

# SCHOLAR ACADEMY

## Board Meeting Minutes

Thursday, August 15, 2013

Location: Tooele County Health Department, Room 290, 151 North Main, Tooele, UT

In Attendance: Sandy Shepard, Joyce James, Dusty Griffith, Tye Hoffman (left at 7:39pm), Tom Gregson, Sandra Larsen (6:56pm)

Others In Attendance: Kim Dohrer (Academica West), Trish Trammell (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.*

### MINUTES

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**6:00 PM – CALL TO ORDER** by Sandra Shepard

**CONSENT ITEMS:** Tye Hoffman motioned to approve the below listed Consent Items. Dusty Griffith seconded the motion. Voting was as follows: Joyce James – Aye; Dusty Griffith – Aye; Tye Hoffman – Aye; Tom Gregson – Aye. Sandy Shepard did not vote. Sandra Larsen was not in attendance. Motion passes by majority vote.

- ❖ Approve May 21, 2013 Board Meeting Minutes
- ❖ Approve June 13, 2013 Board Meeting Minutes

**REPORTS:**

- ❖ School Sites and Construction – Sandy Shepard reported that there are currently three land sites that are being considered. There was discussion regarding the number of students per grade level that would be expected the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> third years of operation.
- ❖ Loan and Grant – Sandy Shepard stated that the loan and grant funds will be received in the near future, and the bank accounts have been established.
- ❖ School Website – The website will be built by FrogTummy and will be approved by the State before the full website is live to the public. The Lottery will begin on January 1<sup>st</sup>, so the website is expected to be live by October 1<sup>st</sup>.
- ❖ Legal Services – Sandy Shepard will work with Joel Wright on initial documentation that Scholar needs to complete, and to send out an RFP for legal services.
- ❖ Local Events – Tye Hoffmann listed some of the local events that may be beneficial for Scholar Academy Board Members to participate in.
- ❖ Marketing Committee and Community Campaign – Tom Gregson will chair this committee and will have marketing materials produced for upcoming community events.
- ❖ Principal Hiring Committee – Dusty Griffith stated that this committee would like to have a Director hired by October 1<sup>st</sup> and will begin interviewing candidates as soon as possible.

**DISCUSSION ITEMS:**

- ❖ Board Training – Kim Dohrer presented a short training on charter schools and went through some frequently asked questions.

The Board took a short break and returned at 7:17pm.

- ❖ Open Meetings Act Training – Kim Dohrer led a lengthy discussion on the Open Meetings Act requirements.
- ❖ Dress Code Policy – Sandy Shepard requested that each Board Member come prepared to a future Board Meeting to discuss school uniforms.
- ❖ PTO – This item was tabled.

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

*Dusty Griffith motioned to accept Joyce James as the GBOT Compliance Officer. Tom Gregson seconded the motion. Voting was as follows: Joyce James – Aye; Tom Gregson – Aye; Dusty Griffith – Aye; Sandra Larsen – Aye. Sandy Shepard did not vote. Tye Hoffman was not present.*

- ❖ Discuss and Vote on GBOT Compliance Officer

*Dusty Griffith motioned to accept the colors of royal blue, white and silver as the school colors, and an owl as the school mascot. Joyce James seconded the motion. Voting was as follows: Joyce James – Aye; Tom Gregson – Aye; Dusty Griffith – Aye; Sandra Larsen – Aye. Sandy Shepard did not vote. Tye Hoffman was not present.*

- ❖ Discuss and Vote on School Logo, Colors, Mascot

*Joyce James motioned to change the current enrollment goal of 80% to be changed to 90%, and to have the student enrollment number of 425 year one, and 475 year two. Dusty Griffith seconded the motion. Voting was as follows: Joyce James – Aye; Tom Gregson – Aye; Dusty Griffith – Aye; Sandra Larsen – Aye. Sandy Shepard did not vote. Tye Hoffman was not present.*

- ❖ Discuss and Vote on Charter Agreement Enrollment Capacity Goal

*Dusty Griffith motioned to approve Sandy Shepard, Dusty Griffith, Jed Stevenson and Sheldon Killpack as signers on the school Bank Account. Tom Gregson seconded the motion. Voting was as follows: Joyce James – Aye; Tom Gregson – Aye; Dusty Griffith – Aye; Sandra Larsen – Aye. Sandy Shepard did not vote. Tye Hoffman was not present.*

- ❖ Discuss and Vote on Bank Account Signers

*Joyce James motioned to approve the Background Check Policy. Tom Gregson seconded the motion. Voting was as follows: Joyce James – Aye; Tom Gregson – Aye; Dusty Griffith – Aye; Sandra Larsen – Aye. Sandy Shepard did not vote. Tye Hoffman was not present.*

- ❖ Discuss and Vote on Background Check Policy

*Dusty Griffith motioned to approve the Capitalization and Expense Policy. Sandra Larsen seconded the motion. Voting was as follows: Joyce James – Aye; Tom Gregson – Aye; Dusty Griffith – Aye; Sandra Larsen – Aye. Sandy Shepard did not vote. Tye Hoffman was not present.*

- ❖ Discuss and Vote on Capitalization and Expense Policy

*Joyce James motioned to approve the Dual Enrollment Policy. Sandra Larsen seconded the motion. Voting was as follows: Joyce James – Aye; Tom Gregson – Aye; Dusty Griffith – Aye; Sandra Larsen – Aye. Sandy Shepard did not vote. Tye Hoffman was not present.*

- ❖ Discuss and Vote on Dual Enrollment Policy

*Joyce James motioned to approve the Grievance Policy for Parents. Dusty Griffith seconded the motion. Voting was as follows: Joyce James – Aye; Tom Gregson – Aye; Dusty Griffith – Aye; Sandra Larsen – Aye. Sandy Shepard did not vote. Tye Hoffman was not present.*

- ❖ Discuss and Vote on Grievance Policy for Parents

*Tom Gregson motioned to approve the Grievance Policy for Staff. Joyce James seconded the motion. Voting was as follows: Joyce James – Aye; Tom Gregson – Aye; Dusty Griffith – Aye; Sandra Larsen – Aye. Sandy Shepard did not vote. Tye Hoffman was not present.*

- ❖ Discuss and Vote on Grievance Policy for Staff

*Dusty Griffith motioned to approve the Purchasing and Disbursement Policy with a change in the language regarding purchase orders being sent to the management company. Joyce James seconded the motion. Voting was as follows: Joyce James – Aye; Tom Gregson – Aye; Dusty Griffith – Aye; Sandra Larsen – Aye. Sandy Shepard did not vote. Tye Hoffman was not present.*

- ❖ Discuss and Vote on Purchasing and Disbursement Policy

*Tom Gregson motioned to approve the Religion and Education Policy. Dusty Griffith seconded the motion. Voting was as follows: Joyce James – Aye; Tom Gregson – Aye; Dusty Griffith – Aye; Sandra Larsen – Aye. Sandy Shepard did not vote. Tye Hoffman was not present.*

- ❖ Discuss and Vote on Religion and Education Policy

*Dusty Griffith motioned to approve the Revenue Recognition Policy with the addition of the language, “All donations accepted upon review of the Board and/or the Director”. Tom Gregson seconded the motion. Voting was as follows: Joyce James – Aye; Tom Gregson – Aye; Dusty Griffith – Aye; Sandra Larsen – Aye. Sandy Shepard did not vote. Tye Hoffman was not present.*

- ❖ Discuss and Vote on Revenue Recognition Policy

### **OTHER BUSINESS ITEMS:**

- ❖ Calendaring:
  - Pre-Opening Visit Checklist
    - GBOTS – Joyce James will gather this information from each Board Member.
    - The Procedure for Notifying School District of Withdrawing Students documentation for the September pre-opening meeting will be prepared.
    - Projected Enrollment and Marketing Plan will also be completed for the September pre-opening meeting.
  - Yearly Calendar/Timeline and Board Meeting Dates – There will be public informational meetings in different cities throughout the year.
  - Next Board Meetings: 9.19.13, 10.17.13
  - USOE Visitation Schedule: 9.19.13, 11.20.13, 1.15.14, 3.19.14, 5.16.14
- ❖ Sandy Shepard introduced Joel Wright to the Board and he briefly discussed what services he will provide for the Board.

The Closed Session was not needed.

*Sandra Larsen motioned to adjourn the meeting. Tom Gregson seconded the motion. Voting was unanimous and motion passes.*

**9:10 PM – ADJOURN**