



MEETING MINUTES  
Karl G. Maeser Preparatory Academy  
Public Board Meeting  
November 14th, 2023  
7:00 PM

**OPEN SESSION**

Start Time: 7:06 pm

End Time: 10:41 pm

Members Present: Cynthia Shumway, Sandra Russell, Steve Whitehouse, Paul Bingham

Members Absent: Jason Dodge

Staff Present: Ted Gilbert, Dustin Simmons, Casey Holmes, Laura Ure

Public: Brett Miller

Cynthia Shumway called the meeting to order at 7:06 pm

**BOARD BUSINESS**

- It was determined that a quorum was present.
- The pledge of allegiance was recited.
- **MOTION:** Sandra Russell moved to approve minutes from October 10th, 2023. Steve Whitehouse seconded. The motion passed unanimously. Joanna Larsen and Paul Bingham abstained.
- Next meeting will be held on December 12th, 2023.

**PUBLIC COMMENT-**

**DIRECTORS REPORT – Ted Gilbert**

- December 6th-9th is the Drama Production. There will be eight shows.

**DISCUSSION & APPROVAL**

- Board Training was tabled.
- 3203 Homework Policy: Bullet point 4.a.i., was altered to say “Absences
  - a) Students who have an excused absence from school are given a grace period of one school day for each day absent to turn in the assignment for full credit. (See 3201 Attendance and Tardy Policy)
    - Vacations are exempt from this provision; i.e., students should be prepared to submit any missed work upon their return to class.\*\***MOTION:** Joanna Larsen moved to approve 3202 Homework Policy as amended. Steve Whitehouse seconded. The motion passed unanimously.

- **MOTION:** Joanna Larsen moved to approve the addition of “Costumes” to the current Uniform Policy. Steve Whitehouse seconded the motion. The motion passed unanimously.
- Tommy Hilfiger Uniform Vendor – Dustin presented new Tommy Hilfiger as a new uniform vendor to replace Dennis as the current vendor. **MOTION:** Steve Whitehouse moved to approve Tommy Hilfiger as a new uniform vendor option. Sandra Russell seconded the motion. The motion passed unanimously.
- Steve suggested that we apply for a trademark for our school name and logo. **MOTION:** Steve Whitehouse moved to have our school name registered and our logos trademarked. Sandra Russell seconded the motion. The motion passed unanimously.
- 2024 Benefits Package: There is a 5 % increase from 2023. **MOTION:** Steve Whitehouse moved to approve renewing medical benefits with current provider: Angle, dental with Ameritas, change vision, life, and disability to Principal. Increase HSA matching limits to \$2,000 single, \$4,000 family per year. Joanna Larsen seconded the motion. The motion passed unanimously.
- Proposed PTO Policy: The Admin team proposed a change be made to allow teachers to access their sick days at any point during the school year. **MOTION:** Steve Whitehouse moved to approve the modification to the PTO Policy. Paul Bingham seconded the motion. The motion passed unanimously.
- Winterim Budget Approval: **MOTION:** Sandra Russell moved to approve the Winterim Budget as proposed. Paul Bingham seconded the motion. The motion passed unanimously.
- **MOTION:** JoAnna Larsen moved to approve the amended Trustlands Recommendations. Steve Whitehouse seconded the motion. The motion passed unanimously.

#### BUDGET – Steve Whitehouse & Casey Holmes

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#### FACILITIES – Jason Dodge

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#### WINTERIM – Sandra Russell

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#### FUNDRAISING/MARKETING – JoAnna Larsen

- JoAnna shared the Advancement Plan with the Board.
- Joanna shared a budget proposal as well for the Advancement Committee for the current school year.
- **MOTION:** Joanna Larsen moved to approve a \$43,000 budget for the Advancement Committee, together with the Budget Committee, for the use of a new CRM software, events, and marketing. Steve Whitehouse seconded the motion. The motion passed unanimously.

#### CURRICULUM – Ted Gilbert

- **MOTION:** Paul Bingham moved to approve the Broadway Rocks songs as discussed. Steve Whitehouse seconded the motion. The motion passed unanimously.

**MOTION:** Joanna Larsen moved to move to closed session for the discussion of personnel, facilities, and information pursuant to Utah Code Subsection 52-4-205(1)(a), (1)(f), or (2). Sandra Russell seconded. Roll Call Vote: Sandra (aye), Steve (aye), Paul (aye), Joanna (aye), Cynthia (aye).

**CLOSED SESSION**

Start Time: 9:41pm

End Time: 10:11 pm

**MOTION:** Steve Whitehouse moved to return back into open session. Paul Bingham seconded. The motion passed unanimously.

**OPEN SESSION**

Start Time: 10:12 pm

End Time: 10:14 pm

**MOTION:** Paul Bingham moved to approve the staffing plan adjustments as discussed in closed session. Steve Whitehouse seconded the motion. The motion passed unanimously.

**MOTION:** Steve moved to approve and begin a contract with John Vasquez as a recruiter to assist in the hiring of an academic counselor. Joanna Larsen seconded the motion. The motion passed unanimously.

**MOTION:** Steve Whitehouse moved to adjourn. The motion passed unanimously.

Without objection, the meeting was adjourned.

**Note:** A copy of related materials and an audio recording of the meeting can be found at:

Recording: [https://drive.google.com/drive/u/1/folders/1W7yr2J5HWYSOx8M\\_qDh0rolqt0rqLrvC](https://drive.google.com/drive/u/1/folders/1W7yr2J5HWYSOx8M_qDh0rolqt0rqLrvC)

Minutes: <https://maeserprep.org/board-meeting-minutes/>

Materials: [https://drive.google.com/drive/u/1/folders/1Jr17IeZmpdtjBIEQp6Syt\\_hXzkZF0cZm](https://drive.google.com/drive/u/1/folders/1Jr17IeZmpdtjBIEQp6Syt_hXzkZF0cZm)