



Summit Academy Board of Trustees

1225 E 13200 South

Draper, UT 84020

April 14, 2022

7:00 PM

(APPROVED)

### **Welcome**

The meeting was called to order at 7:10 pm with Jon Eborn, Chelsea Welch, Ramona Baik, Chris Lynn, Robyn Derbidge, Joel Woodruff, Bob Zentner, and Marcia Whitman.

### **Public Comment**

Jon Eborn welcomes everyone to the meeting and reminds the public that public comment will be limited to two minutes per comment.

Elizabeth Lao- She doesn't think that excluding online learning opportunities should be excluded from the strategic plan. There is a lot of positive learning that can be done online and distance learning. It doesn't have to be now, but we shouldn't take it off the table. She works in education, specifically online learning. There is a lot of data out there and doesn't want us to take this option off the table. Mr. Eborn says that it is required by the State to be there. She replied that she has spoken with the state and district Attorney and believes that there is a way that Summit could have that remain as a possibility. He asks that she follow up with Mr. Clark on the matter.

Emily Swanson- She is a parent of a 5th grade student at the Independence Campus in Bluffdale. She spoke a couple of months ago about the possibility of putting an auditorium/ theatre into the high school. She knew that the city was offering money to go into it and found out that the money that they had went into the Hidden Valley Middle School. She would really like us to look into finding other money to put into that, especially if we get our numbers up. She would like to emphasize Summit get rid of Second Step. She isn't happy to see that the other programs we are looking at are also done by Castle.

### **Consent Agenda**

Board Meeting Minutes

March 17, 2022

Board Policies

7301 LEA Data Governance Policy

3401 FERPA for Elementary and Secondary School Policy

3104 Dual Enrollment Policy

7103 Internet Safety Policy

**A Motion to approve the Consent Agenda Items was given by Marcia Whitman**

**A second was given by Robin Derbidge**

**Vote - Yes- Jon Eborn, Chelsea Welch, Ramona Baik, Chris Lynn, Robyn Derbidge, Joel Woodruff, Bob Zentner, and Marcia Whitman.**

**Motion carries**

## **Director's Report**

### Joint LEA's

Board Scholarships for UAPCS conference June 7 - June 8 We would love for you to attend it you can make it. Please let Kim Welch know right away. It is at the Layton Convention Center in Davis County.

Coming up in June is the 6<sup>th</sup> Annual Summit Academy Leadership Retreat June 20-June 21st. We would appreciate your attendance if possible.

We were awarded a special HEPA filter grant award. This will give us a separate filter system for almost every classroom in the district.

We have been awarded a continuous grant again this year. It is our ELL software grant award. We are excited about that.

We wanted to let you know about some Legislative teacher bonus money. This is for those teachers that supported other teachers during the latest Omicron surge of COVID. It was a difficult time of the year, and we look forward to rewarding those teachers for that.

### Summit Academy

School fees compliance visit and check in. The USBE came out and sat down with us and went through everything with us so that they would be perfect. There were some adjustments that they wanted us to make. We have added that in there and they will show up for your approval. Mr. Zentner wants to know what we are trying to accomplish by offering summer school. Mr. Clark states that this is to help with the summer slide. It is more of an experiential program for those that want to keep learning through the summer. They have a lot of field trips and experience a type of learning to keep them engaged through the summer months. We are not looking at targeted student data. We do have a summer school program that we offer to boost them up, but that is not this program.

We have begun our EOY Assessments. We have begun our RISE testing as well. We are doing a little bit of this before spring break, and then the rest will happen after spring break.

### Draper- Ms. Hatch

This past week we had our STEAM night. We had between 400-500 people attend. It was a huge success.

Our SPO - Yes Day Fundraiser was phenomenal. They had tons of activities that students could choose from. They would buy into those activities and this would raise money for the SPO. This event raised over \$10,000.00. In the past, the SPO fundraiser would bring in about \$3000.00. We are rethinking our fundraising activities in the future. The kids loved it. They could have free dress, wear hats, etc.

We had our Speech Festivals grades 3rd through 8th.

We had two of our students chosen for the 2022 State Finalists for the Utah's Challenge to Do the Write Thing

#### Bluffdale- Diana Brantley

March Math Madness- We have focused on all things Math through the month. This is all based on the idea that it is easy to support literacy at home, but not as much the math. We had Math night with lot of math activities set up all around the gym. We worked with Mathnasium and sent home all the directions for all the math games that night. It was very well attended. The newspaper was there and conducted a lot of interviews. It is awesome to watch parents and kids playing math games together.

The Speech Festival happened at our campus this year. This was the first year and it was beautiful! The students nailed it every time. They have been memorizing their poems every year.

We just kicked off our Rise testing celebration. We kicked it off at a great Assembly. Students created a video, and all the students watched it. The Dunk team, cheerleaders, and BYU mascot showed up and created a lot of excitement. The Dunk Team and Cheerleaders used the Summit testing language and showed off and got everyone excited about testing in the coming week! They made Ms. Brantley look cool and the newspaper is doing a story about that as well. The younger ones create posters and write good luck notes for the older students. It is a real positive thing.

Enrollment Updates- is that enrollment is up 55 students for next year.

#### Independence- Lisa Cutler

Ms. Cutler started out with student awards. "Do the Write Thing" State Sponsored writing contest: She had two students chosen for the 2022 State Finalists and three honorable mentions for the Utah's Challenge to Do the Write Thing as well. They get a banquet and a \$500.00 scholarship. Summit took 4 of only 24 spots available.

We had one of our 5th graders take 3rd place at the big Science Fair at BYU.

We have a lot of things this year that parents are coming to. Our theme this year is "Just Watch Me". Some of those are the 4th Grade Utah Program, the 6th Grade Shakespeare Plays, 1st Grade Bugz Program, Kindergarten Night & 1st Grade Night.

Partnerships for Middle School Success Pilot Participation. We are part of a unique partnership middle school success pilot program called We got training and coaching for about a year and a half, and we examine and assess how we are engaging our parents and community and ways we could do better.

#### Summit Academy High School- Angela Grimmer

Save the Date: Graduation May 26, 2022 @ 2:00pm. Caps and Gowns have arrived.

Spring Sports: A lot of our students are nationally ranked. Ryder on our baseball team is #1 in the state and 17th in the state for stolen bases. Lance Mercott is tied for 6 in Utah. Our

signings in college. We have 8 boys playing college football, 2 girls playing college basketball, and 1 girl playing college volleyball.

Our HOSA (Health Occupation Students of America) team headed to Nationals this summer. The state representative was elected from our school.

The SPO meeting at the high school was successful and the parents involved there left excited and happy about the changes happening at the High School.

Debate team attended State  
EOY Assessments and Finals  
Student Body Elections have wrapped up.

### **Finance Report- Brad Wilkinson** Joint LEAs-

Finance Update- Our cash levels are still within the bond covenants. That puts us in a good position. It is a good reflection of if we could handle something like that. The financials look good. We are three quarters through the year. There is nothing too scary there. We are due to not meet bond covenants, but it is a one time occurrence, and it should be resolved with the lunch program next year. Talking to our bond holders, they are okay with a one time event that is easily explained and resolved. We knew it was coming. We are going in the right direction. All expenditures that are coming up in the summer have been planned for. It is just our routine maintenance. The bonus is coming and the time is from December to May. Summit Academy was awarded \$33,000, and the high school was awarded \$7,000. It is \$100.00 per occurrence. If a teacher stepped up and subbed 20 days, they would get a nice bonus. It runs through May 31st. The teachers know that this is coming. There is still some time for them to earn that. It is just licensed full time teachers. Any unspent funds go back to the state. They are restricted funds. If there isn't enough money, we will need to make up the difference. They did pass 4 additional professional development days over 2 years. Their assignment will go from 184 to 186 teaching days. May and June are pretty busy months wrapping up this year and budgeting for next year. First look will be in May and the final approval will be in June. We haven't over spent in any particular area. There will be a budget revision for sure because of bonus money that is coming.

### **Discussion and Action item to review**

#### Joint LEAs-

#### **Exhibit A discussion and possible action**

The administration has had an opportunity to look at Exhibit A, but those notes have not been added for tonight's meeting. The parent's were also invited to give input on the Key Element portion of the document. . There were only one or two comments made for that. They desired to have volunteer hours be added into the charter. This gets a little tricky as far as accountability. Mr. Clark was asked about what the administrative team's comments looked like. The majority of the feedback came within the class size. There was a little bit of worry about what plus learning looks like. Defining that better would be good. Six b is a concern. It is about reviewing the curriculum review annually to something like periodically rather than annually. The state wants to make sure what the review process review looks like. Some reviews will be pushed out. The change in language would be up to the Board. Take the reviewed part off. That happens when you choose the curriculum. You could detail it out within a policy. The board would be willing to have the administration set the timeline. The word annually will be taken out and replaced with ongoing administrative review. Key

Element E6. Proficient Plus needs to be defined. Lisa Cutler- learning extended beyond grade level standards. Last area is the language concerning class size. Back up to A. [Brad Wilkinson](#) addresses the concern with a limit of 29 will force us to hire 5 new teachers. What stops us from hiring teachers and then enrollment drops. Do we fire a teacher? A hard 29 will open us up to some budget problems. The timing is not good for this change. We are at an average of 25. Some are 30 and some are 16. We need to be able to ebb and flow. Chris Lynn suggests an overall average. Mr. Wilkinson recommends that we say something to add flexibility. Mr. Wilkinson reminds us that there are certain bond covenants that we need to stay within. Small class size is one of them. The Amended Version of 6AC- Exceptions are given for group classes such as band, choir, etc, as well as in transitory situations. There is some concern that this limit's high school classes. The new wording will be- Exceptions are given for select secondary education classes and group classes such as band, choir, teams, etc, as well as in transitory situations.

A reminder to principals that they are happy with their lists of public schools in the area that they are researching comparables. We can make additions and subtractions. Mr. Clark reminds the board that our goal is to be better than the average of the surrounding schools.

There is a question about where the intercampus transfers occur in the list of enrollment preferences. How we currently do it is how we want to continue to do it.

The changes to Exhibit A read as follows:

6A: Class sizes shall be maintained as small as possible according to the following:  
Kindergarten- maximum of 25 students per class. Grades 1-12 are targeted for 25 students per class and a maximum of 29 students per class.

6C: Exceptions are given for select secondary education classes. Further exceptions are given for group classes such as band, choir, teams, etc, as well as in transitory situations.

6B: Curriculum is chosen based on research based best practice and is subject to ongoing administrative review.

6E: K-6 students may be provided extended learning beyond their grade level standards as determined by grade level assessments, etc. etc.

**A Motion to approve the Exhibit A Charter as prepared in the Board meeting with additional formatting changes to address bulleting as well as the order of key elements for Summit Academy and Summit Academy High School was given by Chelsea Welch.**

**A second was given by Marcia Whitman**

**Vote Yes- Jon Eborn, Chelsea Welch, Ramona Baik, Chris Lynn, Robyn Derbidge, Joel Woodruff, Bob Zentner, and Marcia Whitman.**

**Motion carries**

### Board Bylaws

There is only one change. Board members can not be related to staff employees of Summit. It is best practice. Current board members are grandfathered in. It limits the possibility of getting a really good board member that may be related to someone who works at the school.

**A Motion to adopt the proposed bylaws now stated with employees instead of staff was given by Chris Lynn.**

**A second was given by Marcia Whitman**

**Vote Yes- Jon Eborn, Chelsea Welch, Ramona Baik, Chris Lynn, Robin Derbidge, Joel Woodruff, Bob Zentner, and Marcia Whitman.**

**Motion carries**

#### Board Member Committee Assignments-Jon Eborn

Jon Eborn would like to have conversations with board members to make some committee assignments on the board. He will have those conversations and decisions with individual board members.

#### Board Member visibility and shirts- Robyn Derbidge

We talked about the visibility of board members at Summit Academy events. If the board members are there to support, then the board is visible and supporting. Ramona mentioned that there is a board budget, and they can decide after they get more information about cost and what they would look like. It will help parents and staff identify who board members are. They will wear the shirt when they are attending as a supporting board member.

#### Emergency Operations Plan Presentation and Discussion - Scott Pettit

Scott Pettit shared a draft with the board last month. There have been some grammatical errors. This has been reviewed internally and externally. This has been a long process. We bring this to the board's attention so that the entire LEA knows that we have plans in place from lessons learned and best practices out in the community. It is a living document and will be reviewed annually and updated as situations and best practices and conditions change.

#### LEA Specific Licenses for SY2023 Alana Johnson

Alana is here to request approval of LEA specific licenses by the board. There is a list of nine educators that you are sponsoring licensure for from Summit Academy. They joined our schools mid-year or have taken on additional courses during the year. She has some paperwork for them to sign if the board approves.

**A Motion to approve the specific licenses for SY2023 for Summit Academy and Summit Academy High School was given by Chris Lynn.**

**A second was given by Bob Zentner**

**Vote Yes- Jon Eborn, Chelsea Welch, Ramona Baik, Chris Lynn, Robyn Derbidge, Joel Woodruff, Bob Zentner, and Marcia Whitman.**

**Motion carries**

#### Adherence to and procedure for Grievance Policy - Jon Eborn

This is mostly for new board members. We have a grievance policy for a reason. When a complaint comes up, our number one response should be to direct them to our grievance policy. Have them follow that process. That allows them to deal with the offending party. If they can't resolve the grievance, then deal with the administration of that campus. If they can't resolve it, then they need to take it to Mr. Michael Clark, our director, and if it can't be resolved there to take it to the board.

#### USBE Gender Guidance and District Policy discussion- Joel Woodruff

There was a lot of controversy on this subject at the State level. They have instructed that districts create their own policy without State input. Mr. Woodruff has put in countless hours of research to try and get this right. First and foremost, the district takes a stand of support for all groups. We need to have non-discriminatory practices in our schools so that we don't fall under the realm of legal ramifications.

Ramona Baik isn't clear that there are any actions that need to be taken right now. Mr. Clark says that there isn't anything written right now, that principals are working with individual families at this time. They would like board input on this. He believes that they could work on this with committee work on this. Chris Lynn wants to know what benefit we would have with leading out rather than wait for more guidance at the State level. Joel Woodruff thinks that we could put together a couple of paragraphs and be proactive to avoid significant issues later. Some schools had to act quickly and made some mistakes. We could eliminate some negatives of some difficult situations. Ms. Baik is interested in creating a policy surrounding this subject matter. At the very least we should create a statement as a beginning document. We could also be sued based on a policy. Policy and practice could bring a lawsuit. Chris Lynn liked the idea of some guard rails. He likes the idea of a few paragraphs. The accommodations are the issue and it needs to be handled very carefully. Lawsuits are the wave that is coming.

### Policies:

Chelsea Welch would like to make sure that the revision history is reexamined with the date and all the changes that were made.

5105 Automated External Defibrillator (AED) Policy

5102 Medication Administration Policy

7102 Information Network Acceptable Use Policy - This policy will be pushed into May or June

4005 Nepotism Policy

1205 Copyright Policy

7000 IT Security Policy

6303 School Fee Policy and Fee Waiver Policy

6304 Fundraising Policy

**A Motion to approve policy 5105 Automated External Defibrillator (AED) Policy, 5102 Medication Administration Policy, 4005 Nepotism Policy, 1205 Copyright Policy, 7000 IT Security Policy, 6303 School Fee Policy and Fee Waiver Policy, 6304 Fundraising Policy for Summit Academy and Summit Academy High School was given by Chris Lynn.**

**A second was given by Chelsea Welch**

**Vote Yes- Jon Eborn, Chelsea Welch, Ramona Baik, Chris Lynn, Robyn Derbidge, Joel Woodruff, Bob Zentner, and Marcia Whitman.**

**Motion carries**

### Summit Academy Mr. Michael Clark

Draper, Independence, Bluffdale 2021-2022 School Fees -

Draper, Independence, Bluffdale 2022-2023 School Fees -

We decided to do a summer camp for grades K-6. This is up for discussion and a vote next month. Chelsea Welch is commenting about the aggregates and clauses. She is asking for clarification on that. Mr. Clark sent new documents over to board members. At the very top, you will see that in the aggregates, we included the kindergarten enrichment and/or the

summer camp options. Bob Zentner asked how these fees compare to surrounding schools. There is a registration fee and then there are weekly fees.

## **Committee Reports**

Academic Committee- Ramona Baik - She has been attending the SAIP meeting of the steering committee SASP. They have been working so hard. She is impressed with their knowledge. She appreciates how Mr. Clark runs the meetings. The board will need to provide some data points as far as the board's role so that they can track their growth as far as parent communication, which is one component of the SASP. We need to help them honor their goals. She will compile that list for us.

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Finance Committee Chris Lynn- Nothing additional

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Audit Committee- None

-  
Governance Committee-

-  
Development Committee- Jon Eborn will contact board members individually

Mr. Clark is excited about the summer and plans for next year. It's important for the board to recognize the big things that the administration is taking on with the help of all staff members. Portrait of a Graduate as well as more individualized education for students. There are good changes happening on the horizon!

## **Board Business**

Action Items - None

Annual Calendar -None

### Follow -Up

- 9/16/2021 Michael Clark
  - More information on Early Light Academy's emergency response.
- 9/2/2021 Jon Eborn
  - Legacy family letters
- 11/18/2021 Michael Clark
  - SEL proposed curriculum in April or June
- 1/27/2021 Scott Pettit
  - Safety Manual
    - Final Draft of Plan - March 17
    - Board Approval - April Board Meeting
    - Admin Training - Late-April
    - Table-top Exercises with Admin - June
- 1/27/2022 Scott Pettit
  - Risk assessment in July, Board review in August

## **Board Meeting Assessment**

To our school Director, What is concerning you?

Mr. Clark is excited about the summer and plans for next year. It's important for the board to recognize the big things that the administration is taking on with the help of all staff

members. Portrait of a Graduate as well as more individualized education for students. There are good changes happening on the horizon!

Next meeting - May 19, 2022 at 7:00 p.m.

Individual Meeting Assessment

#### **Closed Session**

**A Motion to go into closed session for the purpose of discussion of the character, professional competence, or physical or mental health of an individual was given by Ramona Baik**

**A second was given Bob Zentner**

**Vote Yes- Jon Eborn, Chelsea Welch, Ramona Baik, Chris Lynn, Robyn Derbidge, Joel Woodruff, Bob Zentner, and Marcia Whitman.**

**Motion carries**

**Open session resumed at 11:09 p.m.**

**A Motion to adjourn was given by Ramona Baik**

**A second was given by Marcia Whitman**

**Vote Yes- Jon Eborn, Chelsea Welch, Ramona Baik, Chris Lynn, Robin Derbidge, Joel Woodruff, Bob Zentner, and Marcia Whitman.**

**Motion carries**

**Adjourned at 11:10 p.m.**