

# University Schools Board of Governors July 8, 2020 Minutes

**Board Members Present:** Erin Clark, Rodney Constance, Amanda Haas (faculty rep), Christopher Hughes, Mark Jones, Bill McAdams, Ethan Miles, Chance Morse, Jeff Weber, Tina Whitcomb, Stephanie Wille

**Board Members Absent:**

**Staff Present:** Jennifer Weaver, Sue Toricelli, Charlene Baumgartner

**Guests Present:**

## 1.0 CALL TO ORDER

Mark called the meeting to order at 6:00 pm. A quorum was present.

## 2.0 ADOPTION OF THE AGENDA

Jeff (Ethan) moved to approve an amended agenda removing Tina Whitcomb's name from the Continuing List of Board member in 4.0 as she was also listed under New for her second term. Motion passed.

## 3.0 APPROVAL OF MINUTES

Jeff (Erin) moved to approve the minutes of June 10, 2020. Motion passed.

## 4.0 BOARD OF GOVERNORS REORGANIZATION

### 4.1 Seating and Recognition of New and Continuing Board Members

#### New

- Chance Morse
- Stephanie Welle
- Tina Whitcomb (2<sup>nd</sup> term)
- Amanda Haas (faculty rep)
- Alexis Sanchez (student rep)

#### Continuing

- Erin Clark
- Rodney Constance
- Mark Jones
- Bill McAdams
- Ethan Miles
- Jeff Weber

### 4.2 Election of Officers and Appointments

- Chair – Mark Jones - Rod (Erin) nominated Mark Jones. Motion passed.
- Vice-Chair – Jeff Weber - Rod (Ethan) nominated Jeff Weber. Motion passed.
- Secretary – Ethan Miles - Rod (Erin) nominated Ethan Miles. Motion passed.
- Treasurer – Tina Whitcomb - Erin (Jeff) nominated Tina Whitcomb. Motion passed.
- Financial Advisor – Christopher Hughes - Rod (Jeff) nominated Christopher Hughes. Motion passed.
- Committee Representation
  - Foundation – Ethan Miles - Jeff (Erin) nominated Ethan Miles. Motion passed.
  - Joint Use – Rodney Constance – Ethan (Erin) nominated Rodney Constance. Motion passed.

### 4.3 Meeting Dates and Times for 2020/2021

- Meeting dates and time will continue on the 2<sup>nd</sup> Wednesday of the month at 6:00 pm.

## 5.0 COMMUNITY DIALOGUE

- None

## 6.0 STAFF REPORTS

### 6.1 Director's Update

- I have officially been in the office a full week! I have had the opportunity to work with Dr. Gerner to learn more about the school and operating procedures. She has been a wealth of information and extremely generous in sharing her time and institutional knowledge. I am working hard to meet as many of our faculty, staff and families as possible given difficult circumstances.
- The reopening leadership team continues to meet to discuss safely re-opening school in the fall. The parent survey indicated a large majority of our parents prefer a return to in-person learning with some families expressing concerns and preferring a remote option. At this time we plan to return to in-person learning with remote options for families that are more comfortable with that option. We are currently reviewing and adapting the District 6 reopening plan to fit our needs.
- Jarod Craig and team continue to prepare the building. They have completed almost all painting in the high school and will begin painting and replacing ceiling tiles and lights in the middle school next week. Work on the new playground will begin the week of July 20 and is expected to take approximately a week to complete.
- Mr. Clark and the security team will participate in online training related to de-escalation techniques and protocols.
- Summer sports conditioning continues with in person activities. On July 6 activities transitioned to "Phase 2.5" which allows the use of shared equipment and includes specific disinfecting guidelines.
- The staff continues to prepare for graduation, which will take place on July 25, 2020 at 8:00 am. At your seat you will find additional information related to graduation procedures and a clipboard is being circulated for you to indicate if you plan to attend.

### 6.2 Business Manager's Update

- Financials are on pages 8-11 Surplus ended a \$1.6 million split - \$800,000 to mil levy and \$800,000 to other General Fund items.
- Revenues ended higher than expected mostly due to a increase in Lil Levy funding from \$773 to \$908 per student or about \$218,000. Those unused dollars have been moved to the Capital Acct. for use down the road. We also received \$108,000 from the Building Corp. for Oil and Gas revenue which we will use next year for our budget shortfall. We also had a billing under the CARES Act for expenses incurred for approx. \$13,000.
- Expenditures ended up at 93.35% of budget. I still have the payroll accrual to post back to June, which is one month of faculty and some staff salaries. This may change the ending Personnel costs some.
- Under operating expenses, as I mentioned in the Revenue, we did have some Coronavirus expenses which will be reimbursed by the District, as this is a Federal Grant, we have to ask for reimbursement with documentation rather than a per pupil payout.
- I did transfer to the Capital Fund unused Mil Levy dollars of the \$800,000 surplus, \$679,000 was transferred. The difference represents the reduction of the revenue from dropping the General Fee from \$140.00 to \$70.00.
- Bond compliance requires us to keep \$1.1 million in our General Fund as surplus to cover accrued payroll and benefits. We are at \$1.8 million in unrestricted dollars.
- On the Capital Acct. we have an Accounts Receivable on the balance Sheet. The majority of this represents \$221,000 for the HVAC equipment and another \$37,000 for the playground equipment which is covered under the D6 bond issue. Those expenditures are reflected under the Building/Grounds.

## **7.0 ITEMS FOR ACTION**

**7.1** Consent Agenda: Board members will be asked if they wish to discuss any issues listed on the Consent Agenda. If so, these items will be moved from the Consent Agenda and placed under Items for Action. Items remaining on the Consent Agenda will be voted on together.

### **7.1.1 Personnel**

- Jeff (Rod) moved to approve the recommendation for hire. Motion passed.

## **8.0 ITEMS FOR DISCUSSION/POSSIBLE ACTION**

### **8.1** Board of Governors Proposed Calendar 2020/2021

Discussion was held concerning what the Foundations responsibilities were to report to the Board of Governors and also discussed was adding the surveys (parent, staff and administrators) to the Proposed Board of Governors Calendar for 2020/2021. It was decided to add those surveys to the calendar and present it again in August.

### **8.2** Chairperson/Co-Chairperson Responsibilities – Bylaws Change – Third Reading

Rod (Jeff) moved to approve the Chairperson/Co-Chairperson Responsibilities – Bylaws Change – Third Reading. Motion passed. Rod requested that the Board receive a new copy of the Bylaws once the change was made.

## **9.0 BOARD REPORTS/COMMUNICATION**

### **9.1** BOG Report – Chairman

- Mark brought up ideas of ways to honor Dr. Gerner for her years of service. Discussions were held and about what and when this would be announced. It was decided to name the newest building on the campus the Dr. Sherry Gerner Field House. The Board decided to announce it at Graduation on July 25. The Board also discussed having a ribbon cutting/dedication ceremony at a later date once the plaque was done and health restrictions lifted.
- Rod (Erin) moved to get a plaque to place on the building dedicating it and naming it the Dr. Sherry Gerner Field House. Motion passed.

### **9.2** Communication from the Board

- Tina asked about the extra days that Dr. Gerner was working outside of her contract to finish the work for Graduation. Sue reported that District 6 is allotted 10 openings for a staff member to work 140 days when they meet certain requirements. District 6 had a slot open, PERA approved it for Dr. Gerner to be compensated for the extra 30 days, and it not affect her retirement plan.
- Tina also said parents are asking about our plan for school (in person, remote or hybrid) when that might be announced. Dr. Weaver reported that she sent out an email and said those are the three possibilities and we could be in one, two or all three. The Health Department would guide those decisions.
- Chance ask if and how he would be receiving emails/communications. He also asked about protocols in place regarding COVID 19. Director Weaver said those would be part of District 6 and our reopening plan and would be guided by the Health Department.
- Erin wanted to acknowledge the email retiring Drama teacher Pam Wilhelm sent to the Board with concerns and recommendations she felt were needed for the Auditorium. Some of those concerns would involve Joint Use.
- Amanda said staff had shared with her their concerns about using their discretionary days if they would happen to get Covid. They understand that plans are still being written and things are changing.
- Bill question if we had hired all the new teachers. We still have one middle school teacher to hire. He stated his elementary students did not receive a letter saying who their teacher would be. We explained because of the uncertainty of how many remote learners we might have students might be moved around to accommodate class sizes.

### **9.3** Foundation Report

- The golf course was holding the date for our annual Golf Tournament and I am sending out emails to sponsors and player to see if there is enough interest to move forward.

- The Foundation has been changing their focus to awarding scholarships to students who plan on going into the education field. The amount of scholarships awarded might be more limited if we are unable to host the Golf Tournament.

**9.4 Joint Use Report**

- Rod passed out the new survey with the changes to the new Joint Use buyout. Once the Bonds that the land is tied to are paid, the legal descriptions will be recorded with the city.

**11.0 FUTURE BUSINESS**

- Board of Governors Proposed Calendar 2020/2021

**10.0 NEXT REGULAR MEETING – AUGUST 12, 2020**

**11.0 ADJOURNMENT**

Rod (Erin) moved to adjourn at 7:30 pm. Motion passed.

**REMINDERS:**

**JULY 29 – AUGUST 3- REGISTRATION**

**AUGUST 14 – NEW TEACHERS REPORT**

**AUGUST 17 – ALL TEACHERS REPORT**