

ENTHEOS ACADEMY BOARD MEETING MINUTES

August 27, 2020 7:00pm

Online via Zoom

<https://us02web.zoom.us/j/82489229357?pwd=QTBWQmNBUNNmY3F6OHlxcUYzTzRxdz09>

Meeting ID: 824 8922 9357

Passcode: 47316

OPENING

- I. Roll Call
 - a. Board Members Present: Jaren Gibson, Xazmin Prows, Adrienne Olsen, Deb Ivie
 - b. Board Members Excused: Corey Mecham
 - c. Administrators and Staff also present: Annette Barney, Sue Talmadge, Brian Cates of Red Apple, Mat Edvik, Esther Blackwell, and Jason Bennion
 - d. Administrators Excused:
 - e. Time: 7:00 pm
- II. Meeting Opened by Rod Eichelberger (7:00 pm)
- III. Mission Statement by Xazmin Prows (7:00 pm)
- IV. Approve minutes from 7/16/2020 (7:02 pm)
 - a. Jaren motions to approve the 7/16 minutes. Adrienne seconds. Motion passes by unanimous vote 5-0.
- V. Consent Agenda (7:04 pm)
 - a. Deb Ivie motions to approve the consent agenda. Xazmin Prows seconds. Motion passed by a 5-0.
- VI. Meet New Staff (7:06 pm)
 - a. Jason Bennion introduces new staff at Magna campus that are present. Brett McAllister, Katherine Ellis, and Kelsey Stirland.
 - b. Esther Blackwell introduces new staff at Kearns campus Lauren Jacoby and Rylee Boiteux.

PUBLIC COMMENT

- I. Public Comment: (7:14 pm)
 - a. NONE
- II. Response to Public Comment: (7:14 pm)
 - a. NONE

INFORMATIONAL ITEMS

- I. Executive Director's report by Esther Blackwell (7:15 pm)
 - a. Review of the COVID phases and the school opening plan. Gratitude expressed to staff and families for making the school opening smooth and successful. Entheos has more distance learners than the state average due to COVID.
 - b. Short review of safety checks to maintain an open school.
 - c. Floor given to Dina Wecker to request a motion. **Adriane Olsen motions to approve the updated early literacy goals for year 20-21. Deb Ivie seconds. Motion passes by unanimous vote 5-0.**

- II. Magna Director's report and Work Plan by Jason Bennion (7:31 pm)
 - a. New PCO president is Alisha Cartier. Landscaping work is being done by students for service and the 6th grade year-long service has launched.
 - b. Enrollment has some holes and more marketing campaigns have launched to deal with those.
 - c. Staff recognition included Kelsey Stirland, Katie Ellis, Brett McAllister
 - d. Work Plan reviewed
- III. Kearns Director's report and Work Plan by Esther Blackwell (7:42 pm)
 - a. Enrollment is good.
 - b. Construction is going slowly and there have been some difficulties and the school is inquiring about reparation.
 - c. 6th grade year of service has launched.
 - d. Staff recognition included Denise Mathews, Mat Edvik,
 - e. Work plan was reviewed. There is more consistency with Magna's work plan this year.
- IV. Budget and Finance Report, Brian Cates Reporting (7:58 pm)
 - a. New report format is based off a new system available through Red Apple. This system allows for more real time data for directors.
 - b. PTIF is down, but still earning money and a good investment for excess cash.
 - c. There is COVID funding in this budget and we are paying as much attention as possible to what has been spent.
 - d. State funding may change, but the budget is conservative and there is hope it will not cause an upset.
 - e. Audit has begun and is ongoing. So far all the questions are typical.
 - f. Esther asked if there is a way to get the target metrics in the budget report again. Brian is working on that and will have it by next reporting.
- V. Bond Committee by Rod Eichelberger (8:11 pm)
 - a. Bond committee met on the 8th. Selection was made for bond and borrowers council and underwriter with the aid of RFPs and advisement from Clint Biessinger. We anticipate a very low rate that will lead to even better savings for the school.
 - b. No questions from board.

DISCUSSION ITEMS

- I. Recognition Committee by Adriane Olsen (8:14 pm)
 - a. Adriane expressed some difficulties as the only committee member.
 - b. Administrators invited her to virtual circle ups and this would ease the difficulties.
 - c. Xazmin Prows and Deb Ivie offer to fill in when Adriane is unavailable.
- II. Mission of Entheos Grant Committee report by Xazmin Prows (8:24 pm)
 - a. Due to COVID previous recipients were unable to use their chicken coops. The Kindergarten team plans to use the chicken coops with year with students.
 - b. The board will review grant criteria at the next meeting and information will be sent out to teachers October 1. There will be a push to receive more Magna submissions now that the school is out of turnaround.
- III. Board Development by Deb Ivie (8:27 pm)
 - a. Board Recruitment
 - i. Deb led a discussion of potential board members as a follow up to the discussion at board retreat.

- ii. Xazmin Prow's term end was discussed. She was asked to remain on until June of 2022 by Rod Eichelberger. She will consider it.

ACTION ITEMS

- I. **MOTION** for updates to the Staff Uniform Policy (8:50 pm)
 - a. Request is to wear scrubs during the COVID time.
 - b. Discussion was held including concerns by Rod about the distracting and medical nature of scrubs. Xazmin expressed the need for teacher safety and feelings of support. Sue Talmadge cautioned about going down the road of altered uniforms for teachers can open up the question for students or more changes. Jason agreed with all these concerns. Deb Ivie expressed a preference for less medical clothing for a sense of normality. Esther expressed mixed feelings about this request. Rod asked the board do what is best for the students. Jaren suggests that the executive director be given power to make the change if it is found needful.
 - c. **Deb Ivie motions to give authority to administration to make temporary changes to the staff dress code due to the pandemic. Xazmin Prows seconds. Passed by a unanimous vote 5-0**
- II. **MOTION** to approve the 2103 Code of Ethics policy (9:15 pm)
 - a. **Deb Ivie motions to approve the Code of Ethics policy. Adriane Olsen seconds. Motion passes by unanimous vote 5-0.** (attachment B)
- III. **MOTION** to approve the 3100 Fiscal Procedures (9:18 pm)
 - a. Sue Talmadge raised a question about PO numbers in the policy. This is not being done and should be further investigated before approval.
 - b. **Rod Eichelberger motions we table it. Deb Ivie seconds. Motion passes by unanimous vote 5-0.**
- IV. **MOTION** to approve policy 3103 Reporting Fraud (9:22 pm)
 - a. Sue Talmadge asked the policy include a reference to utilizing the fraud hotline available on the website.
 - b. **Rod Eichelberger motions we table the Reporting Fraud policy. Jaren Gibson seconds. Passes by unanimous vote 5-0**
- V. **MOTION** to approve policy 3104 Conflict of Interest (9:25 pm)
 - a. **Adriane Olsen motions to approve the conflict of interest policy. Jaren Gibson seconds. Motion passes by unanimous vote 5-0.** (attachment A)
- VI. **MOTION** to approve policy 4104 Whistleblower (9:27 pm)
 - a. Rod Eichelberger is concerned because there is not enough clarity of how to report when the executive director is the fraudulent party.
 - b. **Rod Eichelberger motions to table this policy. Jaren Gibson seconds. Motion passes by a unanimous vote 5-0.**
- VII. **MOTION** to approve policy 4205 Personal Use of School Property. 9:30pm
 - a. Rod Eichelberger expresses it's too strict and should include "reasonable light duty personal use" and not use for a business venture.
 - b. Exceptions can be gained by the executive director for light personal use.
 - c. **Jaren Gibson motions to approve the Personal Use of School Property Policy. Deb Ivie seconds. Motion passes by a unanimous vote 5-0.** (Attachment C)

CLOSED SESSION (9:36 pm)

Deb Ivie motions to move to closed session to discuss the character, competency or health of an individual. Xazmin Prows seconds. Motion passes by unanimous vote 5-0.

Rod Eichelberger motions that we close the session. Deb Ivie seconds. Motion passes by unanimous 5-0 (10:00 pm)

Gratitude expressed to Jaren Gibson by Rod Eichelberger for participation in the board. (10:00 pm)

ADJOURN

- I. Time 10:03 pm
- II. Jaren Gibson motions to close the board meeting. Xazmin Prows seconds. Motion passed by unanimous vote 5-0.

#3104 CONFLICT OF INTEREST

Purpose

The purpose of this conflict of interest policy is to protect Entheos Academy's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the school, or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interests applicable to nonprofit and charitable organizations.

Definitions

- I. "Interested Person": An Interested Person is:
 - A. A Governing Board member, employee, officer, or agent;
 - B. The immediate family of the Governing Board member, employee, officer or agent;
 - C. The partner of the Governing Board member, employee, officer, or agent; or
 - D. An organization that employs, or is about to employ any individual in clauses A-C above
- II. "Financial Interest": A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - . An ownership or investment interest in any entity with which Entheos enters a contract;
 - A. A compensation arrangement with Entheos or with any entity with which Entheos enters a contract; or
 - B. A potential ownership or investment interest in, or compensation arrangements with, any entity with which Entheos is negotiating a contract.
- III. "Committee": Any standing or ad hoc Governing Board committee with board delegated authority
- IV. "Immediate Family": An individual whose relationship by blood, marriage, adoption, or partnering is no more remote than first cousin.

Policy

- I. No Interested Person shall participate in selecting, awarding, or administering a contract if a conflict of interest exists. A conflict of interest exists when an Interested Person has a financial or other interest in the entity with which Entheos is contracting.
 - A. A violation of this prohibition renders a contract void.
- II. In accordance with Utah Code § 52-3-1, members of the School Board or an employee's immediate family will be considered for employment based solely on their qualifications.
 - . It is an offense for a Board member, employee, or officer to receive or agree to receive compensation for assisting any person or business entity in any transaction involving an agency without complying with the provisions in Utah Code § 67-16-6. A Governing Board member, employee, or officer must not receive compensation from a group health insurance provider.
 - A. It is unlawful for any person affiliated with a charter school to demand or request any gift, donation, or contribution from a parent, teacher, employee, or other person affiliated with the charter school as a condition for employment or enrollment at the school or continued attendance at the school according to Utah Code § 53A-1a-513(9).

- III. The conflict of interest provisions in this policy do not apply to compensation paid to a teacher employed as a teacher by Entheos or a teacher who provides instructional services to Entheos when the teacher also serves on the Entheos Academy Board.

PROCEDURES

- I. **Duty to Disclose:** In connection with any actual or possible conflict of interest, an Interested Person must disclose the existence of the financial or other interest and be given the opportunity to disclose all material facts to the Entheos School Board or Committee, in order to determine if an actual conflict of interest exists.
- II. **Violations of the Conflict of Interest Policy:**
- A. If the Governing Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose; and
- B. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Governing Board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.
- C. **Recording Proceedings:** The minutes of the Governing Board and all Committees shall contain:
1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest;
 2. The nature of the financial interest;
 3. Any action taken to determine whether a conflict of interest was present;
 4. The Governing Board's or Committee's decision as to whether a disclosed possible conflict is in fact a conflict of interest;
 5. The names of the persons who were present for discussions and votes relating to the contract;
 6. The content of the discussion, including any alternatives to the proposed contract; and
 7. A record of any votes taken in connection with the proceedings.

ACKNOWLEDGEMENT

- I. Each Governing Board member, employee, officer, or agent, committee member, and employee shall, upon appointment, be informed of this Conflict of Interest Policy

#2103 CODE OF ETHICS

Purpose

This policy will establish the School Board Code of Ethics and applies to all Entheos Academy School Board Members and Advisors

Policy

- I. Each School Board Member or Advisor will commit and agree to:
 - A. Fulfill their personal and legal responsibilities and duties to the school, community, state and fellow board members.
 - B. Strive for the School to meet the individual needs of all the children at the School.
 - C. Seek the facts in each situation and to cast votes based on honest conviction in every case, free from personal or partisan bias. This includes, keeping an open mind and listening to all sides of a debate/discussion before deliberating and casting a vote.
 - D. Treat others, including board members, school officials and members of the community, in a professional and civil manner.
 - E. Abide rules of decorum when conducting school board business.
 - F. Abide by the final decision of the board.
 - G. Avoid any conflict of interest or use of board membership for personal gain or publicity.
 - H. Strive to be an effective, informed School board member or advisor dedicated to education.
- II. Each Entheos Academy School Board Member will sign the Board Member Agreement upon appointment and annually review it.

REF: Board Member Agreement

#4205 PERSONAL USE OF SCHOOL PROPERTY

Purpose

This policy will establish Entheos Academy's policy regarding personal use of school property. All administrators, educators, volunteers and other full or part time staff or anyone else that has access to or use of school property is subject to this policy.

Definition

- I. "School property": any physical or digital property or service that Entheos Academy acquires in the course of business.

Policy

Subheading

- I. All school property shall be used for school purposes only
- II. Use of School property for purposes other than school purposes may be acceptable by permission only. Permission may be granted:
 - A. As indicated in other School Policies,
 - B. As indicated in the Employee handbook, or
 - C. On a case to case basis by the Executive Director or as designated by the Director
 1. Permission may be granted in this way if:
 - a. The purpose for the use of School property is made known; and
 - b. The Executive Director or designated person determines that the use of the School property is appropriate.
 - c. The Executive Director or School Board reserves the right to refuse the use of the School property if it determines that the use is inappropriate.
- III. School property is to never be used for unprofessional, unethical or illegal activities. Teachers that use school property are subject to the standards of professional conduct.