

## **Thomas Edison Charter Schools**

### **Governing Board Meeting**

**Date: November 3, 2021**

**Meeting called to order at 5:33 p.m. by Carol Hirschi**

#### **Board Members Present:**

Carol Hirschi

Tammy King

Olivia Kirkham

Michelle Yost

Corey Zhao

Byron Lopez

**Pledge of Allegiance:** Michelle Yost

**Public Comment:** none

#### **Approval of Minutes**

**Motion to approve the minutes from October as they are presented:** Tammy King

**Second:** Olivia Kirkham

**Affirmative Vote:** Carol Hirschi, Tammy King, Olivia Kirkham, Michelle Yost, Byron Lopez and Corey Zhao

**Resolved:** motion passes unanimously

#### **Board Training – Brian Carpenter Podcast and discussion:**

##### **Board Meetings Reflect the Board’s Priorities. What Happens in Your Meetings?**

In this training Brian Carpenter teaches the board meeting minutes reflect the board’s priorities. If the minutes are full of “mind-numbing minuta” then the board needs to re-evaluate their priorities and how and what they are spending their time during board meetings. If you would like to improve your board meeting minutes, one idea is to visit the board meetings of a high-performing school and learn what they set as priorities. The board should be evaluating its priorities and ensuring their minuta is focused on student performance.

After this training, the board discussed their priorities and they feel they have made great improvements over the last couple of years. We do focus on student performance by reviewing the Dibels and Acadience scores/data each month.

## **Board Training: Section 6000 Policies and Procedures Manual**

The board members need to review section 6000 of the Policies and Procedures Manual before the next meeting. The policy is regarding technology, and they want to ensure that that policy is still accurate or if it needs updating, in particular some of the references at the bottom of the policy may be outdated.

## **TECS Philosophy – Jim Peterson**

As part of the monthly meeting, Jim Peterson will be delving deeper into the school's philosophy. This can be found in Exhibit A of the school's charter. For this month Jim went over the meaning of the mission statement and why it is important. TECS's mission statement reads as follows:

*"We provide all students the fundamental knowledge, tools, and discipline to become successful, reputable citizens in our country and to become high achievers in our every evolving, demanding, and complex society.*

*The mission is carried out through a stimulating academic curriculum, focused on elemental skills development, in a structured classroom environment, with strong parental involvement."*

The ultimate goal is for the school to help students learn how to become leaders (of themselves and to help guide others) who make positive and educated decisions, which will prepare students for life and success.

## **Financial Report – Jim Peterson**

Currently each campus is operating well under the projected average budget as can be seen on the reports.

There were no questions or comments by board members.

## **Financial Forecast Tool – Jim Peterson**

The financial forecast tool is an extension of the current's year budget, and it is used to project the school's financial future. This file allows you to adjust current year numbers and see the effect on future projections. The file also includes a scenario control page, which allows you to adjust expense forecasts for salaries, services, supplies, equipment, etc. The scenario control page includes forecast handles for WPU (weighted pupil unit) and LRF (local replacement fund). The WPU is how the state determines funding, the weight of each student is determined by grade, and this makes up about 70% of our school's funding. The LRF is also state funding, but it is used to replace the local funding that charter schools do not receive, and makes up 30% of school funding. This is a great tool to play out any "what if" scenarios.

The board members had no questions.

## **Policy 1401 – Strategic Outcomes – Carol Hirschi**

The strategic outcomes are 5 years goals that are made by the administrators and the governing board. The goals were made just a couple years ago and the principals do not want to make any changes but rather see how these play out and if the goals are attained.

The board questioned whether the strategic outcomes matched the goals of the charter, and it was decided that the goals and strategic outcomes do match. The strategic goals are rotated throughout the year in the principal reports.

The next question was if the goals of the charter are being reported on, and they do report on the goals but some of the goals aren't reported on monthly but they fall under the strategic outcome #1.

Strategic goal #7 has already been met, so a new one will be decided on and approved in the next board meeting.

### **Policy 5101 – Set contingency percentage goal**

Contingency percentage goals have been set since 2006. Jim Peterson has provided two goals that we could set for FY 2022. The higher goal of 5.8% would be hard to meet with the construction plans taking place at south campus but the lower goal of 5.4% does seem achievable even with the construction plans.

The construction plans at south campus are because the school needs another room for SPED/OT. They are looking at modifying a closet to a classroom, modifying the shed to have two levels for more storage, and modifying the PE office to also have two levels to accommodate chair storage and an office.

### **Motion to approve the Set Contingency Percentage Goal for FY 2022 at 5.4%: Carol Hirschi**

**Second: Olivia Kirkham**

**Affirmative Vote: Carol Hirschi, Tammy King, Corey Zhao, Olivia Kirkham, Byron Lopez and Michelle Yost**

**Resolved: motion passed unanimously**

### **Audit Committee Requirements – Olivia Kirkham**

Debbie Davis at USBE said the finance committee can act as the audit committee as long as it is well documented and updated in our policy and procedures, being sure to state that the finance committee is functioning as the audit committee and that they are in compliance with auditing laws. Currently, policy 1102a does state that one of the finance committee's responsibilities is auditing. Olivia is suggesting we clarify and add the language, "the finance, facilities and legal committee serves the functions of the audit committee as required by Utah code (& enter the code numbers) with regards to fiscal and auditing procedures". Olivia proposes they work out the actual wording in committee meeting and then vote on the new policy in January. Voting members of the finance committee should be all board members.

### **Board Self-Evaluation – Carol Hirschi**

Board President has asked the board members to do a governing board self-evaluation by the next meeting. She has asked members to look over the questions and if there is anything that needs to be improved or anything they would like to learn more about to please bring those questions and concerns to the next board meeting.

## **BOY DIBELS Reading Scores – Angela Barton**

The school's BOY DIBELS scores show that when compared to the state, our LEA is ahead and getting stronger and stronger with the BOY year scores. The Acadience Reading Chart created by Angela shows when the LEA scores are above, at or below the average state scores. The chart is evidence that students struggled after the COVID shut down, but there have been great improvements in the last year. The chart is really helpful in showing certain areas that we may need to focus on with our students as well as their progress.

## **Principal Reports**

### **Shem Smith –**

South Campus has been doing a lot of SPED trainings, and they have been very helpful and the state wants them to set goals or do a "Core Analysis" of how efficient our program is in helping students. When they reviewed the data, TECS students have had a 30% proficiency increase which is well above the state's standards.

Safety week and Parent Teacher Conferences went really well, and there wasn't any huge spikes in covid cases.

### **Melani Kirk –**

Our enrollment numbers are down to 719, which is disappointing but we are trying to keep numbers up.

Teachers really struggled to get parents to attend PTC, it may have been due to the power outage the school had the day of conferences.

The school has 31% economically disadvantaged students, these numbers show that we are not selective of the students we take and that no matter your circumstances you can succeed.

The school is averaging 93% in-school attendance due to students quarantining due to exposure, having covid and staying home when sick.

The PO did a new fundraiser this year, the Spooktacular, and it was a huge success! It raised lots of donations for the school while providing a fun, entertaining, family event.

TECS South is being recognized by the Utah SCSB for having an 11.4% increase in enrollment! Enrollment is important to the school and we are always trying to increase enrollment, and the school is very pleased that numbers have improved over the last couple of years.

## **Personnel Requests:**

**South –** none

**North -** Kyla Wray, MS SPED aide

Troy Leven, Front Office

**Motion to approve personnel requests: Carol Hirschi**

**Second: Michelle Yost**

**Affirmative Vote: Carol Hirschi, Tammy King, Michelle Yost, Olivia Kirkham, Byron Lopez and Corey Zhao**

**Resolved: motion passes unanimously**

**Vendor Requests:**

**South & North - eLuma (Occupational Therapy Services)**

**Motion to approve personnel requests: Olivia Kirkham**

**Second: Carol Hirschi**

**Affirmative Vote: Carol Hirschi, Tammy King, Michelle Yost, Olivia Kirkham, Byron Lopez and Corey Zhao**

**Resolved: motion passes unanimously**

**Adjourn by Carol Hirschi at 7:00 pm**