



MEETING MINUTES
Karl G. Maeser Preparatory Academy
Public Board Meeting
December 10, 2019
7:30 PM

OPEN SESSION

Start Time: 7:40 pm

End Time: 8:07 pm

Members Present: Cynthia Shumway, Janine See, Steve Whitehouse, Paul Stancil, Sandra Russell

Members Absent: Jason Dodge

Staff Present: Robyn Ellis

BOARD BUSINESS

- It was determined that a quorum was present.
- The pledge of allegiance was recited.
- Paul moved to approve the minutes from the November 12, 2019 board meeting. Steve seconded. The motion passed unanimously.
- Next meeting: January 14, 2020 at 7 pm in the Maeser Library

PUBLIC COMMENT

- None

DIRECTOR'S REPORT – Robyn Ellis

- School report card scored exemplary in all of the categories.
- Finals start Thursday, next Tuesday will be our last final.
- On December 18th, grades are finalized.
- Maeser starts Winterim on January 2nd.
- There are 35 students in credit recovery.
- There are 20 Independent Study Winterims.
 - Cynthia would like to have the board members split up at Winterfest and interview the students about their Winterim.

DISCUSSION & APPROVAL

- **The Record and Document Retention Policy.** Maeser will pay for a retainment office for one year and then transfer records to state records center to store them in their archives for three years. Robyn will ask about digital retention.
- **MOTION:** Steve made a motion to update the Accounts Payable and Receivable record portion of the Record and Document Retention policy to say four years instead of seven, as outlined in the Utah State Archive policy. Sandra seconded. The motion passed unanimously.
- **MOTION:** Sandra moved to approve the updated Data Governance policy as modified in the meeting tonight. Paul seconded. The motion passed unanimously.

- **School Fees** - According to the new state requirement, any proposed fee changes are required to be on the Maeser board agenda for at least two board meetings. The board may vote on the fee schedule changes on the second meeting. Maeser will give notice to parents of fee change proposals by posting it on the state website and sending notification to parents in the Maeser updates via email.
- **Board Member Code of Conduct** was tabled for discussion until the next board meeting.
- **3000 policies**. Tabled until the next board meeting.
- **Spark Book curriculum** is tabled for a future Board meeting.

BUDGET – Steve Whitehouse

- We did well in our audit.

FACILITIES / MAINTENANCE – Jason Dodge

- We need to consider adding an additional gym in the new building.

SCHOOL POLICIES / LEGISLATIVE – Paul Stancil

- No discussion

WINTERIM – Sandra Russell & Janine See

- Sandra sent out an email offering to help find speakers for the different Winterims.
- Teachers would like to present their proposals in person to the Winterim committee for next year's Winterims.
- The goal is to have final approvals for Winterims done by May.
- Entrepreneurship Winterim group is going to spearhead Maeser Festival following Winterfest to raise money for the new building.

CURRICULUM – Robyn Ellis

- No discussion

MOTION: Paul moved to adjourn the meeting. Sandra seconded. The motion passed unanimously.

No Closed session

Without objection meeting was adjourned.