinator – Joshua Spilker
- Member – Kristi Carlston

❖ **Policy Governance Executive Limitations 2.4**

The Board discussed the proposed changes to the Executive Limitation 2.4 regarding purchasing limits.

Joshua Spilker made a motion to approve the revision to Policy Governance Executive Limitations 2.4 #8 to read, “Make a single purchase or commitment of greater than \$3,000 or up to \$5,000 with the signature of either the Board Chair or Financial Coordinator. Splitting orders to avoid these limits is not acceptable”; Keith Facer seconded the motion. Motion passed unanimously.

❖ **Ratify Director**

Joshua Spilker made a motion to ratify Valerie Shaw as the principal for the 2013-2014 school year; Shelley Young seconded the motion. Motion passed unanimously.

❖ **Hanover Insurance Proposal**

Keith Facer reviewed State Risk Management Insurance and Hanover Insurance. The comparisons of coverage’s were discussed including the areas of differences.

Joshua Spilker made a motion to approve Hanover Insurance as the school insurance provider beginning July 1, 2013; Keith Facer seconded the motion. Motion passed unanimously.

❖ **GTM Sportswear Invoice**

Joshua Spilker made a motion to approve the cheerleading uniform invoice from GTM Sportswear for \$3,170.65; Shelley Young seconded the motion. Motion passed unanimously.

❖ **Mentoring Contract**

Valerie Shaw reviewed the bids received for mentoring services.

Joshua Spilker made a motion to approve the Mentoring Solutions proposal and cost for 2013-2014; Shelley Young seconded the motion. Motion passed unanimously.

❖ **4-H Program**

Valerie Shaw reviewed the 4-H program and the changes that will take place next year.

Joshua Spilker made a motion to approve the 4-H Program for 2013-2014 with a \$900 cash match; Keith Facer seconded the motion. Motion passed unanimously.

DISCUSSION ITEMS

❖ **Calendaring**

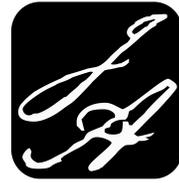
- The annual calendar was discussed and revised and will be posted for the school community.
- Board Meeting/Retreat July 27, 2013
- ❖ **Board Wiser Training #11**
Keith Facer reviewed the Board Wiser training and the damage that nepotism can cause to a school workforce and community.
- ❖ **Open Meetings Act Training**
Gabe Clark provided training on the Utah Public Meetings Notice Act and the items that the Board is required to follow along with that Act. The Board was provided with a video of the training as well as the Open Meetings Book that the Board will be reviewing individually. The scope of entering a Closed Session was reviewed along with ensuring that all meetings are open to the public, posted properly, and that state guidelines are followed.

ADJOURN

- ❖ Joshua Spilker made a motion to adjourn the Board Meeting; Keith Facer seconded the motion. Motion passed unanimously.
Board Meeting adjourned at 9:31 PM.

JEFFERSON ACADEMY

Closed Session Minutes



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ACADEMY

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MINUTES

7:26 PM – CALL TO ORDER by Keith Facer

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

Gavin Hutchinson arrived at 7:34 PM.

ADJOURN

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

- Keith Facer – AYE
- Neal Harris – AYE
- Joshua Spilker – AYE
- Shelley Young – AYE

Adjourned Closed Session and entered Board Meeting at 8:22 PM.

8:30 PM – CALL TO ORDER by Keith Facer

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

ADJOURN

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

- Keith Facer – AYE
- Joshua Spilker – AYE
- Shelley Young – AYE

Adjourned Closed Session and entered Board Meeting at 8:33 PM.