**Timpanogos Academy School Board Meeting  
Thursday Feb 13th, 2020 7:00pm  
Timpanogos Academy Elementary   
( Page 1 of 3 )**

**PRESENT:**   
Board members Phil Cardon, Rachel Thacker, Jennie Bruce, Amy Tressler, Kim Seager, and Paul Johnson were in attendance at 7:00pm, which constitutes a full quorum. Principal Errol Porter is also in attendance.   
  
Board member Minta Valentine was excused.

**1 - Agenda Approval**Rachel Thacker made a motion to approve the agenda. The motion was seconded by Amy Tressler and passed unanimously.

**2 – Review of Last Meeting’s Business/Approval of Minutes/Next Board Meeting**   
The Board reviewed the previous month’s board minutes, and asked Mr. Porter for an update on the Lindon City Police Department’s Review of our school’s Emergency Plan, as well as an update on the implementation of the Safe Utah App.   
  
Rachel Thacker made a motion to approve the January 2020 minutes as amended. The motion was seconded by Phil Cardon and passed unanimously. The Board then confirmed that the next Board meeting will be March 19th, 2020.

**3 – Public Input**  
None at this time.

**4 – PTO Report**  
PTO President Joanna Larsen reported on the successful Poetry Contest, and then mentioned events coming up for March, which include the “Battle of the Books” and the Art Show. The PTO plans on doing traffic duty for teachers during the upcoming SEP conferences.  
The Board asked if the weekly “Pizza day” was a successful fundraising effort for the PTO, and not losing money. Mrs. Larsen reported that it was successful.

**(Page 2 of 3 is on the reverse side of this page)  
Timpanogos Academy School Board Meeting  
Thursday Feb 13th, 2020 7:00pm  
Timpanogos Academy Elementary  
( Page 2 of 3 )**

**5 – Principals Report – Errol Porter**  
Mr. Porter reported on various items, including:   
  
 \* Mr. Porter had sent home an informational email to parents about the steps we have been taking at the school for safety. Quite a few parents expressed appreciation for those efforts.  
  
 \* Response rate for the upcoming Abuse prevention presentations had been higher than expected.

\* The school will be installing hand sanitizer stations in both buildings (about 4 per building) and an informational letter about COVID-19 is going to be sent to parents.

\* The school recently sent a letter home to parents about the importance of attendance for their student’s education.

**6 – Technology Upgrade Status – Mr. Anderson**  
Mr. Anderson reported that the school’s new firewall and Synology backup drive have been installed, and Les Olson Company had been able to remotely access our system while Mr. Anderson was in Florida. The process of upgrading from Windows 7 to Windows 10 has been started and will continue at least through the balance of this month.  
  
The process of implementing the automated Lottery and Enrollment system that the school purchased from Powerschool would be beginning on Friday of this week. It will be ready to use for the next year’s lottery.  
  
The guest and volunteer registration system had arrived at the school, implementation and training is scheduled to begin during the first month of our summer break (June).

**7 – 2020-21 School Calendar**  
Mr. Porter went over the proposed school schedule for the next school year (2020-2021). Rachel Thacker made a proposal to approve the proposed 2020-21 school Calendar as presented. Jennie Bruce seconded the motion, and the motion passed unanimously.

**8 – Trustlands Plan for 2020-21**   
Porter led a discussion of the Trustlands Plan for 2020-2021. Rachel Thacker made a motion to approve the Trustlands Plan for 2020-2021 as presented, which was seconded by Paul Johnson. The motion passed unanimously.

**(Page 3 of 3 continues on the next page)**

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Thursday Feb 13th, 2020 7:00pm  
Timpanogos Academy Elementary  
( Page 3 of 3 )**

**8 – Board Member Reports**:

1. **Uniforms, Amy Tressler**: None at this time.
2. **Publicity, Minta Valentine**: (Mrs. Valentine is not in attendance).
3. **CFO, Rachel Thacker:** Mrs. Thacker went over the most recent budget numbers with the board, noting that our income and expenses were on target with projected budget numbers.
4. **PTO/Curriculum, Jennie Bruce:** Mrs. Bruce led a discussion about looking into platform options for a “worst case scenario” of having to teach students if they could not physically be in attendance at the school. Mr. Porter asked if off-site teaching would fit in with the existing charter, and Mrs. Thacker suggested that it might be something that could be added to the school’s emergency crisis plan in case of a Corona type emergency. Mrs. Bruce noted that she could be used as a resource to teach teachers how to utilize certain platforms since she teaches students in China via remote technologies.
5. **Human Resources & Website, Phil Cardon:**  Mr. Cardon hosted a faculty meeting to show teachers how to upload homework items to their web pages. Mr. Cardon also notified the Board that we had used up our maximum allowed submission forms for our lottery submissions, and that he had paid $19 to upgrade that service.   
     
   Mr. Cardon also discussed recent pay raises that Alpine School District had given to their teachers, and that he would begin the annual review and offering of new contracts soon.
6. **Facilities & Risk Control, Paul Johnson:** Mr. Porter updated the Board on snow removal at the school, which is done at a reduced rate for the school by a parent of one of our students. In addition, the upgraded signage for the front of the school was in process.   
     
   The Board then noted their appreciation for two Timp parents, Mr. Bellon and Mrs. Dunne, for their almost daily volunteer work directing traffic in the morning.
7. **CAO, Kim Seager:** None at this time.

**10 – Board Training**: **Board Wiser Presentation**The Board listened to the fifth of twelve “Board Wiser” training audios, titled “Backordered Chinese Light Bulbs”

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