

ENTHEOS ACADEMY BOARD MEETING MINUTES

June 18, 2020 6:30pm

Held online via Zoom Meetings

<https://us02web.zoom.us/j/84259311922?pwd=Q2VoNE9wUzc4ajR6ajl3Q2lXTGJkdz09>

Meeting ID: 842 5931 1922

Password: 332247

OPENING

- I. Roll Call
 - a. Board Members Present: Xazmin Prows, Corey Mecham (leaves at 7:17 pm), Adrienne Olsen, Rod Eichelberger, Deborah Ivie, Jaren Gibson
 - b. Board Members Excused:
 - c. Administrators and Staff also present: Annette Barney, Sue Talmadge, Brian Cates of Red Apple, Mat Edvik, Esther Blackwell, Brian Storrs, and Jason Bennion
 - d. Administrators Excused:
 - e. Time: 6:33 pm
- II. Meeting Opened by Rod Eichelberger (6:32 pm)
- III. Pledge of Allegiance led by Corey Mecham (6:34 pm)
- IV. Mission Statement read by Adriane Olsen (6:34 pm)
- V. Approve minutes from 5/28/2020 (6:35 pm)
 - a. Stand approved
- VI. Entheos Value Presentation on Enthusiasm by Xazmin Prows (6:36 pm)
 - a. Reads quote from the "Entheos Vision Statement" and William Yates.
 - b. Shares statements from previous Entheos students on the value including how it helped them overcome obstacles, complete work and enjoy their experiences more.

PUBLIC COMMENT

- I. Public Comment: (6:43 pm)
 - a. NONE
- II. Response to Public Comment: (6:44 pm)
 - a. NONE

INFORMATIONAL ITEMS

- I. Questions and Feedback regarding Executive Director's report by Esther Blackwell (6:45 pm)
 - a. School received a Baa3 initial rating from Moodys for rebonding
 - b. Entheos will be using Bloomz.com for future communication to allow parents to opt into the communication style they prefer: email, text, etc. This is part of improved service during COVID19 phases of distance learning.
 - c. The types of social media and who has access are reviewed for the board. Including, facebook groups (school and PCO), Instagram accounts, youtube channels and twitter.
 - d. Results from the COVID19 parent survey indicate that about 13% of students will be distance learning only next year. Other results include:
 - i. Parent's consider math, ELA and discovery priorities for distance learning.
 - ii. Parent's have a high support of social distancing, sanitizing and temperature checks, but not mask wearing for students.
 - e. Esther gives the floor to Mat Edvik to give an overview of the Distance Learning Plan outline for SY20-21
 - i. Students will receive devices

- ii. Have access to teachers daily
 - iii. Distance and in class students will have consistent grading
 - iv. RISE and benchmarking will still require school presence
 - v. Virtual crews will be maintained for distance learners.
 - vi. At trimester breaks students can com back from distance learning if they no longer require it. Students can always opt into distance learning
 - vii. Procedures are being written for all these processes and phases awaiting a few more templates and specifics from the state.
 - f. COREY Mecham left the meeting (7:14 pm)
 - g. **Adriane Olsen motions to approve the outline of distance learning plan for Entheos Academy. Xazmin Prows seconds. (7:16 pm) Motion passes by unanimous vote 4-0, board chair abstain.**
 - h. Early Literacy Goals by Dina Wecker
 - i. **Xazmin Prows motions that we approve the Early Literacy Goals of SY2020-21. Deb Ivie seconds. Motion passes by unanimous vote 4-0, chair abstains (7:19 pm)**
- II. Questions and Feedback regarding Magna Director’s report by Jason Bennion and Brian Storrs (7:20 pm)
- a. Hired an assistant director, Brett McCallister
 - b. Enrolment is 484. Kinergarten is still the least filled grade.
 - c. Marketing still to fill enrollment.
 - d. Staff Recognition includes Dawn Fullmer, Cindy Edwards, Leslie Harris, Amber Tucker
- III. Questions and Feedback regarding Kearns Director’s report by Esther Blackwell (7:37 pm)
- a. Enrollment is full.
 - b. Service Learning Report video was received well and received more positive feedback than past celebration of service. This will be implemented again in the future.
 - c. Staff Recognition includes Brandi Rasmussen, Tracy Kauffman, Natalie Langerica
 - d. Board requests service learning feedback is shared with students.
- IV. Budget and Finance Report, Brian Cates Reporting (7:42 pm)
- a. PTIF, as projected, yields have dropped.
 - b. Budget as of May 31, 2020 is reviewed. It has been updated for a final year end projection.
 - c. Preliminary budget for FY21 is projecting an operating margin of 4.6% for next year. This is based on a 0% increase.
 - d. **Rod Eichelberge motions that we approve the final budget for FY2020 Jaren Gibson seconds. Motion passes by a unanimous vote of 4-0, chair abstains. (7:55 pm)**
 - e. **Jaren Gibson motions to approve the preliminary budget for FY2021. Xazmin Prows seconds. Motion passes by unanimous vote 4-0, chair abstains (7:56 pm)**
- V. Rebonding report by Clint Beisinger (7:57 pm)
- a. The school received an initial bond rating of investment grade
 - b. The board need to approve a financial team including bond counsel, borrowers council and underwriter. And plan to meet in July to approve further actions for rebonding.
 - c. **Rod Eichelberger motions that we authorize RFP issuance by Verapth for the next phase of bonding; including the Underwriting Service, Bod Counsel Services and Borrower’s Counsel Services. Jaren Gibson seconds. Motion passes by unanimous vote 5-0. (8:05pm)**
 - d. Clint further explains
 - i. Need for a good faith deposit of \$20,000 with the Utah authority for investment grade bonding and assurances.

- ii. Real-estate due diligence and related actions need to be paid for costing approximately \$15,000 to \$20,000.
- iii. That all expenses approved will be incurred on FY2021 and likely paid out of the bond, but must be paid by the school and are nonrefundable should the school not bond.
- iv. Discussion is help of forming a bond committee to review and authorize RFPs. Individual board members are asked willingness to participate and thoughts for hat members should exist on the committee.
- e. **Rod Eichelberger motions that we appoint a Bond Committee consisting of the Executive Director, Vice Chair, Treasurer authorized to select partners based on RFP responses, authorize Good Faith deposit for the Authority (not to exceed \$20,000), and authorize Real Estate Due Diligence including appraisal, environmental Phase 1 Study, ALT survery and title company (costs of these engagements not to exceed \$20,000). Jareng Gibson seconds the motion. Motion passes by a 5-0 vote (8:20 pm)**

VI. Fraud Risk Assessment Report by Corey Mecham (8:21 pm)

- a. Corey is not present, Brian Cates will cover the information
- b. The results of the self-assessment indicate that Entheos is moderate risk level, but with a few policy additions and a completed state training Entheos will have a low-risk score.
- c. An audit committee needs to be formed, discussion of board member feelings to participate and lead.
- d. **Jaren Gibson moves we form an audit committee with Deb Ivie as committee lead and also comprised of Rod, Xazmin and Dina. Rod Eichelberger seconds. Motion passes by a unanimous vote 4-0, chair abstains. (8:40 pm).**

DISCUSSION ITEMS

- I. Magna Work Plan Review by Brian Storrs and Jason Bennion (8:43pm)
 - a. Plan was summarized by Jason
 - b. No Board questions.
- II. Kearns Work Plan Review by Esther Blackwell (8:44 pm)
 - a. Plan was summarized
 - b. No Board questions

Deb Ivie motion that we move into closed session to discuss a person's character, competency or health and to discuss information provided to the public body during the procurement process (8:42 pm)

CLOSED SESSSION

Adrienne Olsen motions to leave closed session Xazmin Prows seconds. Motion passes by unanimous 4-0 vote, with the chair abstaining. (9:10 pm)

ACTION ITEMS

- I. **Adriane Olsen motions to approve the updated policy 3102 Cash Receipts. Jaren Gibson seconds. Motion passes by a 4-0 vote, chair abstains (9:11 pm) Attachment A**
- II. **Xazmin Prows motions to approve the updated policy 3200 Donations, Gifts and Sponsorships. Adriane Olsen seconds. No futher discussion. Motion passes by a 4-0 vote, chair abstains (9:12 pm) Attachment B**
- III. **Jaren Gibson motions to approve 4111 LEA-Specific Educator License Requirements. Deb Ivie seconds. Motion passes by a 4-0 vote, chair abstains (9:15 pm) Attachment C**

Adjourn

Adriane Olsen motions to adjourn Xazmin Prows seconds. Motion passes, (9:16pm)

#3102 CASH RECEIPT

Purpose

To establish Entheos' policy for the handling of all cash receipts, to include currency, coin, checks, ACH transactions, and credit card transactions.

Definitions

“Public funds” are defined as money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including charter schools or other public bodies [Utah Code 51-7-3(26)].

Scope

This policy applies to all Entheos administration, licensed educators, staff, students, organizations, and individuals that handle cash receipts or accept payment in any form on behalf of Entheos. The scope includes all activities at Entheos and in all locations where Entheos activities and public funds are collected.

Segregation of Duties

Wherever possible, duties such as collecting funds, maintaining documentation, preparing deposits and reconciling records should be segregated among different individuals. When segregation of duties is not possible due to the small size and limited staffing of Entheos, compensating controls such as management supervision and review of cash receipting records by independent parties should be implemented.

Policy

Cash Receipts

The school will comply with all applicable state and federal laws.

I. All receipting of funds at Entheos shall be done at the front office. No receipting is to be done in other locations, such as the classroom. Employees shall instruct payers to take all cash, checks, and credit card transactions to the front office for receipt. When a school event requires the collection of funds off site or the office is closed, the same policies and procedures will be followed at the event.

II. School employees will not open bank accounts, outside of the control of the Entheos, for the receipting or expending of public funds associated with school-sponsored activities. The Board of Directors must approve all checking and savings accounts used at Entheos.

III. All funds shall be kept in a secure location controlled by the front office staff until they can be deposited in Entheos approved fiduciary institution. Funds should be deposited daily or within three days after receipt, in compliance with Utah Code 51-4-2(2) (a). Non front office employees should never hold funds in any location for any reason.

IV. If the front office staff has left for the day or funds are receipted on the weekends, administrators should be available to lock cash receipts or cash boxes in Entheos office until the next business day. Cash receipts should not be taken home by employees or volunteers.

- V. All checks should be made payable to Entheos Academy. Checks should not be made payable to an employee, a specific department, or a program.
- VI. Appropriate internal controls and segregation of duties should be implemented for all cash activity. Cash should always be verified. Where verification is difficult, cash should be counted by two individuals.
- VII. All funds (cash, checks, credit card payments, etc.) received must be receipted and recorded in Entheos' accounting records. All transactions are recorded in the accounting records by the Business Manager who is not allowed to receive deposits.
- VIII. Documents should be available, and should demonstrate that proper cash controls are in place (signatures for approval, tally sheets, reconciliations, etc.).
- IX. Under no circumstances are disbursements to be made directly from cash receipts (i.e., for purchases, reimbursements, refunds, or to cash personal checks).
- X. All payments of fees shall correspond with the approved fee schedule, as required by Board Administrative Rule 277-407.
- XI. Periodic and unscheduled audits or reviews should be performed for all cash activity.
- XII. All activities involving cash must be supervised by an Entheos employee or authorized volunteer to ensure adequate controls are in place. Training should be given to those involved in handling cash.

Model Petty Cash and Change Funds

- . Petty cash and change funds must be authorized by Entheos' front office.
- I. All petty cash and change funds will be reflected on the Entheos' accounting records and reconciled monthly.
- II. These funds should not exceed the amount designated by Entheos' finance committee.
- III. All petty cash funds and change funds should be kept locked, in a secure location.
- IV. Checks may not be made payable to "cash" or "bearer" and cashed by Entheos or school employees to create change funds or petty cash funds outside of the approved petty cash and change fund accounts.
- V. Reimbursements to petty cash accounts will be made only when supported by receipts and approved by the executive director.
- VI. Expenditures should not be paid out of change funds. Change funds will be included in all tally forms or on deposit count sheets, and accounted for with each use.
- VII. Funds are subject to unannounced counts by Entheos personnel at any time.

#3200 DONATIONS, GIFTS AND SPONSORSHIPS

Purpose

The purpose of this policy is to establish Entheos policy and procedure governing the acceptance, valuation, and recognition of all types of donations, gifts, and sponsorships for Entheos. This policy is intended to create practices that adequately safeguard public funds, provide for accountability, and ensure compliance with all state and federal laws.

Entheos encourages and supports community and business partnerships that enhance and supplement the public education system. Entheos is committed to work effectively with donors and sponsors to provide donation receipts, as required by law, and to facilitate the donor's charitable intent to the extent that the intent of the donation is in harmony with Entheos goals and the law, and is appropriately approved.

Entheos is ultimately responsible for the accounting, custody, expenditure, and allocation of all monies, including those that are obtained through donations, gifts, and sponsorships. Entheos is accountable for and must comply with all federal and state laws and rules, regardless of the source of funds.

The board also desires to protect students, parents, teachers, and school administrators from over-commercialization and restrictions or requirements that are coercive, distracting, or disruptive to the education processes, threatening to the health and welfare of students, or lacking in educational merit. Entheos reserves the right to decline, restrict, or redirect donations, gifts, and sponsorships.

Scope

This policy applies to all Entheos administrators, licensed educators, staff members, students, organizations, volunteers, and individuals who receive, authorize, accept, value, or record donations, gifts, or sponsorships for Entheos. It is expected that in all dealings, Entheos and school employees will act ethically, consistent with Entheos's ethics training, the Utah Educators' Standards (R277-515), the Public Officers' and Employees' Ethics Act (Utah Code 67-16), and State procurement law (Utah Code 63G-6a), in any ways that these are applicable and binding to charter schools.

Definitions

"Public funds" are defined as money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including charter schools [Utah Code 51-7-3(26)]. All monies received through donations, gifts, or sponsorships are considered public funds.

Policy

All funds, property, or goods donated become public funds and the property of Entheos, and should be used for the purpose for which they were donated and in accordance with State and Entheos policies.

- I. Entheos will comply with all applicable state and federal laws; the State procurement code (Utah Code 63G-6a); State Board of Education rules, including construction and improvements; IRS Publication 526 “Charitable Contributions”; and other applicable IRS regulations, of which apply and are binding on charter schools.
- II. The collection of funds or assets associated with donations, gifts, or sponsorships will comply with Entheos cash receipting policies. The expenditure of any public funds associated with donations, gifts, or sponsorships will comply with Entheos cash disbursement policies.
- III. Donations, whether in-kind, cash, or otherwise, shall be complete transfers of ownership, rights, privileges, and/or title in or to the donated goods or services and become exclusive property of Entheos upon delivery.
- IV. Entheos employees must comply with Entheos procurement policies and procedures, including complying with obtaining competitive quotes; bid splitting; and not accepting gifts, gratuities, or kickbacks from vendors or other interested parties.
- V. Donations and gifts shall be accounted for at an individual contribution level.
- VI. Donations, gifts, and sponsorships shall be directed to Entheos. Donations, gifts, and sponsorships shall not be directed at specific Entheos employees, individual students, vendors, or brand name goods or services.
- VII. Donated funds shall not compensate public employees, directly or indirectly.
- VIII. If donations or gifts are offered in exchange for advertising or other services, an objective valuation will be performed and a charitable receipt will be issued by the Business Manager.
- IX. Donations or gifts shall not be accepted that advertise or depict products that are prohibited by law for sale or use by minors, such as alcohol, tobacco, or other substances that are known to endanger the health and well-being of students.
- X. Donations, gifts, and sponsorships given by vendors to specific programs (e.g., drama, sports teams) or Entheos employees shall be evaluated for compliance with Utah Code 63G-6a-2304.5, “Gratuities, Kickbacks, Unlawful use of position or influence.” As required by state law, donations will only be accepted where there is no expectation or promise, expressed or implied, of remuneration or any undue influence or special consideration. Entheos employees are not permitted to accept personal payment or gratuities in any form from a vendor or potential vendor as a precondition for purchase of any product or service.
- XI. Donations and gifts over \$250 will be provided with an acknowledgment of the contribution from Entheos for IRS purposes. The acknowledgment will be in the form of a receipt.

#4111 LEA-SPECIFIC EDUCATOR LICENSE REQUIREMENT

Purpose

The Entheos Board of Trustees committed to compliance with Utah State Board of Education (USBE) rules outlining requirements and procedures for obtaining educator licenses required for employment as a licensed educator. The Entheos Board of Trustees also recognizes the license structure of an LEA- specific educator license to allow local Districts to determine specific license areas of concentration and endorsement in accordance with R277-301 (7). The Entheos Board of Trustees recognizes the requirements of content knowledge and pedagogical requirements for licensed educators, including required criminal background checks and ethics review. The Entheos Board authorizes the Executive Director and campus Directors to establish administrative regulations consistent with this policy, subject to review and approval by the Board.

Definitions

. “Associate Educator License (USBE)” a license issued to an individual completing the requirements to receive a Professional Educator License. Individuals may be working as an intern, enrolled in a university program, enrolled in a career and technical education (CTE), or an Alternate Pathway to Professional Educator License (APPEL). The requirements of an associate educator license are outlined in R277- 301-4. An associate educator license, license area, or endorsement is valid for two years.

. The general requirements include:

1. completion of a criminal background check;
2. completion of an ethics review within one calendar year of application; and
3. one of the following:
 1. a bachelor’s degree or higher from a regionally credited institution;
 2. current enrollment in a university Board-approved educator program that will result in a bachelor’s degree or higher from a regionally credited institution;
 - or
 3. skill certification in a specific CTE area.

A. An educator with an associate educator license may upgrade to a professional educator license at any time prior to expiration of the associate educator license if the educator meets all the requirements of R277-301-5.

I. “Professional Educator License (USBE)”: A license issued to an individual who has demonstrated all of the State established competencies to be an educator. The requirements for a professional educator license are outlined in R277-301-5. A professional educator license, license area, or endorsement is valid for five (5) years.

. The general requirements for a professional educator license include:

1. all general requirements for an associate educator license under R277- 301-4.

2. completion of a bachelor's degree or higher from a regionally accredited institution; or skill certification in a specific CTE area; and
3. one of the following;
 1. a recommendation from a USBE Board-approved educator preparation program; or
 2. a standard educator license in the area issued by a licensing jurisdiction outside of Utah that is currently valid or is renewable consistent with Section 53E-6-307.

I. "Local Education Agency (LEA)-specific Educator License": An individual, approved by the Board of Education who has met locally defined competencies to be an educator, and approved by LEA application to USBE.

II. "License Areas of Concentration": means a designation on a license of the specific educational setting or role for which the individual is qualified, to include the following:

- . Early Childhood;
- A. Elementary;
- B. Secondary;
- C. Educational Leadership;
- D. Career and Technical Education or "CTE";
- E. School Counselor;
- F. School Psychologist;
- G. Special Education;
- H. Preschool Special Education;
- I. Deaf Education;
- J. Speech-Language Pathologist;
- K. Speech-Language Technician;
- L. School Social Worker; and
- M. Communication Disorders.

I. "Endorsement" means a designation on a License Area of Concentration earned through demonstrating required competencies established by the State Superintendent of Public Instruction that qualifies the individual to: provide instruction in a specific content area; or apply a specific set of skills in an education setting.

II. "Mentor" A trained educator who holds a professional educator license, and shall where possible:

- . perform substantially the same duties as the mentored educator with release time work as a mentor; or
- A. be assigned as an instructional coach or equivalent position.
- B. pass the USBE mentor training modules.

Policy

Local Education Agency (LEA)-specific Educator License

- . The general requirements for an LEA-specific Educator License include:
- . completion of a criminal background check and clearance in accordance with R277-214;
- A. completion of an educator ethics review as described in R277-500 within one calendar year of the application;

B. completion of a bachelor's degree or higher from a regionally accredited college or university; and/or demonstrated content knowledge and pedagogical requirements by:

1. successfully passing an assessment; or
2. by demonstrated experience.

I. Approval: An application for an LEA-specific Educator License must receive approval by the Board of Education in a public meeting no more than 60 days prior to the LEA application to USBE.

. The request for approval must include the rationale for the appointment of an LEA-Specific license.

License and Endorsement Areas

. In accordance with R277-301, an LEA-specific Educator License may not be offered in the areas of Special Education or Preschool Special Education.

I. An LEA-specific Educator License, is limited to the following license areas:

- . Early Childhood;
- A. Elementary;
- B. Secondary;
- C. Career and Technical Education or "CTE";
- D. Speech-Language Pathologist;
- E. Speech-Language Technician;
- F. School Social Worker; and
- G. Communication Disorders.

I. An LEA-specific Endorsement includes all USBE Endorsement areas.

II. An LEA-specific Educator License/Endorsement is valid for one, two, or three years in accordance with the LEA application to the USBE.

III. In accordance with R277-301 (7) an LEA-specific Educator License is valid only within the Entheos Academy District and expires immediately upon employment separation.

LEA- specific Educator Training, Mentoring, and Support

. Within the first year of employment, the educator must complete the following training:

- . educator ethics;
- A. classroom management and instruction;
- B. basic special education law and instruction; and
- C. Utah Effective Teaching Standards described in R277-530.

I. The educator must participate in the Mentoring Program.

. Entheos Academy shall provide at least a three-year mentoring program by a trained mentor educator who:

1. holds a professional educator license and where possible;
2. performs substantially the same duties as the educator with release time to work as a mentor; or
3. is assigned as an instructional coach or equivalent position.
4. The assigned mentor shall assist the educator to meet the Utah Effective Educator Standards established in Rule R277-530, but may not serve as an evaluator of the educator.

I. The mentoring program shall include:

- . A formal Professional Learning Plan and support in meeting the requirements of a professional license area; and
- A. On-going training on educator ethics and special education.

Notification of LEA-Specific Educator License

- . Entheos Academy shall post LEA-specific Educator Licenses, license areas, or endorsements on each school's website. The post shall include:
 - . A disclosure of the fact that the school employs LEA-specific educator licenses, license areas, or endorsements;
 - A. The percentage of the types of licenses, licenses areas, and endorsements held by educators employed in the school based on the employees' FTE in the Comprehensive Administration of Credentials for Teachers in Utah Schools (CACTUS); and
 - B. A link to the Utah Educator Look-up tool.
- REF: Utah Admin. Code R277-301. Educator Licensing**