**Timpanogos Academy School Board Meeting  
Thursday July 13th, 2023 7:00pm  
Timpanogos Academy Elementary   
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**PRESENT:**   
At 7:00pm, Board members Kim Seager, Rachel Thacker, Amy Tressler, Paul Johnson, and Phil Cardon are in attendance. This constitutes a full quorum. Principal Errol Porter is also in attendance.  
  
Board member Jennie Bruce is excused.  
  
 **1 - Agenda Approval**Rachel Thacker moved to amend the agenda by adding “Item 3.5 – PTO Report” and adding “Item 5.5 – Time and Effort Policy – Action Item”. The motion was seconded by Phil Cardon and passed unanimously. **2 – Review of Last Meeting’s Business/ Approval of Minutes/Confirm Next Board Meeting**  
After reviewing the minutes, Kim Seager moved to approve the June 2023 minutes as amended. The motion was seconded by Rachel Thacker and passed unanimously.   
  
The Board then confirmed that the next Board meeting would be on Thursday August 17th, 2023. **3 – Public Input**  
None at this time.  
  
  
**3.5 – PTO Report**  
PTO President Tania Bliss reported on the PTO’s plans for Back to School Night, and the Board discussed the PTO’s plans and design for this year’s school “Spirit shirts”. After discussion, Rachel Thacker made a motion to approve the PTO’s proposed Spirit Shirt design. The motion was seconded by Phil Cardon and passed unanimously.

**4 – Budget Report – Finance Office**Lynn Smith led a Board discussion and review of the final budget numbers for the just completed 2022-23 Fiscal year.

**5 – Early Learning Plan – Karyl Montgomery –Action Item**Karyl Montgomery reviewed the school’s Early Learning Plan for 2023-24 with the Board. This plan was previously known as the Early Literacy Plan, and is now known as the Learning plan because of the addition of Math goals to the plan. After review and discussion, Kim Seager made a motion to accept the Early Literacy Plan for the 2023-24 school year as presented. The motion was seconded by Paul Johnson and passed unanimously.

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**5.5 – Time & Effort Policy – Karyl Montgomery – Action Item**Mrs. Montgomery explained that the purpose of this newly required policy is to outline the procedures used for reporting the percentage of time that SPED employees work directly on SPED related activities. After discussing the policy and making some adjustments, Rachel Thacker made a motion to approve the 2023-24 Time & Effort Policy as amended. The motion was seconded by Paul Johnson and passed unanimously.

**6 – Enrollment Update – Frank Anderson**Mr. Anderson reported that projected enrollment for 2023-24 is currently at 537 students.

**7 – Principal’s Report – Errol Porter**  
  
 \*A) Mr. Porter led a Board discussion about what has become an annual problem with our uniform suppliers not having sufficient inventory to fill our parents uniform orders. This results in a problem with enforcing our uniform policy at the beginning of the school year as not all of the students have been able to purchase their required uniforms. While a solution to this problem is not in our control, Mr. Porter wanted the Board to understand the difficulties that occur.

\*B) Mr. Porter notified the Board that the school might have to adjust the Kindergarten schedule for the first and last week of Kindergarten to accommodate KEEP assessments. At this time, State Board rule specifies that the KEEP assessments do not have to be administered if a school does not receive the state funds that are designated for KEEP assessments, and Timp Academy does not take or receive those funds. However, some state Board employees have told the school that we need to administer the KEEP assessment regardless of what the Board rule says, because they believe the Board rule will be changed.  
  
It was the Board consensus that the school should adhere to the Board rule as it is currently written until and if the rule is actually changed. Accordingly, the school will not be administering the KEEP assessment at this time, but everyone is aware that we might have to at some point.

\* C) Mr. Porter presented an amended version of the Employee Code of Conduct, and the Board discussed several changes and the wording of several items. After this discussion, Kim Seager made a motion to approve the Employee Code of Conduct as amended. The motion was seconded by Phil Cardon and approved unanimously.

**8 – Board Member Appointment Discussion**The Board discussed the need to appoint someone to replace Minta Valentine who is not returning to the board. No one applied to run for this soon to be vacant seat, so the Board will have to appoint someone to fill her term.

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**9 – Board Position Reports**:

1. **PTO/Curriculum, Jennie Bruce:** None at this time. (Mrs. Bruce is not present)
2. **Publicity**: This Board position is currently not filled.
3. **Uniforms, Amy Tressler:** Mrs. Tressler suggested that the Board purchase and present something to Minta Valentine in recognition of her service on the Board. The Board agreed and authorized Mrs. Tressler to move forward accordingly.
4. **Risk Management & Facilities, Paul Johnson:** Mr. Porter updated the Board on summer facilities projects. The bathroom renovation in the new kindergarten room is almost complete, and the West Gym floor replacement has been completed.
5. **CFO, Rachel Thacker:** None at this time.
6. **Human Resources & Website, Phil Cardon:**  Mr. Cardon led a board discussion on how best to clearly identify and distribute extra salary and benefits that have been allocated by the state for this upcoming school year. The goal is to identify and make very clear and transparent to employees how the extra salary and benefits were calculated and distributed to the employee.
7. **Board Chair, Kim Seager:** None at this time.

**10 – Closed Session**Motion for a closed session was made by Kim Seager. A roll call vote was called for and all present board members individually voted “aye” when asked.

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