



# CHANNING HALL

## Board Meeting Minutes November 7, 2013

A regular meeting of the Channing Hall School Board was held Thursday, November 7th, 2013 at 6:30 pm, located 13515 South 150 East, Draper, UT. 84020

Present: Michelle Crowley, Stephanie Frohman, Nicole Hawkins, Dawn Lords, Rachal Milford, Cynthia Thorsen, Eunie Piper, Debra Didier

Excused:

Public Present: Heather Shepherd, Annette Barney

Rachal opened the meeting and asked if there are any objections to the agenda. With no objections the agenda is approved.

Rachal asked for any objections to approve the minutes from 10/3/2013 Board Meeting and 10/30/2013 Phone Conference call. With no objections the minutes are approved.

**PUBLIC COMMENT:** Annette Barney commented that the board is “awesome”

**EXECUTIVE COMMITTEE REPORT:** Rachal presented:

**-Shout Outs:** Lyndie Perkins for work with school lunch, all companies with in-kind donations to the Harvest Festival and Auction, all donors in the top 15% of Annual Giving. Letters distributed for signature.

Eunie Piper was instructed to complete and give the Conflict of Interest Statement.

**-Recap of Training:** Individuals on the board attended training with Brian Carpenter. Stephanie Frohman reported that our board and head of school relations are healthy. He agreed with our results assessments and parameters and suggest review of our insurance policies.

**-CHERP:** As CHERP is no longer active the board and administration are looking into an option for fee extended day kindergarten program that has been feasible at other schools. Nothing is being implemented at this point.

**-Insurance Review:** Per Brian Carpenter’s training Rachal displayed the insurance policy as pertaining to board members. There is a \$10 million liability coverage for individual board members fulfilling due diligence, ethical conduct and adhering to board member policies.

**ADMINISTRATOR’S REPORT:** Heather Shepherd presented:

**Annual Giving:** Final number was \$77,499, Festival made approximately \$10,000 of that. Continuing to increase.

**-CRT Scores Report:** Three areas remain that test scores need to be raised above the 80% mark. 4th grade science, 4th grade Language Arts, 3rd grade math. Each of those groups did increase with past tests. Heather said she anticipates reaching goal this year. Areas scores decreased were 7th grade science and 7th grade math, but all remain above 90%. A graphic display was done of proficiency by year, subject and comparison to neighboring schools and by

cohort scores. This year the school will be doing SAGE testing. Heather reported the state anticipates high failure rates, thus she is uncertain schools results.

-UCA is all turned in and complete. As a title one school that got a high performance we received recognition from the state.

-**Security:** Met with Todd Pixton about security at school. Main points are detection, response and delay. Actions of change will include cameras at side doors and front door. Air horns available to be used to inform all levels of lock down need, some teacher training, security mirrors in halls and coating over some windows. Todd felt the school is doing well with things like locked side doors, the enforcement of such things is lax. Todd will observe a lock down drill and read our safety handbook and offer suggestions.

#### **FINANCE COMMITTEE REPORT:** Debra Presented:

-**Recap Budget Report:** Loss of students has created a \$90,000 short. The school is down to 658 students. Funds were reallocated. Budget displayed.

-**Recap Fall Finance Training:** Attendees were given a risk assessment checklist. Finance Committee will go through the checklist. Based on the training information the committee feels the school is in a good place thanks to Ralph Turner's knowledge of correct policy implemented early in the school. There had been questioning about if the school will put out RFP for an auditor. This will not be the case because the costs are not over \$5000. However, the committee will get bids since the school has used Squire for several years.

Auditors should do a report to the board at a board meeting. Heather responded that we do get a book of information and report that can be presented each year in August.

Stephanie Frohman asked about the check box on the school's 990 that is to indicate that board members have reviewed and approved it. Debra responded that she sees the 990 and approves it.

#### **STRATEGIC PLANNING:**

**MS Plan:** Michelle Crowley presented. The middle school plan is to address the challenge of depleted wait lists and increased student loss. The committee determined that most student loss does not occur from a lack of parent support to the quality of the education, but because students don't feel a strong social connection to the school and would prefer to attend a school with their social group. Some programs have begun to fill this social outlet such as student council. The committee identified other unique areas the school can offer: sports programs, field trips and IB programs. The committee is seeking ways to expand the sports program or build more student body interest in team spirit and camaraderie. The Planning committee is looking to begin a social committee for student activities, but must look into liability insurances. The hope is to create a regular social events for students. Cynthia Thorsen suggested increased girl centered sports like cheer, dance line or perhaps electives of dance. The committee will be simultaneously marketing to external families through local paper advertising and 5th grade students/parents informational meetings explaining the benefits of staying with Channing Hall.

**Charter Fidelity:** Stephanie Frohman presented: Heather has been asked to be one of 6 schools in a charter fidelity pilot program. This program is to create repeatable process to oversee charter schools and determine that schools are utilizing money to uphold the charters. Channing's current charter will be updated for board approval in December so that it can be presented to the state and approved. The updates will ensure that we are evaluated against our current Results Policy in the Charter Fidelity Pilot program.

#### **POLICY COMMITTEE REPORT:** Rachal Milford presented:

-**Propose Background checks policy:** The policy currently states that all board members have had a background check and clear it. And existing board members every 2 years. What

constitutes “clearing” a background check? The committee will review possible existing language. Board members were asked for suggested criteria. One suggestion was board vote in questioning cases. Heather explained that is the process of administration for volunteers with flags on the background check.

**Review B/Hos-4 Authority of Head of School:** No changes were made by the committee.

**Review B/Hos-03 Staff Accountability:** Changes were made and red to the staff accountability policy.

**\*MOTION:** Rachal entertained a motion to approve the B/Hos-03 Staff Accountability Policy. Dawn Lords moves to approve the staff accountability policy with changes. Stephanie Frohman seconds. Passes unanimously.

**PUBLIC RELATIONS COMMITTEE:** Dawn Lords presented:

**Update Articles:** The newsletter went out today. The current goal is to do a newsletter monthly. The PR committee will be taking on the production of a school testimonial video and its presentation.

**FUNDRAISING COMMITTEE:** Cynthia Thorsen presented:

**Endowment:** The committee is working with Ralph to determine feasibility and investment return on soliciting donors to create an endowment for the school. Starting at the \$100,000 range. Many obstacles exist, but the committee is still in research.

**Major Donors:** The committee will be approaching large donors, but would like to compile a list of specific things people can donate for or get their name placed on to create legacy donations. The committee sees that the school is losing large donors as their students get older. And feels a legacy program will help to involve and boost parent and alumni support. Also more education about matching funds programs and utilizing the parent owned companies to help the school and benefit the businesses as well.

**CLOSING REMARKS:** The board meeting of December 5th will be held at Michelle Crowley’s home with a board dinner to follow.

Dawn Lords requested that the board begin monthly board training as suggested by Brian Carpenter. The board will do such in January.

Rachal entertained a motion to adjourn the meeting. Michelle Crowley made a motion to adjourn. Dawn Lords seconded. With no objections the meeting was adjourned at 8:20 pm

Future Board Meetings Schedule: 1st Thursday of each month  
December 5th  
January 9th  
February 4th (1st Tuesday)  
March 6th  
April 3rd  
May 1st