![Maeser_Logo_2[1]]() Karl G. Maeser Preparatory Academy

# Karl G. maeser preparatory Academy

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Public Board Meeting

January 12, 2016

Open Session:

1. Pledge of Allegiance
2. Determination of Quorum
3. Approval of December 8, 2015 minutes
4. Public Comment
5. Director’s report – Robyn Ellis
6. Approval & Discussion
	1. Maeser Disclosure Policies and Procedures
	2. Maeser Financial and Risk Management Plan
	3. Maeser Succession Plan
7. Budget Update – Steve Whitehouse
	1. Budget approval for maintenance supplies
	2. Cleaning contract approval
	3. Bond refinance update
8. Curriculum Update – Steve Whitehouse
9. Facilities/Maintenance – Jason Dodge
	1. Discussion of potential driveway onto 400 West and 2nd exit onto 600 South.
10. Legislative Update – Paul Stancil
11. Community/Fundraising – Sydne Jacques
12. Executive Session
13. Approve items from executive session
14. Adjourn

Minutes:

Open Session start time: 7:15 pm

Open session end time: 8:10 pm

1. Pledge of Allegiance

2. Determination of Quorum – Yes, we have a quorum. Present – Steve Whitehouse, Paul Stancil, Jason Dodge, Todd Moulton, Janine See Absent-Cynthia Shumway, Sydne Jacques

3. Approval of December 8, 2015 minutes

 Deferred until February

4. Public Comment

5. Director’s report – Robyn Ellis

We are finishing enrollment. 50 of current students have not re-enrolled. With phone calls only one has said they are not returning. The lottery will be the first week of February.

 Winterim is going very well.

 Credit recovery is going better than ever before.

6. Approval & Discussion

 The following policies are required to be adopted in order to proceed with the bond refinance.

a. Maeser Disclosure Policies and Procedures

 The preliminary official statement and the official statement must be reviewed by the board.

 There are also covenants of continuing disclosure which must be reviewed.

 **Todd moved to approve the Continuing Disclosures Policy. Paul seconded. Voting to approve was unanimous.**

b. Maeser Financial and Risk Management Plan

We are working on having the fixed asset inventory all in place in order to be compliant with this policy. Travis is working on recording and tracking all assets.

**Todd moved that we accept the Financial Debt, Risk Management and Disclosure Procedures Plan as ammended. Paul seconded. Voting to approve was unanimous.**

c. Maeser Succession Plan

 This formalizes the strategy that we have used for Board and Key Personnel succession.

**Todd moved to approve the Board and Administration Succession Plan as ammended. Paul seconded. Voting to approve was unanimous.**

7. Budget Update – Steve Whitehouse

a. Budget approval for maintenance supplies

Budget committee is proposing that we purchase equipment that will enable our maintenance director to do the maintenance himself vs. hiring 3rd party vendors.

The proposal is to spend $20,000 for grounds maintenance equipment.

**Todd motioned to approve the spending of up to $20,000 for grounds maintenance equipment. Jason seconded. Voting to approve was unanimous.**

b. Cleaning contract approval

Spend up to $20,000 for cleaning equipment. The main cost would be a floor scrubber and then additional equipment such as vacuums.

 There is a proposal that we hire up to 5 part-time employees that will handle the cleaning of the school.

**Todd moved that we approve the expenditure of up to $20,000 for cleaning equipment and for the hiring of up to 5 part-time employees. Jason seconded. Voting to approve was unanimous.**

c. Bond refinance update

 Key dates – January 27 Steve will meet with the S&P about our bond rating

 Price of bonds will be determined on 2/17

 It is over $350,000 for the bond issuance costs

 Robyn, Cynthia and Karyl need to review the Official Statement. It must be accurate.

8. Curriculum Update – Steve Whitehouse

 none

9. Facilities/Maintenance – Jason Dodge

a. Discussion of potential driveway onto 400 West and 2nd exit onto 600 South.

We have a couple of great opportunities to improve access to the school. Jason will continue to do research and is going to have the land that backs up to the track surveyed. He has spoken with the property owner about using his property for a potential street access for the school. The surveyor will look at the grade to see if it can be taken to 12%. There would be some costs involved that could potentially be about $150,000. It would help greatly to alleviate our traffic problem.

10. Legislative Update – Paul Stancil

 none

11. Community/Fundraising – Sydne Jacques

 none

12. Executive Session

**Todd moved that we go to executive session for the purpose of discussing student discipline. Paul seconded. Jason (aye), Steve (aye), Janine (aye), Todd (aye), Paul (aye)**

Executive session start time; 8:13 pm

Executive session end time: 8:50 pm

13. Approve items from executive session

 None

Public session start time: 8:51 pm

Public session end time 8:51 pm

14. Adjourn

 **Todd moved to adjourn. Voting to approve was unanimous.**