

# The Governing Board of Freedom Preparatory Academy

HELD A PUBLIC MEETING

IN THE SECONDARY SCHOOL CONFERENCE ROOM

**June 20, 2023 – 8:07 AM-12:56 PM**

*In attendance via zoom: Cary McConnell, CAO, board member Paul Baltes, board member Thomas Chan, Executive Director Lynne Herring, Director of Finance Chris Helvey, Director of Operations Buddy Ivie, Principals Carrie Banfield, Matt Fullmer, Brandon Winn, Grayson Wolf, Assistant Principals Cherlynn Imes, Brandon Waite, Jody Wihongi, Secondary Academic Dean Kim Flewallen (joined @10:05) and parent Lindsey Noble (joined @10:30). Executive Secretary Tracey Noonan participated at the anchor location.*

## PUBLIC COMMENT

None

## REGULAR AGENDA

### 1. Approval of minutes from the April 27, 2023, Governing Board Meeting

Paul Baltes moved to approve the minutes from the April 27, 2023, Governing Board Meeting. Cary McConnell seconded. 3-0 passed, no opposition; Jay Garlock absent.

### 2. Approval of minutes from the May 18, 2023, Governing Board Meeting

Thomas Chan moved to approve the minutes from the May 18, 2023 Governing Board Meeting. Paul Baltes seconded. 3-0 passed, no opposition; Jay Garlock absent.

### 3. Executive Director Update

Thomas Chan led a discussion regarding whether or not scholarships awarded to graduating students should be recorded in the graduation program/publicized.

Paul Baltes expressed gratitude for the updates which enable the Governing Board to stay abreast of events at all campuses.

### 4. FPA School Achievement and Testing Results

Matt Fullmer presented and summarized FPA2 campus state testing results for SY2022-2023 and gave a brief overview of plans for improving future test results.

Paul Baltes pointed out that math testing scores are lower at both the state and national level. Thomas Chan mentioned communication with parents being a possible tool to increase awareness of math concerns.

Cherlynn Imes presented and summarized FPA1 campus state testing results for SY2022-2023 and gave a brief overview of plans for improving future test results.

Carrie Banfield presented and summarized FPA3 campus state testing results for SY2022-2023 and gave a brief overview of plans for improving future test results.

Brandon Winn presented and summarized FPA4 campus state testing results for SY2022-2023 and gave a brief overview of plans for improving future test results.

#### 5. Approve Early Literacy Grant

Grayson Wolf summarized the goals and plans for this grant (previously named Early Learning Plan). The plan targets literacy for kindergarten through third grades and most of the funding will go towards salaries for paraprofessionals (intervention aides). The state has approved FPA's goals/plans and is waiting for approval from our Governing Board.

Thomas Chan moved to approve the plan for the Early Literacy Grant. Paul Baltes seconded. 3-0 passed, no opposition; Jay Garlock absent.

#### 6. FPA Facilities Update

Buddy Ivie highlighted projects that happened during SY2022-2023 (and that are scheduled during the summer) at all campuses. Buddy thanked the Facilities Director, Mike Cutler, and recognized all his and his teams' hard work all school year plus for their general summer maintenance and all the deep cleaning that is done during the summer.

In its last session, the state legislature committed monies to school safety needs. Buddy Ivie will conduct a facilities threat assessment in July in order to apply for specific grants linked to the new funding.

5 minute recess (10:00-10:05)

#### 7. Approve or Deny Resolution Regarding Saving

Chris Helvey explained his recommendation that FPA have 45 days cash on hand (an estimated 3 million dollars) which would be done by making monthly deposits of fifty thousand dollars into a savings account for 5 years.

Agenda items 12 and 13 were moved to this point in the meeting in order to discuss budgets at the same time as the savings resolution.

Chris Helvey summarized the revised FY 2022-2023 budget and discussed the proposed FY 2023-2024 budget.

Discussion commenced regarding budget changes and the way they are documented. Moving forward, all revisions to the budget, and when they are voted on, will be recorded in the spreadsheets of future budgets.

The governing board and Chris Helvey also discussed budget issues including salaries (legislative increase) and inflation-caused raising of costs at all levels, plus upcoming facilities projects.

Chris Helvey explained that through a government credit program linked to FPA staying open during COVID, we may get some extra funds. Chris will keep the board posted on the status of this program.

Thomas Chan moved to approve the revised FY 2022-2023 budget.  
Paul Baltes seconded. 3-0 passed, no opposition; Jay Garlock absent.

Thomas Chan moved to approve the proposed FY 2023-2024 budget.  
Paul Baltes seconded. 3-0 passed, no opposition; Jay Garlock absent.

Cary McConnell directed the governing board back to agenda item number 7.

Paul Baltes moved to approve the Resolution regarding savings plan.  
Thomas Chan seconded. 3-0 passed, no opposition; Jay Garlock absent.

Thomas Chan asked about interest rate incomes from this savings plan. Chris Helvey explained that FPA has benefitted greatly this past year from interest rate incomes.

The Governing Board may consider a motion for a Closed Meeting in accordance with The Utah Open and Public Meetings Act for purposes outlined in Utah Code\*

In consideration of FPA parent's time, the governing board decided to change order of agenda by moving directly to agenda item 14.

14. Approve or Deny Final Decision on Readmission for Student(s) Attending Secondary School.

Paul Baltes moved to enter a closed session for the purpose of deciding on readmission of a student.  
Thomas Chan seconded. Roll Call Vote 3-0 passed, no opposition; Jay Garlock absent.

At 11:50, the Governing Board exited the closed meeting. Public session continued.

Paul Baltes moved to readmit Ramon Noble.  
Thomas Chan seconded. 3-0 passed, no opposition; Jay Garlock absent.

Matt Fullmer will inform the Noble family of the governing board's decision.

8. Review International Travel Policy for Study Abroad Trips

A discussion commenced regarding whether or not future Study Abroad Trips should be school sponsored. After much discussion, it was decided that moving forward, all school sponsored Study Abroad Trips will be discontinued.

Paul Baltes moved that the governing board directs teachers and parents to understand that FPA will no longer make international school sponsored trips part of the FPA Administration and Board purview.

Discussion continued to clarify governing board and FPA's financial and resource separation from international trips as well as scenarios regarding possible humanitarian trips and curriculum-based trips.

FPA's International Travel Policy will be revised at a later governing board meeting to reflect these changes.

Cary McConnell seconded. 3-0 passed, no opposition; Jay Garlock absent.

9. Approve Revisions to the Parent-Student Handbooks 2023-2024

Thomas Chan moved to approve both the Elementary and Secondary Parent-Student Handbooks 2023-2024, as presented.

Paul Baltes seconded. 3-0 passed, no opposition; Jay Garlock absent.

10. Approve Revisions to the Employee Handbook 2023-2024

Chris Helvey summarized two major changes:

- Paid Time Off (PTO) replaces Sick/Vacation time.
- Any owed employee lunch fees will be taken out of employees' paychecks at the end of the quarter in which the fees are owed.

Paul Baltes moved to approve the Employee Handbook 2023-2024 as outlined.

Cary McConnell seconded. 3-0 passed, no opposition; Jay Garlock absent.

Thomas Chan asked a clarification question regarding overtime which Chris Helvey answered.

11. Approve or Deny Privacy Policy (Continued from May 18, 2023, meeting)

Thomas Chan moved to continue approval of the Privacy Policy to a future meeting.

Paul Baltes seconded. 3-0 passed, no opposition; Jay Garlock absent.

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Paul Baltes moved to enter a closed meeting.

Thomas Chan seconded. Roll Call Vote. 3-0 passed, no opposition; Jay Garlock absent.

At 12:45, the Governing Board exited the closed meeting. Public session continued.

15. Utah Open and Meetings Act Training

8 minute online training video was shown.

## 16. Board Assessment and Goals

Tabled until Governing Board is fully manned.

## 18. Adjourn

Thomas Chan moved to adjourn @ 12:56 PM

\*The Freedom Preparatory Academy Governing Board may consider a motion to close the meeting to hold a strategy session to discuss the purchase, sale, exchange, or lease of real property, and/or the character, professional competence, or physical or mental health of an individual in conformance with § 52-4-204 and 52-4-205 et. Seq., Utah Code Ann.

### Current Board Goals

- a. Student and Employee Success
  - i. Ensure the development data-driven methods to understand student success.
  - ii. Contribute to improving lives through development of policies and practices
- b. Operational Efficiency
  - i. Require school to operate in the black
  - ii. Oversee Retaining and Enrolling Students
  - iii. Quarterly Enrollment review
  - iv. Regular Policy Review each Board Meeting
- c. Community Relations
  - i. Be involved regularly in Parent and Student engagement activities
  - ii. Evaluate PR quarterly
  - iii. Governing Board Members attend and assist fundraisers
- d. Specific Areas of Focus
  - i. Define what makes Freedom different/unique
  - ii. Support consistent culture across campuses