

MINUTES OF MONTICELLO ACADEMY BOARD OF TRUSTEES

Special Meeting — August 1, 2019

A SPECIAL MEETING OF THE MONTICELLO ACADEMY BOARD OF TRUSTEES WAS HELD ON THURSDAY, AUGUST 1, 2019 AT 4:52 PM, AT 2782 CORPORATE PARK DRIVE, WEST VALLEY CITY UTAH. THE MEETING WAS CALLED TO ORDER BY THE CHAIR, GIENIE ASSINK.

The following Trustees were present:

Joel Coleman
Jennifer Warnas
Gienie Assink
Martell Winters

The following Administrators were present:

Kim Coleman
Dane Roberts
Shari Bradley

1. **Approval of Minutes.** Mr. Coleman moved to approve the minutes of [June 12, 2019](#), seconded by Ms. Warnas.

A roll call vote was taken:

Ms. Assink	Yes
Mr. Coleman	Yes
Mr. Winters	Yes
Ms. Warnas	Yes

The motion to approve the minutes passed unanimously.

2. **West Point Lease.** Mr. Winters moved to instruct Ms. Coleman to have the school attorney review the lease agreement from the owner for the West Point property and submit it to the State Charter School Board for its review before final Trustee approval. The motion was seconded by Mr. Coleman.

A roll call vote was taken:

Ms. Assink	Yes
Mr. Coleman	Yes
Mr. Winters	Yes
Ms. Warnas	Yes

The vote was unanimous.

3. **[Code of Conduct and Appropriate Behavior policy.](#)** Mr. Coleman explained this policy complies with a new state law and described the requirements of the law. He also stated the policy language is taken from the model policy provided by the Utah State Board of Education. Mr. Winters moved to approve the policy, seconded by Ms. Warnas.

A roll call vote was taken:

Ms. Assink	Yes
Mr. Coleman	Yes
Mr. Winters	Yes
Ms. Warnas	Yes

The vote was unanimous.

- 4. Early Literacy Plan.** Mr. Roberts shared details about the goals of the plan and answered questions from the board members, including an acknowledgement that Ms. Nakaoka developed and refined the plan with input from State Board of Education staff members. Mr. Winters moved to approve the plan, seconded by Ms. Warnas.

A roll call vote was taken:

Ms. Assink	Yes
Mr. Coleman	Yes
Mr. Winters	Yes
Ms. Warnas	Yes

The vote was unanimous.

- 5. 2019-2020 School Calendar.** Mr. Roberts explained a few minor adjustments he is recommending to the approved school calendar. Mr. Coleman moved to approve the changes, seconded by Mr. Winters.

A roll call vote was taken:

Ms. Assink	Yes
Mr. Coleman	Yes
Mr. Winters	Yes
Ms. Warnas	Yes

The vote was unanimous.

- 6. Building Security Policy Revisions.** Mr. Roberts explained his suggested policy amendments and Mr. Coleman moved to approve the proposed budget, seconded by Ms. Warnas.

A roll call vote was taken:

Ms. Assink	Yes
Mr. Coleman	Yes
Mr. Winters	Yes
Ms. Warnas	Yes

The vote was unanimous.

- 7. 2019-2020 Fee Schedule.** Mr. Roberts explained how the administration has analyzed the cost of activities and the fees for families and that the school has been subsidizing activities over the years to minimize barriers to participation for students. Having families start to pay the entire cost of each activity this year would require significant fee increases, so his proposal strikes a balance

between offsetting the costs for families and maintaining a sustainable school budget. The proposal provides approximately a 50/50 split for the actual cost of activities between the school and the student's family. Mr. Coleman explained the administrative rule that will be considered by the Utah State Board of Education this very week and that significant guidance for school fees policy will be forthcoming subsequently.

The Trustees requested that the administration perform a review of the items on the schedule to determine if fees are still necessary for each item. For example, they asked why a fee was necessary for student lockers. They also requested that the administration verify that each item on the fee schedule has its own account so the school can more accurately track expenditures. Mr. Winters moved to approve the proposed fee schedule, seconded by Mr. Coleman.

A roll call vote was taken:

Ms. Assink	Yes
Mr. Coleman	Yes
Mr. Winters	Yes
Ms. Warnas	Yes

The vote was unanimous.

- 8. Fee policy.** Mr. Winters moved to approve the proposed fee policy, seconded by Ms. Warnas.

A roll call vote was taken:

Ms. Assink	Yes
Mr. Coleman	Yes
Mr. Winters	Yes
Ms. Warnas	Yes

The vote was unanimous.

- 9. Emergency Response Plan Update.** Mr. Roberts explained the legal requirement to have a committee to develop an updated emergency response plan. He asked board members to recommend people to participate on the committee if they had any in mind.

- 10. School Academic Programs Review and Discussion.** Mr. Roberts presented information about school academic programs and student performance and answered questions from board members. The Board discussed Mastery Connect, CANVAS, and other products and services in the context of competency based learning and personalized education. The Board also reviewed performance data and discussed various interventions to improve targeted areas of student learning.

THERE BEING NO FURTHER BUSINESS OF THE MONTICELLO ACADEMY BOARD OF TRUSTEES THE SPECIAL MEETING OF THURSDAY, AUGUST 1, 2019, WAS ADJOURNED AT 6:43 PM BY CHAIR ASSINK.

I hereby certify the foregoing to be a true, accurate and complete record of the proceedings of the special meeting of the Monticello Academy Board of Trustees held August 1, 2019.

Joel Coleman

Secretary