



Karl G. Maeser Preparatory Academy

TRUTH HONOR VIRTUE



MEETING MINUTES

Karl G. Maeser Preparatory Academy
Public Board Meeting
August 26th, 2025
7:00 pm

OPEN SESSION

Start Time: 7:08 pm

End Time: 9:50 pm

Members Present: Cynthia Shumway, Steve Whitehouse, Richard Dodge, Jo Anna Larsen

Members Absent: Sandra Russell, Paul Bingham

Staff Present: Laura Ure, Robyn Ellis, Casey Holmes (7:44pm)

Public:

Cynthia Shumway called the meeting to order at 7:08 pm

BOARD BUSINESS

- It was determined that a quorum was present.
- The Pledge was recited.
- Jason Dodge has tendered his resignation while in the mission field for his church. **MOTION:** Richard Dodge moved to accept his resignation. Jo Anna Larsen seconded the motion. The motion passed unanimously.
- **MOTION:** Jo Anna Larsen moved to approve the minutes from [June 26th, 2025](#). Richard Dodge seconded the motion. The motion passed unanimously.
- Next meeting is scheduled for September 9th, 2025.

LEA REPORT-Robyn Ellis

- Style Guide/Logo Update: The board discussed a few potential logos to replace our current logo on our students polos, as well as adding a Coat of Arms.
- LEA Specific License Approval
 - **MOTION:** Jo Anna Larsen moved to approve the LEA Specific Licenses for the following: Mary McDonough (Latin), Sariah King (French), & Jonathan Pardew (CTE). Steve Whitehouse seconded the motion. The motion passed unanimously.

DIRECTORS REPORT-Robyn Ellis

- KPI Dashboard.
 - Robyn shared KPI data and trends.
- Trust Lands Council
 - **MOTION:** Richard Dodge moved to approve the Trust Lands Council Procedures as presented. Jo Anna Larsen seconded the motion. The motion passed unanimously.
- Maeser SMART Goals

Approve 9.9.25



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- Robyn presented SMART goals that the administration has discussed and would like to implement with their staff and faculty. **MOTION:** Jo Anna Larsen moved to approve the SMART goals as presented and discussed. Steve Whitehouse seconded the motion. The motion passed unanimously.

DISCUSSION & APPROVAL

- Ratification of New Hires
 - **MOTION:** Jo Anna Larsen moved to ratify the following hires-Mary McDonough, Sariah King, Jonathan Pardew, Brittani Martin, Nicholas Martin, Jenni Coller, Victoria Nielsen, Jason Logan, & Logan Wilcox. Steve Whitehouse seconded the motion.
- Dance Team Fee:
 - It is proposed that we add a \$500 dance fee for the new dance team. It will be placed on the fee schedule and presented for two months before the final approval.
- Facility Use & Rental Guidelines
 - The board discussed new guidelines to implement in the new policy.

BUDGET-Steve Whitehouse

- Marketing/PR Budget
 - The Budget Committee is asking for \$10,000-\$15,000 to work to help achieve new enrollment targets with the additional available openings for student enrollment next year.
 - **MOTION:** Jo Anna Larsen moved to allow the Budget Committee to approve up to \$15,000 for marketing/PR work. Richard Dodge seconded the motion. The motion passed unanimously.

FACILITIES/MAINTENANCE-Richard Dodge

- Change Order
 - Richard will be working with Jake to get some bids of adding some concrete poured for outdoor seating/bleachers.

SCHOOL POLICIES/LEGISLATIVE

- [1501 SHINE](#)
 - **MOTION:** Steve Whitehouse moved to approve SHINE Policy as amended. Richard Dodge seconded the motion. The motion passed unanimously.
- [3202 Discipline Policy](#)
 - **MOTION:** Steve Whitehouse moved to approve 3202 Discipline Policy as amended. Jo Anna Larsen seconded the motion. The motion passed unanimously.
- [5102 Cash Receipts](#)
 - **MOTION:** Steve Whitehouse moved to approve 5102 Cash Receipts Policy as amended. Richard Dodge seconded the motion. The motion passed unanimously.
- [5103 Financial Expenditure](#)



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- **MOTION:** Richard Dodge moved to approve 5103 Financial Expenditure Policy as amended. Steve Whitehouse seconded the motion. The motion passed unanimously.
- [5104 General Financial Management](#)
 - **MOTION:** Steve Whitehouse moved to approve 5104 General Financial Management Policy as amended. Richard Dodge seconded the motion. The motion passed unanimously.
- [5204 Permanent School Closure](#)
 - **MOTION:** Richard Dodge moved to approve 5204 Permanent School Closure Policy as amended. Steve Whitehouse seconded the motion. The motion passed unanimously.

ADVANCEMENT COMMITTEE: Jo Anna Larsen

CURRICULUM-Cynthia Shumway & Robyn Ellis

- **MOTION:** Jo Anna Larsen moved to approve the final curriculum proposals for the following: [Choir Selections](#), [SS11](#), [English Language Learning](#), Theatre Production: Pride & Prejudice, & Sports Book Group Selections. Richard Dodge seconded the motion. The motion passed unanimously.
- [US Government Scope and Sequence](#)
 - Will go for final approval next month.
- Family Science Winterim Proposal
 - **MOTION:** Jo Anna Larsen moved to approve the Family Science Winterim as proposed. Steve Whitehouse seconded the motion. The motion was passed unanimously.

MOTION: Jo Anna Larsen moved to move into closed session for the discussion of personnel and items pertinent to Utah Code Subsection 52-4-205(1)(a), (1)(f), or (2). Richard Dodge seconded. Richard (aye), Jo Anna (aye), Steve (aye), Cynthia (aye).

CLOSED SESSION

Start Time: 9:24 pm

End Time: 9:49 pm

MOTION: Steve Whitehouse moved to return back into open session. Jo Anna Larsen seconded the motion. The motion passed.

OPEN SESSION

Start Time: 9:50 pm

End Time: 9:50 pm

MOTION: Richard Dodge moved to approve the staffing plan as discussed in closed session. Steve Whitehouse seconded.

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

Without objection, the meeting was adjourned.



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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

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

Materials: https://drive.google.com/drive/u/1/folders/1Jrl7IeZmpdtjBlEQp6Syt_hXzkZF0cZm