Meeting Minutes for Board of Directors Meeting

January 16, 2013, 5:00 pm
Pacific Heritage Academy
1755 West 1100 North
Salt Lake City, UT  84116

Call to Order:  5:12 PM (Tip opens the meeting)

Board Members present:  Alema Leota, Jesse Meeks, Mikaela Dufur, Tip Pupu’a, Mel Bulter, Charlie Rudd

Declaration of quorum present

Welcome from Tip:  This is an open meeting, public can speak during public comment, the board is looking for new board members.  The board will allow a few minutes for each comment in order to keep the meeting flowing.

Thought of the Day: Mel Butler, “Demonstration:  Everyone of us have things we have to do, should and like to do.  Sometimes the things we like to do overpower the things we should do.  We all have 24 hours in a day, it’s just where we prioritize things.  Container of salt and rocks.  Salt represents the things we like to do, rocks represent the things we should do.  Both are put in a container.  If you take the things that you have to do and get those things prioritized on a daily basis, we can fit everything in the same space of time.  Write down 6 of the most important tasks on a daily basis and put in order of importance and follow it.  Each evening make a new list of things for the next day.

Public Comment
1. Potential Board Members:  Robert Dodge, retired military pilot, 20 years in military, served in various capacities.  Worked with airline presidencies, worked with cities in re-development projects - 2 years as the chairperson of that committee.  Takes an interest in education, degree in insurance industry.  2 grandchildren in school.  Jesse asks why he wants to be on the board.  Robert is interested in the success of the school.  He feels his talents would benefit the school.  He helped out with the Veterans Day assembly.  He lives about a block away.

   Jessica Thompson, parent and stay at home mom.  3 children go to school here, very involved with the community, Zumba instructor in the area and knows a lot of the community, PTA president at previous school.  Growing up in Columbia, she has always been interested in
American school system. Loves to volunteer and be a part of the community. Speaks English and Spanish and help the community that don’t speak English. She wanted her kids to go here because she wants them to know that there are more places in the world than Utah and Columbia. Jesse asks what her biggest contribution from previous PTA president position. Involving more people and more diverse people and helping parents understand what PTA is. She is here almost everyday volunteering.

Kai Graham, parent, 2 second graders, currently in PTFO but would step down do be a board member, works as a project manager at Zions Bank, has worked with United Way, drug and alcohol awareness programs, raised by two educators, BYU graduate, MBA from Strayer. Raised in Laie, HI. Diversity in ethnic background and work background and interests. Very committed to education, athletics has played a big part of her past. Her children are happy here, came from Escalante. She has seen the newness and the struggles here but she stays because her children are happy.

2. We’ve heard from other parents and grandparents in previous meetings and the board has not made a decision yet. If not chosen for the board, there are sub-committee groups available to volunteer in. Accountability group is a crucial component and will consist of only a couple board members.

3. Public comment - Adela - parent, has two children here but moved one. Her daughter, a middle schooler, concerned with racism that her daughter experienced here. Because there is no homework, she can’t keep up with where her daughter is at. Her daughter has tested below where she was at her previous school. Since returning to Northwest she has tested very low. She is concerned with her son, who loves it here.

a. Tip has addressed this with the school administration. We will continue to work on these issues. The first stop is the Executive Directors office, but the board is available to speak with. We realize there will be bumps in the road, it is a new school.

Consent Agenda Items
Adopted 1 item- November Board meeting minutes. Jesse makes a motion to approve the minutes from the November meeting. Mel seconds, unanimous.
November and December financials (Richard Eccoles, Charter Solutions) - State revenue is higher than normal and that is the catch-up from the State resulting in influx of cash. State revenue is where it is expected to be. Salaries and wages = merit pay paid in December. Employee benefits went up. There was a bump in 300’s and that reflects first payment to EL, billed quarterly. Approximately $60,000 additional from Title 1 funding, amounts should carry on in the future. Because he is new, he was thinking that he would like to send the financials out a week in advance with an extra cover sheet. Mel Butler makes a motion to approve the Nov and Dec financials, Mikaela seconds. Unanimous.

State of the School
1. Celebration of Learning is tomorrow night, it’s a sampling of everyone’s best work. The board enjoyed a sample of a third grade expedition about the 3 R’s.
2. The eight graders are taking a trip to Hawai’i next month. Travel learning is a priority for PHA. Ofa brought up travel learning to the parents and many of those parents work for the
airlines so some children already had benefits. This is setting the pattern of things that PHA can do. The parents have offered buddy passes for airlines, $280 per student. Home stay arrangements have been made in the community. The children plan on taking a gift from Utah and providing a service for those families that are providing accommodations.

3. PHA just entering testing season. Diebels testing in the process of being scored. Next board meeting we should be able to compare (grades 1-3) tests. English as a second language testing coming up. This test will provide new data in that area. Direct writing assessments (5th and 8th grade students) coming up. Essays are written and students are preparing using Utah Write.

4. There have been withdrawals from the school. By October 1, we had 450 students enrolled. Some have dis-enrolled because of various reasons: moving, offended for whatever reason, education not up to par, etc. There is an exit interview process so that we can identify reasons for dis-enrollment. Wait list students will be notified that they can enroll in PHA this next term. Students need to wait for a new term to be newly enrolled, it’s difficult to enroll in the middle of an expedition. Current number is around 420. There is a set culture in society that parents just send their children off to school for teachers to educate their children. It is a rare parent that says that education is my responsibility and PHA is wanting to “inspire” parents rather than “require” parents to educate their children. That is the reason behind the no homework policy at PHA. Attendance at workshops is an issue, they are thinking of putting up a video online that parents can view. A major mission of the school is to help parents take responsibility for their children’s own education. Mel works with the community and he worries that these families don’t have the time to focus on educating their children. In order to enroll their children for next fall, parents must attend a workshop. Read Jim Trelease book, “Read Aloud Handbook.”

5. Language and culture curriculum - Tongan instruction has been piloted in 6-8 grades and extending hours to teach in lower grades. Heritage language instruction twice a week for younger grades and three times a week for older grades. Next semester will be implementing Samoan and finally Spanish language for the final term.

6. Alema has heard reports of bullying and racism and what is PHA doing about it. PHA welcomes those opportunities to address these issues. Under PHA’s watchful eye, they can address these issues. Administration sees this everyday and they use teaching opportunities to address this. PHA gives students three opportunities to correct behavior. After that, a meeting is held with administrator and parents. In school suspension is available, multiple meetings if necessary. PHA pushes the idea of “we are friends.” Great success with the following model:
   A - anarchy
   B - bullying
   C - cooperation, collaboration
   D - above and beyond what is expected, democracy

   PHA is trying to push D level actions everyday.

7. Safety and security - PHA has an in-depth plan, has taken 5 different states plans and has taken the best of those plans to put the PHA plan together. Lock down went great but there are areas that can be improved. Lia would love to have a lock down every quarter, evacuation plan is in the process. PHA is in the process of purchasing red storage bins that will hold plastic bags with
a comfort toy, change of clothes, etc. for the students, much like a 72 hour kit for a classroom. They are working on an evacuation site as well.

**Board Development/Governance/Accountability**

1. Reports of subcommittee - Research subcommittee, has a group from BYU ready to help, needs a staff member and a parent
2. Accountability subcommittee - Looking for some staff, a parent and even an 8th grader to be on the subcommittee
3. Make sure the board is up to date with GBOT
4. Background checks - forms are needed, Alema just needs to fill out form, due the first week of February
5. Board training from Charter Solutions - unity and accountability, board role is one of governance (Are things being done consistent with the law and the charter?) As the board focuses meetings on those topics, board needs to make decisions as a single unit. Board has to act in unity and by a vote in public. The board decides how well things are being done and the Director brings solutions to the board and then the board decides as a single unit. No single board member can make decisions. The board is accountable to yourself and the state of Utah. The board is not accountable to parents. The board represents the taxpayers and the State Office of Education. As long as you are not breaking any laws and you are compliant with your charter, the State doesn’t care what the board does. The board is accountable to itself. The board must remove rogue members of the board by a vote or the school and the board will explode.
   a. Complaint procedure - It’s appropriate to listen and most of the time your response should be “Have you taken this through the proper chain of command?” Make sure they talk to the school directly. There needs to be a process by which parents, students, and teachers can bring up complaints. Having a formal procedure helps empower the board and parents. The form is available in the policy and procedure manual.

**Other Business**

1. Accountants need to verify that by-laws have not been changed. Board verifies that by-laws have not been changed.

**Adjourn**

Mel makes a motion to adjourn meeting. Jesse seconds. Unanimous. Meeting adjourns at 7:39 pm.