**Timpanogos Academy School Board Meeting  
Tuesday September 9th, 2021 7:00pm  
Timpanogos Academy Elementary   
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**PRESENT:**   
Board members Kim Seager, Minta Valentine, Jennie Bruce, Phil Cardon, Paul Johnson, and Amy Tressler are in attendance at 7:00pm, and Rachel Thacker was in attendance virtually via phone link-up, and this constitutes a full quorum. Principal Errol Porter is also in attendance.   
  
  
**1 - Agenda Approval**Amy Tressler made a motion to amend the agenda to remove “PTO Report” and Mr. Porter would be presenting the enrollment status. The motion was seconded by Minta Valentine and passed unanimously. **2 – Review of Last Meeting’s Business/Approval of Minutes/Next Board Meeting**   
Jennie Bruce made a motion to approve the August 2021 minutes as amended. The motion was seconded by Amy Tressler and passed unanimously. The Board then confirmed that the next Board meeting will be on October 7th, 2020.  
 **3 – Public Input**  
None at this time.   
  
**4 – Budget Update – Karyl Montgomery**Karyl Montgomery reported on the status of the Budget to date and that revenue and expenses were both in line with expectations and on-track for the year as of Aug 31st of the current year. The Board asked about and received clarification on a couple of specific line items.

**6 – Enrollment Status – Errol Porter**  
Enrollment has been higher than it has ever been, and is currently at 518 students. There are an additional 3 students anticipated to be arriving from Mexico sometime next week.  
  
**7 – Principal’s Report – Errol Porter**  
  
 \* A) COVID case counts: There are currently 2 students who are home quarantining, and students from 8 families have reported that they are keeping kids home as a precaution because someone else in their family has had exposure. In addition, Mr. Porter reported that the school carnival was being postponed, as the school would not be able to control the influx of “outsiders” who would be coming to the Carnival.   
  
 \* B) Mr. Porter contacted the County Health Department about their recommendations regarding school field trips. The Health Department emphasized that they would not be making guidelines for every situation, but pointed out that if the business or location we are going to on the field trip has guidelines and requirements in place that we would have to observe them.

\* C) Mr. Porter was asked how lunch and morning drop-off was going now that they were moved to the West Building. Mr. Porter responded that all was going very well with many parents expressing that the change in morning drop-off was a great improvement and appreciated.

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**8 – Audit procedures Policy Review – Karyl Montgomery**  
Mrs. Montgomery reminded the Board that the school’s Budget Committee and Audit Committee members (which are Rachel Thacker, Phil Cardon, and Kim Seager) are required to have annual training for those responsibilities. Mrs. Thacker reported that they (the members of the committees) had already successfully completed the training for those committees this year.

**9 – ESSER Grants Discussion/Waiver Request – Karyl Montgomery**  
Mrs. Montgomery reported that the school has been approved for an $84,000 ESSER grant, plus a $190,000 ESSER grant, but noted that the requirements and guidelines for qualifying for these grants are unknown because they were “still being written”. Accordingly, the school administration wanted to recommend that the school not accept those grant monies since we don’t know what will be required in exchange.   
  
After Board discussion of additional details, the general consensus of the Board was that they agreed with the administration’s desires to not accept the ESSER grant monies.

**10 – School Policy Review – Karyl Montgomery**  
Mrs. Montgomery reported that our auditors had notified the school that the Board needs to review the school’s policies annually. To accomplish that, Ms. Montgomery proposed that the Board go over some of the policies at each monthly meeting as it is too much to do at one time. Board member Bruce suggested that some of the policy reviews could be done as part of the monthly Board Training sessions and all agreed that was a good idea.   
  
Mrs. Montgomery also added that the annual student records/attendance audit was completed successfully with no findings or discrepancies.

**11 – Board Member Reports**:

1. **PTO/Curriculum, Jennie Bruce:** Mrs. Bruce reported that the new 6th grade materials that had been created for CKLA, CK Science, and CK History are in a testing phase, and that the school would be opting to wait until that testing phase was finished before acquiring the materials.
2. **Publicity, Minta Valentine**: Mrs. Valentine led a discussion on the possibility of having an open house for parents in the future to stimulate “word of mouth” promotion of the school. Mr. Porter liked the idea, and suggested that it could be done over several evenings with smaller parent groups on each night. Mrs. Bruce suggested that we should be looking at doing this prior to the lottery registration cut-off date.

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1. **Uniforms, Amy Tressler:** Mrs. Tressler went over the communications plan for the Teacher’s clothing program, and how items would be ordered. Mr. Porter also pointed out that many students have uniform back-orders that our suppliers haven’t been able to fulfill yet. The school is being understanding of this situation.
2. **Facilities & Risk Control, Paul Johnson:**  Mr. Johnson and Mr. Porter reported to the Board that the school’s summer projects were basically completed, with the just a few minor tweaks and items left to finish. The updated fire and carbon monoxide system has been scheduled to commence as soon as school is out for the summer and would be part of the current school year’s budget.
3. **CFO, Rachel Thacker:** None at this time.
4. **Human Resources & Website, Phil Cardon:**  Mr. Cardon reported that he was working on training with school administration and was looking at options for teachers to have access to individual web pages for their classrooms. In addition, Mr. Cardon and the school administrators would be meeting about 30 minutes before each Board meeting to go over specific web pages to identify any updates that are needed on a timely basis.  
     
   Mr. Porter reported that the State Board was now auditing school websites to ensure that items that are required to be on the school website are indeed on the
5. **Board Chair, Kim Seager:** None at this time.

**12 – Open Meetings Board Training – Errol Porter**Mr. Porter presented a video explanation of Utah’s Open Meetings Law for the Board. Board discussion ensued afterward about some of the items in the video that stood out to Mr. Porter that the school should address and implement.   
  
  
**13 – Closed Session**Motion for a closed session was made by Kim Seager to discuss Utah Code 52-4-207. A roll call vote was called for and all present board members individually voted “aye” when asked.

**14 - Adjournment:**Kim Seager moved to adjourn without objection.