

# University Schools Board of Governors August 12, 2020 Minutes

**Board Members Present:** Erin Clark, Rodney Constance, Christopher Hughes, Mark Jones, Bill McAdams, Ethan Miles, Alexis Sanchez, Jeff Weber, Tina Whitcomb, Stephanie Wille  
**Board Members Absent:** Amanda Haas, (faculty rep), Chance Morse  
**Staff Present:** Jeff Casey, Jennifer Weaver, Sue Toricelli, Charlene Baumgartner  
**Guests Present:**

## 1.0 CALL TO ORDER

Mark called the meeting to order at 6:03pm. A quorum was present.

## 2.0 ADOPTION OF THE AGENDA

Jeff (Ethan) moved to approve the agenda. Motion passed.

## 3.0 APPROVAL OF MINUTES

Jeff (Ethan) moved to approve the minutes of July 8, 2020. Motion passed.

## 4.0 COMMUNITY DIALOGUE

- None

## 5.0 FOUNDATION – ETHAN MILES

### 5.1 Financial Statement

- We are currently working on rounding up our homecoming honorees. Of course, we don't know if or when we might have a homecoming. We want to be prepared even if homecoming would be held later in the year.
- We are looking at other options for fund raising as there was not enough interest in a golf tournament at this time.
- As of June 30, the Foundation had \$47,000 in the checking account. There was \$8,000 separate for the Jerke Scholarship. We have about \$99,000 in the Endowment Fund.

## 6.0 TECHNOLOGY

- I thought Graduation was a success.
- We will be handing out Chromebooks to all who need them. Right now we are about 108 short but they are on order. Hopefully they will arrive by September.
- The Web Cams are on back order.
- We are looking to get a site license for Zoom.
- Back order of parts and supplies has been a problem.
- Our goal is to have teachers and students as prepared as possible for whatever lies ahead in the school year.

## 7.0 SAFETY/SECURITY – ED CLARK OR DELEGATE

- Graduation went well.
- We are in the process of planning our drop off and pickup procedures for both of the buildings.
- We will have 3 drop off sites-one at the middle school, one in the loop and the west end of the main building.
- Families were handed out a pad of symptom cards that parents are to have filled out when they bring

their student to school each morning. Parents are asked to take their child's temperature and answer questions regarding COVID symptoms.

- Students will be given a wristband each morning once the symptom card is checked. Students may then enter the building and go straight to their classroom. Teachers will collect those bands after attendance and they will be disinfected daily.
- We have installed new cameras at the auditorium.
- Mr. Steve Nelson will take over my duties at the main building during my absence and Mr. Otto Hubbard will cover the middle school.
- A friend donated plexiglass barriers for the main offices and the business office.
- We will provide training to our new Health Screeners on Friday, Aug. 14.

## **8.0 STAFF REPORTS**

### **8.1 Director's Update**

- It's been an intense but terrific month! We completed registration on August 3. The week provided us a great opportunity to see students and families and welcome them back to the building. Families were extremely excited to be in the building and were very respectful of physical distancing and facial covering expectations.
- We have received notification from almost all of our families about their choices for remote or in-person learning. We currently have approximately 300 students that have selected remote learning. At the middle and high school level those students will begin each period in a video conference/live stream with the class and then receive instructions for the remainder of the class. This will also be the procedure we will follow if individual students, classrooms or cohorts need to move to remote learning for isolation or quarantine. Elementary students have been assigned a remote teacher for each grade level and will have a regular schedule for their day consisting of live virtual meetings with their teacher, self paced curriculum resources, and independent work. Parents will be able to view schedules and class placements in infinite campus on Friday and elementary students will also receive a placement letter.
- The reopening leadership team continues to meet often to plan safely reopening school. I would like to commend the many faculty, staff and administrators who have taken time away from their summer breaks to participate in planning so that we may have the best possible opening of school. I am proud that we have worked hard to incorporate the needs of our families, faculty, staff and students under very challenging circumstances.
- New teachers will participate in orientation on Friday, August 14 and have an opportunity to meet key faculty and staff, begin their induction process, and spend time with their level administrators and mentors.
- Teachers will return on Monday for a full week of inservice/work days. The schedule includes opportunities for professional development related to online curriculum and remote teaching, virtual team building, leveled meetings to prepare for re-opening, and training related to covid-19 protocols. We are excited to welcome teachers back to the building!
- Jarod Craig and team continue to work through the last minute details to prepare the building for teachers and students. The elementary egress has been completed and will be put to use right away as an exit to the West field for student use. We have also completed the elementary playground and are excited to have another space available for student use. We've replaced 40 of the rooftop units and they are all in working order.

- CHSAA has made some decisions regarding sports offerings. Fall season is under way for high school softball, cross country and Boy's tennis. Middle school will also be participating in cross country in the Fall. At your desk you have an updated schedule showing the revised calendar showing the dates for each season and which sports will occur.
- We are excited to welcome students for the first week of school.
  - August 24, 4th, 5th 6th and High School Blue Day (A-J) students will attend
  - August 25 2nd, 3rd, 7th and High School Blue Day students will attend
  - August 26 K, 1st, 8th, and High School White Day (K-Z) students will attend
  - August 27 ALL elementary and middle school students and White Day High School students will attend
  - August 28 all elementary and middle school students will attend, all high school students will attend remotely

## **8.2 Business Manager's Update**

### **8.2.1 Financial Reports (pgs. 9-12)**

- We are at 8.3% of budget with a YTD surplus of \$43,293.
- Accrued Payroll and Benefits and Payroll totals \$1,072 million. This is the amount we need to have in the Unassigned Fund Balance listed under Fund Balances. As you can see, we have \$1.6 million above that, which should cover our budget shortfall for this year. Hopefully we won't have to transfer any funds back from Capital which were previously saved to cover various Capital needs in the coming years.
- Revenues are exceeding the 8.3% of the budget and expenditures are down which creates that surplus.
- We are receiving a little more in Mil Levy dollars than anticipated - \$908.00 rather than the \$719.00 budgeted. Remember, however, those dollars can only be used for 5 specific purposes.
- We also collected more than half of the General Fees during registration.
- On the expenditures side, our salaries were down from what we budgeted, but it is early in the year.
- We did pay for \$41,000 of CRF expenses, and I will do a reimbursement request from D6 for that amount.
- On Capital, that Receivable is what was billed under the D6 bond – a progress billing on replacement of some of the HVAC units and the playground equipment. I will follow up with D6 to find out about the time frame for reimbursement.
- Auditors are starting on the 2019/2020 audit. Most of this will be performed remotely, but they will come to the building if it's too cumbersome on us to provide the info electronically.

## **9.0 ITEMS FOR ACTION**

**9.1** 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.

### **9.1.1 Personnel**

- Jeff (Tina) moved to approve the recommendations for hire. Motion passed.

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

### **10.1** Calendar Revision – First Reading

- Jeff (Ethan) moved to approve the Calendar Revision. Motion passed.

### **10.2** Policy Update – First Reading

- Jeff (Chris) moved to approve the Policy Updated. Motion passed.

**10.3** Discussion on the plaque honoring Dr. Gerner continued. Rodney got a cost estimate for a 2'x2' bronze sign for an estimate of around \$1,700. Also passed around was a sample of what the plaque

might say. The Board decided to research how much it might cost to also have some lettering placed on the outside of the Field House. Rodney agreed to look into the two options and get a total cost.

#### **11.0 BOARD REPORTS/COMMUNICATION**

##### **11.1 BOG Report – Chairman**

- None

##### **11.2 Communication from the Board**

- Chris thought graduation went amazingly well. Chris also asked for some explanations concerning the middle school. Director Weaver explained the plan for students to stay in their advisor group and teachers would rotate through the classes. Each grade level will have its own entrance to use coming in and leaving the building.
- Erin – Parents were grateful that there was a Graduation Ceremony and were very pleased with how it went. She also thought the COVID letter sent out after graduation concerning a positive case of someone at graduation was handled well.
- Tina – Thankful for the awesome job teachers do.
- Ethan – We had twelve students who received AP Scholar honors. AP Scholars had to score a 3 or higher on 3 or more AP exams. AP Scholar with Honors had to score 3.25 on all AP exams and must have taken at least 4. The AP Scholar with Distinction had to score a 3.5. This is quite a accomplishment.
- Bill – Graduation was great. Bill had questions on how school clubs might be run this year. Director Weaver said it could differ between each club needed and following the state guidelines. Many clubs will meet through Zoom.

##### **11.3 Joint Use Report**

- None

#### **12.0 FUTURE BUSINESS**

- Continue discussion on plaque for Dr. Gerner.

#### **13.0 NEXT REGULAR MEETING – SEPTEMBER 9, 2020**

#### **14.0 ADJOURNMENT**

Jeff (Erin) moved to adjourn at 7:15 pm. Motion passed.

#### **REMINDERS:**

**NEW TEACHERS REPORT – AUGUST 14**

**FACULTY INSERVICE/WORKDAYS – AUGUST 17-21**

**FIRST DAY OF SCHOOL 4<sup>TH</sup>, 5<sup>TH</sup>, 6<sup>TH</sup> & 9<sup>TH</sup> GRADES – AUGUST 24**

**FIRST DAY OF SCHOOL 2<sup>ND</sup>, 3<sup>RD</sup>, 7<sup>TH</sup> & 10<sup>TH</sup> GRADES – AUGUST 26**

**FIRST DAY OF SCHOOL KINDER, 1<sup>ST</sup>, 8<sup>TH</sup> GRADES – AUGUST 26**

**FIRST DAY OF SCHOOL HIGH SCHOOL – AUGUST 24**

**BLUE DAYS (LAST NAMES A-J) IN PERSON M/T – REMOTE W/TH/F**

**WHITE DAYS (LAST NAMES K-Z) IN PERSON W/TH – REMOTE M/T/F**

**NO SCHOOL – LABOR DAY – SEPTEMBER 7**