

**Thomas Edison Charter Schools
Governing Board Meeting
October 4, 2017
5:30**

In attendance: Audra Parent, Chris Johnnie, Emily Buckley, Denae Pruden, Adam Burris, Kyle Hancock

Welcome/Conducting: Adam Burris

Pledge of Allegiance: Adam Burris

Charter Highlight: Chris Johnnie reviewed the school philosophy, purpose and goals.

Motion to accept the agenda: Audra Parent

Second: Chris Johnnie

Yes: Audra Parent, Chris Johnnie, Emily Buckley, Denae Pruden, Adam Burris, Kyle Hancock

Public Comment:

Brad wanted to thank the board, especially for their work on some upcoming items.

Angela stated that no matter what happens with the decision tonight we will be going forward.

Approval of Minutes – Adam Burris:

Motion to approve the July minutes: Adam Burris

Second: Denae Pruden

Yes: Audra Parent, Chris Johnnie, Emily Buckley, Denae Pruden, Adam Burris, Kyle Hancock

Motion to approve the August minutes: Audra Parent

Second: Kyle Hancock

Yes: Audra Parent, Chris Johnnie, Emily Buckley, Denae Pruden, Adam Burris, Kyle Hancock

Motion to approve the September minutes: Adam Burris

Second: Audra Parent

Yes: Audra Parent, Chris Johnnie, Emily Buckley, Denae Pruden, Adam Burris, Kyle Hancock

Achievement Report – Denae Pruden:

- Angela gave a synopsis of the most recent meeting held on September 27th.
- Edison Schools' grade with the state is B for both elementary and middle school.
- A breakdown of the DIBELS scores was presented.
- There was discussion on the curriculum mapping that was done last year. Now the concentration is on implementing the needed changes and finding supplemental items to fill the gaps. The resources are being compiled and should be known before the next meeting.

UCA Approval – Shem Smith:

Shem emailed the report out last week. It is similar to past years' reports.

Motion to approve the UCA: Adam Burris

Second: Denae Pruden

Yes: Audra Parent, Chris Johnnie, Emily Buckley, Denae Pruden, Adam Burris, Kyle Hancock

Reading Achievement Approval – Shem Smith:

This is a new report. Shem looked at past years and on what modifications the school wants to concentrate. It fits nicely with MTSS. The schools are trying to incorporate a lot more of the interventions in the classroom to increase proficiency.

Motion to approve Reading Achievement program: Adam Burris

Second: Audra Parent

Yes: Audra Parent, Chris Johnnie, Emily Buckley, Denae Pruden, Adam Burris, Kyle Hancock

9th Grade Recommendation and Vote – Denae Pruden:

Individual committees did research on 9th grade.

Finance committee- Audra: The finance committee recommends dropping 9th grade. The main reason is indirect costs. There are also issues of keeping certified staff.

Personnel and Policy committee – Adam: It does not make sense to maintain 9th grade because of the required accreditation process and the small number of individuals served.

Achievement committee – Denae: It was a difficult discussion. The hardest things for the achievement committee were the comments from the public. A lot of people love the program. The committee feels it would be better to not continue 9th grade. The need is not as necessary with the change of all valley high schools to include 9th grade. The school does not offer a foreign language. Students have more options for digital studies and other electives at area high schools.

Adam – viewed from committee perspective it is better to drop 9th grade, but it impacts real people. He asked for thoughts.

- *Emily* – logically it makes sense to discontinue. She felt swayed when thinking of individual students.
- *Denae* – When she talked to teachers they talked about how much time and effort 9th grade took for a small amount of students, even though they love 9th grade and the students.
- *Audra* – There are a lot of factors involved in keeping 9th grade. She worries about keeping up with everything that is needed, such as digital studies electives. The time and energy could be directed at improving other K-8 programs.
- *Chris* – There are a smaller number of students, but teachers were spending a greater amount of time on 9th grade.
- *Kyle* – There needs to be an adequate return on investment. From the perspective of a board member, it is not the best business decision to keep it.

Adam spoke with Scott Jackson, Eldon Budge and Jamie Lewis. Last year 40 students said they would stay. The year started at 26 and went up a couple. Very few students are returning for 9th grade.

Motion to discontinue 9th grade at the end of this year and moving forward to 2018-2019 school year:

Denae Pruden

Second: Kyle Hancock

Yes: Audra Parent, Chris Johnnie, Emily Buckley, Denae Pruden, Adam Burris, Kyle Hancock

Finance Report – Jim Peterson:

Both schools are operating in the black. Two large bills increased the expenses for North. Shem said they were budgeted for last year, but just billed. The PO will reimburse for half of the cabinetry.

A lot of changes occur in the budget in the early months of the school year, largely because of state projected revenue line items. They are recalculated after the October 1 counts.

South enrollment is way down this year compared to last. It is largely due to the new charter school. There is a rule in Utah code that is called a one year hold harmless. In a school with declining enrollment, if their previous year's enrollment is higher, the enrollment will be funded the same as the previous year. Jim has arranged a phone call with Jaime Barrett to get details on exactly how the rule works. He would like to codify the budget sheet.

A couple of months ago it was expected that the medical premiums would increase by 20%. Ernie talked them down to about 9.7%. Once the group profile is known the budget will be updated. It should result in an increase in cash surplus.

Data Governance Policy/Procedures Approval – Carol Bekker/Adam Burris:

Motion approve the data security policy as constituted: Adam Burris

Second: Chris Johnnie

Yes: Audra Parent, Chris Johnnie, Emily Buckley, Denae Pruden, Adam Burris, Kyle Hancock

Motion to approve the data governance policy as Carol submitted: Denae Pruden

Second: Audra Parent

Yes: Audra Parent, Chris Johnnie, Emily Buckley, Denae Pruden, Adam Burris, Kyle Hancock

Vendor Approvals – Shem/Melani:

None

Principal Reports – Shem/Melani:

Melani:

- Edison South does a school evacuation drill once a year in the fall. An additional evacuation site was added this year. The front half of the school went to the new site. It gets students off campus faster. The emergency system, Dir-S, which goes on phones and computers, did not work as well as it should have. The vendor is trying to work with us to improve it.
- Adam asked how many openings were in kindergarten. Melani replied that there is typically more enrollment in kindergarten because Edison South has 4 sections. It will create a bubble effect if not filled.
- Kyle asked about the marketing company. Audra reported that they did one push soon after being hired. They supplied a report on the click throughs. The normal rate is .8, ours was 1.4. They are currently working on two different ads and how to run them simultaneously. One focuses on no tuition and the other on the school's philosophies. They are working on a blog to open to more information when something in the ad is clicked.

Adam would like the marketing company to give a report to the board.

Shem:

- The technology purchased during the summer has been deployed into the classrooms. Teachers are happy to have it. They have had a few tech committee meetings to create a process for replacement.
- The library review committee consists of 32 volunteers. They have 2,400 books to go through.
- Shem talked about volunteer hours in his principal's message. Last year 5,700 volunteer hours were reported. If everyone did their volunteering there would be close to 11,000 hours of volunteer time. Some hours are not reported.
- Intech will enroll 7th and 8th graders next year. It will be interesting to see the impact to Edison North.

Personnel Requests – Shem/Melani:

Melani:

- One of the first grade aides was offered a position at USU. Nicola Tyers, a parent, was hired to replace her for the first grade aide position with Jaime Hadsell.
- One of the RTI aides needed to not work anymore. She was replaced with two people: Heidi Bullough, 4 hour person to do testing and Diana Barber, who was subbing in RTI, as an 18 hour RTI aide.

Shem:

- Increased Pam Clements from .8 to 1.0.

Motion to approve the personnel requests: Adam Burris

Second: Audra Parent

Yes: Audra Parent, Chris Johnnie, Emily Buckley, Denae Pruden, Adam Burris, Kyle Hancock

FLSA Presentation – Steve Finley:

- The minimum wage of \$7.25 has not changed in a while. Minors can be paid \$4.25 for first 30 days. Food workers who get tips can be paid less.
- Workers who are 14 and 15 cannot work past 7:00 pm on a school night and 9:00 pm on other nights. Overtime can be any seven day period. It cannot be change around. Employees can work over 8 hours per day, but not 40 hours per week without being paid overtime.
- Teachers are named as exempt from overtime pay. There are some gray area positions and the change in employees being exempted if paid over a certain amount has not officially happened.
- If an employee is terminated, they need to be paid within 24 hours. If they quit, they can be paid on the next regularly scheduled pay day.
- FMLA – An employee can take up to 12 weeks. It does not need to be paid time. It can be required that they be on the job for 12 months before, but we have made it so that does not need to be met. It cannot be taken in pieces and pregnancy does qualify.
- Full time salaried employees can be paid once per month, hourly employees twice per month.
- The furthest a salaried person's payday can go into the next month is 7 days. If an employee is hourly, it can go 10 days into the next month
- Direct deposit of paychecks can be required if more than 2/3 of your employees have opted into it.
- Bonuses should always be expressed in gross pay.

Adjourn:

Motion to adjourn: Adam Burris

Second: Emily Buckley