

# MOUNTAIN HEIGHTS ACADEMY BOARD OF TRUSTEES MEETING



**Date:** Monday, April 24, 2023

**Anchor Location:** 9067 S. 1300 W. #204; West Jordan, UT 84088

The meeting was held via teleconference.

**Board Members in Attendance:** Gavin Hutchinson, Kari Malkovich, Wade Glathar, Quinn Sutton, Royce Kimmons

*VISION: We are the leader in digital education.  
MISSION: To develop connected and successful learners.*

## MINUTES

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### CALL TO ORDER

- Gavin Hutchinson called the board meeting to order at 9:32 AM.

### CONSENT ITEMS

- **March 17, 2023 Board Meeting and Closed Session Minutes and April 5, 2023 Board Meeting and Closed Session Minutes**

*Quinn Sutton joined the meeting at 9:33 AM.*

*Kari Malkovich made a motion to approve the March 17, 2023 Board Meeting and Closed Session Minutes and April 5, 2023 Board Meeting and Closed Session Minutes; Royce Kimmons seconded. Motion passed; the votes were as follows:*

- *Gavin Hutchinson – AYE*
- *Kari Malkovich – AYE*
- *Wade Glathar – AYE*
- *Royce Kimmons – AYE*
- *Quinn Sutton – AYE*

### VOTING ITEMS

- **Teacher and Student Success Act (TSSA) Program Plan**

The plan was provided and aligns with accreditation goals.

*Wade Glathar made a motion to approve the Teacher and Student Success Act (TSSA) Program Plan; Quinn Sutton seconded. Motion passed; the votes were as follows:*

- *Gavin Hutchinson – AYE*
- *Kari Malkovich – AYE*
- *Wade Glathar – AYE*
- *Quinn Sutton – AYE*
- *Royce Kimmons – AYE*

- **Curriculum Development Plan**

The courses over the next year for rewrite, refresh, and development were provided along with the expenses.

*Quinn Sutton made a motion to approve the Curriculum Development Plan; Wade Glathar seconded. Motion passed; the votes were as follows:*

- *Gavin Hutchinson – AYE*
- *Kari Malkovich – AYE*
- *Wade Glathar – AYE*
- *Quinn Sutton – AYE*
- *Royce Kimmons – AYE*

- **2023-2024 Course Supplies Purchase**

The school has gathered the purchases needing to be made in preparation for the next school year. New supply purchases are accompanying the new courses.

*Kari Malkovich made a motion to approve the 2023-2024 Course Supplies Purchase; Quinn Sutton seconded. Motion passed; the votes were as follows:*

- *Gavin Hutchinson – AYE*
- *Kari Malkovich – AYE*
- *Wade Glathar – AYE*
- *Quinn Sutton – AYE*
- *Royce Kimmons – AYE*

- **Assessment of Student Achievement Policy**

This policy references and describes requirements and how the school will comply with them, including with respect to the school’s statewide assessment plan, student participation in statewide assessments, and student exemptions from taking statewide assessments. The policy also states that the school will comply with the USBE’s Standard Test Administration and Testing Ethics Policy.

*Quinn Sutton made a motion to approve the Assessment of Student Achievement Policy; Royce Kimmons seconded. Motion passed; the votes were as follows:*

- *Gavin Hutchinson – AYE*
- *Kari Malkovich – AYE*
- *Wade Glathar – AYE*
- *Quinn Sutton – AYE*
- *Royce Kimmons – AYE*

- **Dropout Prevention and Recovery Policy**

Schools with students in grades 9-12 are required to offer dropout prevention and recovery students to 9-12 students who meet certain criteria. The criteria include, but are not limited to, 9-12 students who drop out before receiving a diploma or who are at risk of dropping out due to low academic performance, poor behavior, or excessive absenteeism. Such LEAs are also required to have a policy on dropout prevention and recovery services. This policy explains the circumstances under which a student should be offered dropout prevention and recovery services and what those services entail. This is a new policy being considered for adoption and the policy is in line with current practice. The number of students that can be impacted by this policy and how they are supported was discussed.

*Wade Glathar made a motion to approve the Dropout Prevention and Recovery Policy; Kari Malkovich seconded. Motion passed; the votes were as follows:*

- *Gavin Hutchinson – AYE*
- *Kari Malkovich – AYE*
- *Wade Glathar – AYE*
- *Quinn Sutton – AYE*
- *Royce Kimmons – AYE*

- **Dual Enrollment Policy Amendment**

Updates to the policy were shown and the reason for the amendments were explained.

*Kari Malkovich made a motion to approve the Dual Enrollment Policy Amendment; Quinn Sutton seconded. Motion passed; the votes were as follows:*

- *Gavin Hutchinson – AYE*
- *Kari Malkovich – AYE*
- *Wade Glathar – AYE*
- *Quinn Sutton – AYE*
- *Royce Kimmons – AYE*

- **Language Access Policy**

The policy includes certain provisions on the use of interpreters and translators for school activities and documents. This policy is based on the USBE’s model policy and requires the school to, among other things, designate a Language Access Coordinator, determine the primary language spoken by a student and parent, provide interpretation services during regular business hours to students and their parents who require such services to communicate with the school about critical information, and provide translations of school materials to students and their parents who require the translations to communicate effectively with the school. The impact on the budget of providing translators was considered and staff members have been hired to support language access along with contracted translator services based on individual student and parent needs.

*Quinn Sutton left the meeting at 9:50 AM.*

*Kari Malkovich made a motion to approve the Language Access Policy; Royce Kimmons seconded. Motion passed; the votes were as follows:*

- *Gavin Hutchinson – AYE*
- *Kari Malkovich – AYE*
- *Wade Glathar – AYE*
- *Royce Kimmons – AYE*

- **Proper Use of Public Funds and Assets Policy**

USBE rule explains what LEAs can and cannot do with respect to providing enrollment incentives to students, including rules LEAs must follow when providing equipment to students. If the school provides equipment to students, the equipment remains the property of the school. This policy is consistent with the rule and adds that individuals who damage school equipment may be financially responsible for the cost of repair or replacement.

*Kari Malkovich made a motion to approve the Proper Use of Public Funds and Assets Policy; Wade Glathar seconded. Motion passed; the votes were as follows:*

- *Gavin Hutchinson – AYE*
- *Kari Malkovich – AYE*
- *Wade Glathar – AYE*
- *Royce Kimmons – AYE*

- **Sale of Food and Beverages Policy**

Schools that don't participate in the National School Lunch Program are required to have a policy that addresses the sale of food or beverages during the school day. The school is not currently selling any food or beverages.

*Wade Glathar made a motion to approve the Sale of Food and Beverages Policy; Kari Malkovich seconded. Motion passed; the votes were as follows:*

- *Gavin Hutchinson – AYE*
- *Kari Malkovich – AYE*
- *Wade Glathar – AYE*
- *Royce Kimmons – AYE*

- **Selection and Purchase of Instructional Materials Policy**

This policy explains what instructional materials are as well as provides a list of qualities that instructional materials must possess to be used at the school. The policy also outlines the process the school will go through to select and adopt instructional materials.

*Kari Malkovich made a motion to approve the Selection and Purchase of Instructional Materials Policy; Wade Glathar seconded. Motion passed; the votes were as follows:*

- *Gavin Hutchinson – AYE*
- *Kari Malkovich – AYE*
- *Wade Glathar – AYE*
- *Royce Kimmons – AYE*

- **Student Transportation Policy**

The school is required to have a policy on school buses even if it doesn't own or operate school buses. This policy addresses how the school handles transportation of students to and from such things such as field trips and extracurricular activities and sets forth the applicable rules and standards related to such transportation. Currently, the school does charter buses for specific activities and national travel was considered with amendments made to the proposed policy for both commercial and public transportation.

*Kari Malkovich made a motion to approve the Student Transportation Policy as discussed; Wade Glathar seconded. Motion passed; the votes were as follows:*

- *Gavin Hutchinson – AYE*
- *Kari Malkovich – AYE*
- *Wade Glathar – AYE*
- *Royce Kimmons – AYE*

- **Supervision of Students at School-Sponsored Activities Policy**

USB rule R277-605 requires school coaches and designated school leaders always supervise students while on school-sponsored activities and for as long as their students are on school grounds following school-sponsored activities. This policy also states parents are responsible to pick up their children promptly after school-sponsored activities or plan for

someone else to pick up their child promptly after the activities.

*Wade Glathar made a motion to approve the Supervision of Students at School-Sponsored Activities Policy; Kari Malkovich seconded. Motion passed; the votes were as follows:*

- *Gavin Hutchinson – AYE*
- *Kari Malkovich – AYE*
- *Wade Glathar – AYE*
- *Royce Kimmons – AYE*

## **REPORTS**

- **Finance Report**

Cathie Hurst provided the current financial reports and reviewed the budget to actual spend for this point in the year. The budget for next year is in process now the legislative estimates have been provided.

- **Director Report**

DeLaina Tonks provided an update on the current state of the school, including early graduates, National History Day, and the DC Seminar. The overall passing rate is currently 81% , enrollment was covered, and teacher awards were highlighted. The school has been selected as an Ascent Math Gold Medal School. The Trailblazer Gala and Graduation are scheduled for the end of May.

- **Positive Behaviors Plan Report**

The report for the year was provided.

- **Donations and Fundraising Policy Review**

No changes are recommended to the policy at this time and the Policy Committee will continue to review.

- **Consultant Evaluation Committee**

The review process for consultants is in progress and interviews will be scheduled as determined by the committee.

## **TRAINING**

- **LEA-Audit Committees**

Each board member was requested to watch the updated training videos on the audit committee.

## **CALENDARING**

- The Gala is scheduled for May 30, 2023 with Graduation on May 31, 2023.
- The annual Board Meeting was rescheduled to June 23, 2023 at 9:30 AM.
- The proposed 2023-2024 board meeting schedule will be reviewed by board members.

## **CLOSED SESSION**

- No closed session held.

## **ADJOURN**

- *Kari Malkovich made a motion to adjourn the board meeting; Wade Glathar seconded.*

*Motion passed; the votes were as follows:*

- *Gavin Hutchinson – AYE*
- *Kari Malkovich – AYE*
- *Wade Glathar – AYE*
- *Royce Kimmons – AYE*

Meeting adjourned at 10:25 AM.