

**Terra Academy Governing Board Meeting Agenda (Thursday, December 8, 2022)**  
**FINAL**

*Generated by Janet Zenner on Monday, December 12, 2022*

1. OPENING ITEMS/WELCOME - Rachelle Durrant, Chair

Information: A. Board Member School Visit Reports/Assignments

**Board Members were invited to the Terra Academy Christmas Party that is on December 21st at 12pm**

**Rachelle Durrant will attend the PLC meeting on December 16th**

**KayDee Massey will plan on visiting a PLC meeting in January 2023**

Information: B. Accessibility Accomodations

Procedural: C. Call the meeting to order/Record Attendance and Guests

**Rachelle Durrant called the meeting to order at 6:31pm**

**\*Board members present: Rachelle Durrant, KayDee Massey, Jim LaMuth, and David Aldrich (by phone at 6:34pm and in person at 6:50pm)**

**\*Guests: Bill Zenner, Kristy Aycock, Dana Durham, Janet Zenner, and Katie Ward**

Information, Procedural: D. Vision, Mission Reading/Review Board Goals

2. PUBLIC COMMENT

Information: A. Guidelines for Public Comment

**NONE**

3. DIRECTOR'S OFFICE - Bill Zenner/Kristy Aycock

Information: A. School Trust Land Reports

**Bill Zenner gave a brief update and stated that Dean Wilson's name is still on the reports**

Information: B. Snow Removal

**Bill Zenner gave a brief update and stated that Terra Academy has Stubbs and Stubbs under contract currently and that in February/March of 2023 a new contract will need to be set up**

Information: C. Background Checks

**Bill Zenner gave a brief update and stated that there is only one staff that has a few trainings left to complete**

Information: D. SIS Update SPED Students

**Bill Zenner gave a brief update and stated that currently there are zero UTREx errors and according to the SPED Director all is updated**

Information: E. Immunization Reports

**Bill Zenner gave a brief update and stated that according to the Terra Academy Nurse this is the first time in Terra history that she has received all forms back on every student**

Information: F. Formal Observations

**Bill Zenner gave a brief update and stated that all Post Observations have been done for all Terra Academy teaching staff**

Information: G. Master Calendar

**Bill Zenner gave a brief update and stated that the Master Calendar will be finished by January's Board meeting as there needs to be one correction**

Information: H. Title 1 Desktop Monitoring Instrument

**Bill Zenner gave a brief update and stated that he and Dana Durham submitted that five days earlier than the due date.**

Information: I. Holidays Building Use

**Bill Zenner gave a brief update and stated there would be people using the building during the Holiday break such as himself, Spectra, and the basketball teams.**

Information: J. Holiday Stipend

**Bill Zenner gave a brief update and stated that all staff members will receive a \$250 stipend on their December 10th check. No vote needed.**

Information: K. Student Goals

**Bill Zenner gave a brief update on student math goals.**

Information: L. Food Service Negative Balance Policy

**Bill Zenner gave a brief update and brought to the Board the idea that Terra adopts a policy that resembles Uintah District's Policy on their food service negative balance. The Board agreed and suggested that one was made and brought to them for approval. The Board also suggested that it be that parents would be able to pay online. Bill Zenner stated that Terra Academy is working on implementing that.**

Information: M. Student Update

**Bill Zenner gave a brief update on the student that has been attending since it was decided in the emergency meeting last month. This student has been doing well and Bill Zenner has been getting great reports from the guardian of the student.**

Information: N. Staffing Update

**Bill Zenner gave a brief update and stated that we've hired a new CTE teacher, two new tutors for the secondary side, and a counselor to come in part time as needed.**

Information: O. Invitation to Upcoming Events

**Bill Zenner gave a brief update and invited the Board to the upcoming Band and Choir concert on December 13th and mentioned that Terra Academy staff were given the**

**opportunity to donate out of their checks or just a donation given to the Terra Academy Secretary to give to families in need.**

4. FINANCE - Dana Durham

Information: A. Finance Report

**Dana Durham gave a brief update on November and December reports. The December Report is the one that needs to be looked at for the Budget hearing. Dana Durham stated that we are in a deficit due to the new technology but have one hundred and sixteen days cash on hand and are in a healthy position. It was also mentioned that Terra Academy had an audit hearing and that they came out great. Terra Academy is waiting on one report. Jim LaMuth questioned the phone bill and why it has increased so much and Dana Durham stated that she would reach out to Spectra concerning that. Dana Durham also mentioned to the Board that she adjusted the numbers from the local revenue and local donations. Dana Durham also stated that Terra Academy is under in salary and benefits currently. Dana Durham mentioned that Terra Academy still has not received a bill for all the new chromebooks.**

Information: B. Budget Hearing

**Dana Durham stated that it is not an action item but that the December Report needs to be shown and reviewed and in the January 2023 meeting it can be adopted.**

Action, Information: C. Bids for Gym Lighting

**Dana Durham and Bill Zenner gave a brief overview on the gym lighting and two bids that Terra Academy has received. Bill Zenner stated that the gym lighting has not been flickering in the past couple of weeks.**

**Jim LaMuth motioned to go with BHI on the bid for the gym if needed.**

**David Aldrich second the motion.**

**ROLL CALL:**

**Jim LaMuth**

**David Aldrich**

**KayDee Massey**

**Rachelle Durrant**

Action, Information: D. Bids for Kitchen Mixer

**Dana Durham gave a brief update on the funds that the Kitchen currently has and the reasons for a new kitchen mixer and that Terra Academy can only keep 90 cash on hand.**

**KayDee Massey motion to approve the Webstaurantstore.com mixer for the kitchen.**

**Jim LaMuth second the motion.**

**ROLL CALL:**

**KayDee Massey**

**Jim LaMuth**

**David Aldrich**

**Rachelle Durrant**

5. Community Council - KayDee Massey

Information: A. Community Council Committee Report

**KayDee Massey gave a brief update on Tiger Tracks, new tutors, and stated that the Community Council is happy with what is going on with the school. Jim LaMuth asked how many are on the Community Council.**

6. ACADEMIC PERFORMANCE COMMITTEE - Rachelle Durrant

Action: A. Onboarding Manual

Recommended Action: Discuss Committee Leadership

**Bill Zenner gave a brief updated and stated that we should improve our onboarding manual for Terra Academy. Bill Zenner has been working with the PLC Leadership team on putting this together and is hoping that it will be ready by summer or fall of 2023. Jim LaMuth stated that the Onboarding committee at UBTech could be something to look into as an example.**

Action: B. Scope and Sequences

Recommended Action: Discuss Committee Leadership

**Bill Zenner gave a brief update and stated that he and the PLC Leadership team have been working on the ELA and maps for math.**

7. BOARD GOVERNANCE - Rachelle Durrant

Action, Minutes: A. October 20, 2022 Minutes

Recommended Action: Motion to approve the minutes of October 20, 2022.

**Jim LaMuth motioned to approve the minutes of October 20, 2022**

**KayDee Massey 2<sup>nd</sup> the motion.**

**ROLL CALL:**

**Jim LaMuth**

**KayDee Massey**

**David Aldrich**

**Rachelle Durrant**

Action, Minutes: B. November 14, 2022 Minutes

Recommended Action: Motion to approve the minutes of November 14, 2022 Minutes

**KayDee Massey motioned to approve the minutes of the November 14, 2022 meeting**

**David Aldrich 2<sup>nd</sup> the motion**

**ROLL CALL:**

**KayDee Massey**

**David Aldrich**

**Jim LaMuth**

**Rachelle Durrant**

Action: C. 04-103 Election of Community Council Members Update

Recommended Action: Motion to approve the update of 04-103 Election of Community Council Members Update

**Jim LaMuth motioned to approve the update of 04-103 Election of Community Council**

**KayDee Massey second the motion**

**ROLL CALL:**  
**Jim LaMuth**  
**KayDee Massey**  
**David Aldrich**  
**Rachelle Durrant**

Action: D. 01-100 Terra Academy Bylaws Update  
Recommended Action: Motion to approve the update of 01-100 Terra Academy ByLaws  
**KayDee Massey motioned to approve the update of 01-100 Terra Academy ByLaws**  
**David Aldrich 2<sup>nd</sup> the motion**

**ROLL CALL:**  
**KayDee Massey**  
**David Aldrich**  
**Jim LaMuth**  
**Rachelle Durrant**

Action, Information: E. Building Use for Sent Life Fellowship - Presented by Katie Ward  
Recommended Action: Motion to approve the building use for Sent Life Fellowship beyond the five days.

**Katie Ward discussed and requested that Sent Life Fellowship be able to use Terra Academy as a church beyond the five days that policy allows. Katie Ward opened it up for discussion and questions. Jim LaMuth asked if administration has any questions concerning the use. Bill Zenner stated that he was there each time and that it is also used as a community service. 02-101 Facilities Usage Policy was read. KayDee Massey asked for more information and stated that there are some concerns from the community that this would open up for other groups that would not necessarily be accepted. Rachelle Durrant, Board member, went over that they would still have to follow policy, have a life insurance policy, supervised, and that they would have to be approved by the Board.**

**Jim LaMuth motioned to continue to let Sent Life Fellowship have access to the facility based on our Building use policy for up to a year contingent upon if we receive feedback that this is having a negative impact on the school and presence in the community or we will re-evaluate.**

**KayDee Massey 2<sup>nd</sup> the motion**

**ROLL CALL:**  
**Jim LaMuth**  
**KayDee Massey**  
**David Aldrich**  
**Rachell Durrant**

Information: F. Board Member Training  
Recommended Action: Possible motion to approve  
**Rachelle Durrant reminded the Board members to finish Board training and to let Janet Zenner know when they have finished.**

8. EXECUTIVE/CLOSED SESSION (OPTION)

Action: A. Move into Closed Session

Recommended Action: Motion to move into Closed Session for the purpose of  
N/A

Action: B. Move out of Closed Session

Recommended Action: Motion to move out of Closed Session

Action: C. Possible Motion on Closed Session Decision

9. ADJOURN MEETING

Action: A. Adjourn the Meeting

Recommended Action: Motion to adjourn the meeting.

**Jim LaMuth motioned to adjourn the meeting at 7:29pm**

**KayDee Massey 2<sup>nd</sup> the motion**

**ROLL CALL:**

**Jim LaMuth**

**KayDee Massey**

**David Aldrich**

**Rachelle Durrant**