

## Scholar Academy

### Board Meeting Minutes

Monday June 9, 2014

Location: Academica West 290 North Flint Street, Kaysville, UT

In Attendance: Tye Hoffmann, Alison McCoy, Sandra Larsen, Dusty Griffith,

Not In Attendance: Joyce James, Jared Hamner

Others In Attendance: Sandy Shepard (Principal), Gavin Hutchinson (Academica West), Brandon Fairbanks (Academica West), Trish Trammell (Academica West), Kirk Blake (Academica West), Kim Dohrer (Academica West)

*Scholar Academy is committed to creating a learning environment that fosters in students the development of divergent thinking and problem solving skills, providing opportunities which enable all students to develop a sense of civic responsibility and achieve their highest potential.*

## AGENDA

**9:08 AM – CALL TO ORDER** by Tye Hoffmann

### **CONSENT ITEMS:**

- ❖ Approve April 15, 2014 Board Meeting Minutes  
*Alison McCoy made a motion to approve. Dusty Griffith seconded the motion. Voting was unanimous and motion passed.*
- ❖ Accept April 15, 2014 Closed Session Affidavit  
*Alison McCoy made a motion to approve. Dusty Griffith seconded the motion. Voting was unanimous and motion passed.*
- ❖ Approve May 6, 2014 Electronic Board Meeting Minutes  
*Dusty Griffith made a motion to approve. Sandra Larsen seconded the motion. Voting was unanimous and motion passed.*
- ❖ Ratify New Employees: Christin Saling (Office Manager), Elizabeth Larson (4<sup>th</sup> grade teacher), Christine Johnson (Kindergarten or Special Education TA), Amanda Gladdin (4<sup>th</sup> Grade/Title 1 TA), Ashley Signore (A.M. Kindergarten TA), Julie Logan (TA 1st /SPED), Cindy Andrews (Art)  
*Sandra Larsen made a motion to ratify new employees. Alison McCoy seconded the motion. Voting was unanimous and motion passed.*

### **REPORTS**

- ❖ Board Report:
  - Introduce Annual Budget – Sandy Shepard and Gavin Hutchinson  
Dusty and Sandy gave an overview of the annual budget. Sandy discussed the process of getting bids to ensure cost savings on purchases.  
Gavin added that the 2013-2014 budget was based primarily on the \$300,000 loan and Star-Up Grant. Monies were spent as outlined in the grant and loan. The school has spent the money in accordance with the grant. At the end of the year the school has significant cash in the bank –close to \$220,000. For next year’s budget the school overestimated expenses and underestimated revenue. Sandy and Dusty discussed that the implementation grant has been reduced.

**BUSINESS ITEMS:** (To Be Discussed and/or Voted On)

- ❖ Discuss and/or Vote to Approve 2014-2015 Annual Budget  
General discussion and questions regarding the 2014-2015 annual budget.  
*Sandra Larsen made a motion to approve. Dusty Griffith seconded the motion. Voting was unanimous and motion passed*
  
- ❖ Discuss and/or Vote to Approve Purchase Order not to exceed \$50,000 for kitchen equipment  
*Alison McCoy made a motion to approve. Sandra Larsen seconded the motion. Voting was unanimous and motion passed*
  
- ❖ Discuss and/or Vote to Approve Purchase Order not to exceed \$7,000 for Spanish curriculum  
General discussion regarding the use of curriculum funds.  
*Sandra Larsen made a motion to approve. Dusty Griffith seconded the motion. Voting was unanimous and motion passed.*
  
- ❖ Discuss and/or Vote to Approve Purchase Order not to exceed \$5,100 for computer monitors and keyboards.  
Sandy clarified the need for donated computer equipment and the need for purchased equipment.  
*Alison McCoy made a motion to approve. Dusty Griffith seconded the motion. Voting was unanimous and motion passed*
  
- ❖ Discuss and/or Vote to Approve Purchase Order not to exceed \$10,000 for copier  
General discussion and questions about procurement of the copier (lease vs. purchase). This is from grant money.  
*Dusty Griffith made a motion to approve. Sandra Larsen seconded the motion. Voting was unanimous and motion passed*
  
- ❖ Discuss and/or Vote to Approve Purchase Order not to exceed \$15,000 for projectors  
*General discussion about the use and location of projectors.*  
*Sandra Larsen made a motion to approve. Alison McCoy seconded the motion. Voting was unanimous and motion passed*
  
- ❖ Discuss and/or Vote to Approve Purchase Order not to exceed \$23,000 for SmartBoards  
Sandy Shepard discussed the use of smartboards in the school.  
*Alison McCoy made a motion to approve. Dusty Griffith seconded the motion. Voting was unanimous and motion passed*
  
- ❖ Discuss and/or Vote to Approve the Building Use Policy  
Sandy Shepard discussed the reasoning of the change per guidelines from the state.  
*Dusty Griffith made a motion to approve with the following change: "Violation of any of these standards is grounds for termination of the use agreement and future use agreements and the immediate removal of those individuals associated with the use." (emphasis added)*  
*Alison McCoy seconded the motion. Voting was unanimous and motion passed*
  
- ❖ Discuss and/or Vote to Approve Test Administration Policy  
*Alison McCoy made a motion to approve. Sandra Larsen seconded the motion. Voting was unanimous and motion passed*

- ❖ Discuss and/or Vote to Approve 401k provider  
General discussion about the fees associated with the 401k provider. Out of the providers that submitted Mountain West Pension, Inc had the lowest fees and has worked with other charter schools.  
*Sandra Larsen made a motion to approve 401k provider Mountain West Pensions, Inc. Alison McCoy seconded the motion. Voting was unanimous and motion passed*

## **DISCUSSION ITEMS:**

- ❖ Update on Enrollment Grade Configuration
  - Sandy Shepard provided up to date enrollment and registration information.
- ❖ Wellness Policy
  - The board received an overview of the Wellness Policy for students.
- ❖ Staff Dress Code- The board was given information on the Staff Dress Code to review.
- ❖ Calendaring:
  - The board scheduled an electronic board meeting for June 23, 2014 at 9:30AM.
  - The National Charter School Conference is on June 29-July 2, 2014.
  - National Charter School Conference, Mandalay Bay, Las Vegas, NV: June 29-July 2, 2014
  - A Ribbon Cutting Ceremony was discussed and will be held in August.
  - The 2014-2015 Board Meetings will be held on the 3<sup>rd</sup> Tuesday at 5:00PM (Board meeting in December will not be held.) The Annual Meeting will be in June. – Location will be at Scholar Academy
  - An Electronic Board Meeting Is Scheduled For July 15, 2014 5:00PM.
- ❖ Action Items and Goals

*Sandra Larsen made a motion to adjourn the meeting. Alison McCoy seconded the motion. Voting was unanimous and motion passed.*

**10:40AM ADJOURN** by Tye Hoffmann