

OFFICIAL MINUTES

**Edith Bowen Laboratory School
Working Governing Board Meeting Minutes
Held in the EBLs Faculty Room
Thursday, December 8, 2015**

BOARD MEMBERS PRESENT

Mary Roe - Chair
Beth Foley
Frank Schofield
Lisa Hopkins
Juliet Tietjen
Dan Johnson
Julie Moeller
Eric Gierloff
Laura Reina
Gaylene Merrill - Secretary

Absent:

Adam Winger
Sarah Huff

AGENDA

1. Call to Order

Chair Roe called the meeting to order at 2:35 P.M.

2. Roll call

3. Consent Calendar

- a. Minutes
- b. Personnel

Action: To approve the Consent Calendar

Motion: Member Beth Foley

Second: Member Juliet Tietjen

Unanimous in affirmative

4. Charter Compliance

a. Second Reading of Wellness Policy:

Second Reading of Wellness Policy was brought to the board for approval.

Action: To approve the Second Reading of the Wellness Policy

Motion: Member Beth Foley

Second: Member Juliet Tietjen

Unanimous in affirmative

Chair Roe suggested to the board that the school goals indicate the nutrition side but goals seems to be nutrition and fitness, but goals don't say this. Do we need to expand goals to read both? Director Johnson stated that no one has caught this because this policy was a model one used from other schools.

Chair Roe asked the board decided to strike the previous action and voted to amend the policy.

Action: To strike the previous action of the Second Reading of the Wellness Policy

Motion: Member Beth Foley

Second: Member Juliet Tietjen

Unanimous in affirmative

The policy will read as follows: "Students will be taught healthy food choices and care for the body during general education, and/or physical education classes".

Action: To approve the amended wording under School Goals in the Second Reading of the Wellness Policy

Motion: Member Beth Foley

Second: Member Juliet Tietjen

Unanimous in affirmative

b. Charter Review:

Director Johnson shared with the board that the School Community Council has reviewed the school charter and we have found that there needs to be some small wording changes within the document. The new rules with the State Charter Board are that minor changes can be sent through a committee at the state for approval, but major changes require more. We will be making some minor wording changes within this document and will then share these with Logan City School District, our SCC, and this Governing Board before it is submitted.

c. Charter Performance Standards/School Achievement:

Director Johnson reported that the following is an information item for this board, but he wanted the board to know that the State Office of Education and State Charter Office is concerned about performance and what happens if charter schools under perform. He stated that performance standards are centered around achievement, and if a school's letter grade is a D or F and their federal achievement scores are low, that the State Charter Board will be looking at that school. He reported that the school is taking this Charter Performance Standards draft and looking at the goals and indicators to make sure we are performing as a school and achieving our goals.

d. Accreditation Update:

Director Johnson reported that this coming April we will be into our two year accreditation process with AdvancedEd. We have an APR due this Spring and he will keep the board updated when the APR is done.

e. UTREX (December 1st update):

This UTREX report concerns SPED, it has been completed and sent to the state.

5. Financial Compliance

a. Financials 2014-2015:

Eric Gierloff stated that the most important part of the financial report that board members received via their email was the management discussion and footnotes. The school ended up with a negative \$131,000 for the year. The reason for the negative number is that there is a new accounting ruling requirement by state that requires us to list our pension, this was a \$79,000 hit that we had no control over. The new ruling also requires us to include future liabilities for pension. The other explanation for overage was the additional 2nd grade teacher that was on sick leave most of the year. The overall cost was about \$44,000, but with benefits it was roughly \$75,000.

The financials for 2014-2015 have been accepted by USU and USOE.

b. Audit:

Eric stated that the audit is now complete. There were no significant findings or deficiencies. One item that we need to fix is an additional person handling the cash. This person will count the money and get the deposit ready.

c. Budget 2015-2016:

Eric shared the new budget and indicated that it is now updated and broken into the different programs. Overall we are looking at a budget where we are over budget by \$57,000. The main reason for this is that we were expecting to have extraordinary items from last year and anticipated that we would be dipping into savings that we established for this overage. Last year we dipped into these savings more than we expected and this year we might have to as well. We have substantial reserves on hand for this and have been able to shave \$52,000 off last year's expenses on this budget. Eric stated that we are pretty well in line where we have been in the past. Director Johnson stated that we want to have cash reserves and we don't want to dip into it if we don't have to. We want to establish a budget and then stick to it.

6. Regulatory and Statutory Compliance

a. 2016-2017 School Calendar:

Director Johnson shared the new 2016-2017 school calendar with the board and stated that it mirrors calendars from the Logan and Cache School Districts except that we exceed the hours. Students will have 1046 hours instead of the required 990 hours. Teachers will also be working 184 days instead of the required 180 days.

Action: To approve the 2016-2017 EBL School Calendar

Motion: Member Juliet Tietjen

Second: Member Frank Schofield

Unanimous in affirmative

7. Governing Board Information:

a. Standards-based Reporting Documents:

Director Johnson shared that teachers have been getting Leadership binders for students in place so they can identify their goals about citizenship and improving learning. These binders will allow us to hold student-led conferences. Along with the binders and the work with curriculum the teachers have put into place, we are now able to put together a standards-based report card. Parents will now be able to see how their child is doing. Laura Reina stated that the school is trying to have open communication with parents so they understand how their students are progressing with the mastery of the standards. We don't want report cards to only reflect how many assignments have been turned in or quizzes completed, but what students know. Our teachers have developed many common formative assessments and our goal is to report to parents their student's strengths and weaknesses and then set goals that are meaningful. This report card has been developed and has been adjusted by teachers to meet grade level needs. Many items are consistent on every report card so that parents will not see so many differences as their students progress from grade to grade. Teachers will go over the report cards with parents so they can asked questions and work together to help set goals.

Member Foley suggested that under Leadership Skills that all bold items be made third person on the Report Card.

Member Hopkins expressed one concern over the transition students face when they leave here for middle school and are shocked when they receive their first letter grades. Laura expressed that this has been discussed here with our 5th grade teachers because they are worried about this also. This change will help with the discussion parents have with teachers. For instance when they discuss an item under Leadership Skills such as "Demonstrates a effort to learn", not meeting expectations means, if they are not doing their homework than they are not demonstrating an effort to learn.

b. Professional Development:

Director Johnson shared that he wants this school to be transparent so that anyone at any time can find out all the answers they need to about this school.

Laura shared that teachers are working with Eric Newell on their web pages. Teachers have learned how to do web pages (Google, Weebly) and these will go live with the new website. Teachers are also looking at units and lessons and going back to see what they can do to improve as grade-level teams. This allows them to change their instruction and adjust it to make it the most effective. Parents will be able to see what we are all about here at EBLs.

Director Johnson also shared that there is accountability in the teachers IDPs for what they have been doing in Professional Development.

c. EBLs Web Page:

Eric Newell stated that he is cleaning up the homepage and shared with the Board what the new web page will look like when it goes live. Teacher names will link out to their own individual web pages that they have made. Navigation will be much easier for students and parents and the teacher web pages will be a good resource for the level students who go through this school.

Dan shared that the College of Education has saved us \$26,000 by providing IT services to EBLs. He indicated that the school has worked hard to be very intentional on what we are doing. If you want to figure out where you are going you have to have a Journey Map. We are in a way different place than we were a couple years ago. Our Journey Map predicts where we are going.

8. Board Comments:

Eric Gierloff shared with the board that he had just received an email the the school's UCA has been approved.

Member Hopkins is happy where things are going with the school.

9. Adjourn: 3:27 PM