

**Board of Directors Meeting  
Draft Minutes October 15, 2019 4:30-5:45 pm  
WSU Ogden Campus Education Building 238**

4:20 -4:40 Board Member Photos: Sydnie Knowlton is revamping the website and would like match pictures for Board members. If possible, please arrive a few minutes early for a photo.

4:40 – Welcome –Sheila (chair)

- **In attendance Morris, Jeremy, Alex, Sheila, and Stephanie. Camie & Brittney were excused**
- **Guest welcomed by Sheila – Sydnie from IT who is helping with updating our Webpage. April Ricks who is our new Special Ed Director.**

4:45 Consent Items VOTE

– Brittney (Secretary) Approval of Aug Minutes (p. 2-3)

- **Alex motioned to approve minutes, Jeremy seconded, motion passed**

-Stephanie (Treasurer) Budget Report Approval (VOTE)

- **Stephanie has been watching the Budget and we are in a good place at this time. Talked about the Charters accountability and being audited more frequently due to being under Weber State University.**

4:45 Morris - Open Public Meeting Training. **Board Members please complete GBOT #4** on open public meetings by end of October.

- **Meetings need to be open always. However a public body may hold a closed meeting only for certain reasons, including to discuss – (see attached hand out for more details)**
- **Watched Youtube video about Sunshine Law**

5:00 Board Business

- Budget Amendments (VOTE). \$8,500 to for Board Chair course buyout (3 minutes).

- **Camie has access to move the amount from Charter Budget to the Child & Family studies account. Stephanie motioned for approval, Alex seconded, motion passed.**

- Executive Summary & Strategic Plan Progress Review (attached) (5-10 minutes)

- **Sheila went over the Strategic Plan Camie sent out.**

-April - Special Education Services Orientation (5-10 minutes)

- **Reported that testing is going forward to determine what students will need IEPs. She also discussed the different levels for the KEEP & DIBELS data. April is setting up IEP binders to give to parents with everything they need to know and can take with them when their student moves on.**

-Sydnie - Website Revamp Presentation (5 minutes)

- **Board was shown the comparison of the Old Website and the New Website she has been creating for the Charter. She said arrangements have been made to have new photos done of the Charter.**

a. Policy Revisions VOTE

- Attendance Policy (p. 4-6): Aug attendance audit found 10-day rule missing (see red text revision).
  - **Look at Policy: 10 day rule has been re-added. Stephanie motioned to approve, Alex seconded, motion passes.**
- Principal Evaluation (p. 7-11): Propose new timeline due to WSU change to staff PREP evaluation timeline (see red text revision).
  - **Date Change added to Evaluation. Alex motioned for approval, Stephanie seconded, motion passes.**

b. Action Items Complete

- Camie & Sally: SB 143 requires use of updated Vision Screening form and referral process from Department of Health **Friends of Sight approved, working on moving the screening from the Spring to the Fall.**
  - **Friends of Sight schedule to come Nov 13, 2018 and will be scheduled for the Charter in the Fall from now on.**
- Camie & Sheila: SB 213 Promotion of Student Loan Forgiveness notification to employees. **Done.**

c. Action Items Complete

- Sheila update policy definitions to align with changes in HB 27, 28, 29. **In the que for Amanda to work on.**
- Camie, Sally, Sheila: SB 112 Work towards compatible data system by 2023. **Worked on, but did not receive Oct 1 assurance from state. Camie is following up with contact person.**

c. Continue to Watch

- HB 120 State School Board to develop model policies and procedures for student safety and support including: (A) create or adopt and disseminate a school climate survey; and (B) disseminate the school climate survey.
- HB 130 State board creating model exit survey for educators who leave and reporting requirements.

5:40

-Open Public Comment: Sign-up sheet available prior to the board meeting

- **No public showed**

-Evaluation

-Next Meetings: December 10, 6- 8 pm Holiday Social; January 14, 4:30-5:30 pm ED Room 238 (Complete GBOT 1 &2).

- **Holiday Social is next time the Board will meet.**

➤ **Action item Sally will work on getting Reservation at UTOG restaurant.**

Principal Executive Summary

- applicable mid-year progress indicators
- LAND Trust & FIC committee updates.
  - **LAND Trust will meet again on the 29<sup>th</sup> of January**
  - **FIC is planning 1 main Fundraiser for the year. If the Board has any ideas they want the FIC check into let them know.**
- Special Education services report

Principal Evaluation Subcommittee Midyear progress review

5.45 Adjournment

- **Jeremy motioned to adjourn, Stephanie seconded, adjourned**

summary  
open public  
meeting  
act  
Watched Youtube about sunshine Law!  
video

## Open and Public Meetings Act

A Summary of Key Provisions for Legislators | May 2018



*The Open and Public Meetings Act (OPMA) requires that members of a public body be "provided with annual training on the requirements of [the Open and Public Meetings Act]" (Section 52-4-104). This document is intended to facilitate compliance with that requirement and to help legislators understand OPMA. This summary is intended for a state legislative audience and does not attempt to explain or address requirements for other public bodies. Key terms are defined at the end of the document.*

OPMA's stated goal is to ensure that the state, its agencies, and its political subdivisions deliberate and take action openly (Section 52-4-102).

### Public Notice (Section 52-4-202)

A public body is required to provide public notice of a meeting at least 24 hours before the meeting. The public notice is required to:

- specify the date, time, and place of the meeting;
- include an agenda that specifies topics the public body will consider;
- be posted on the Utah Public Notice Website and at the location of the meeting; and
- be provided to a newspaper or local media correspondent.

A public body may discuss an item raised by the public that is not listed on the agenda but may not take final action on the item at the meeting.

### Minutes and Recordings (Section 52-4-203)

- A public body is required to keep written minutes and a recording of all meetings unless the meeting is a site visit or traveling tour where no vote or action is taken.
- A recording of the open portions of the meeting must be posted on the Utah Public Notice Website within three business days after the public meeting.
- Draft minutes are required to be made available to the public within 30 days after the meeting.
- The approved minutes and any public materials distributed at the meeting must, within three business days after their approval, be:
  - posted on the Utah Public Notice Website; and
  - made available at the public body's office.

### Substantive Amendments to OPMA (from 2018, none in 2019)

- A unit of the executive branch of state government and a political subdivision are now required to provide the required annual OPMA training online in a web-based format under certain circumstances (H.B. 179).
- A public body may reclassify a record of a closed meeting in accordance with the Government Records Access and Management Act (S.B. 137).

#### Online Training:

<https://training.auditor.utah.gov/courses/open-and-public-meetings-act-2019>

#### Public Meeting Website:

<https://www.utah.gov/pmn/index.html>

### \* Closed Meetings (Sections 52-4-204 and 52-4-205)

A public body may hold a closed meeting only for certain reasons, including to discuss:

- a person's character, competence, or health;
- pending or imminent litigation;
- certain matters regarding acquisition or sale of real property, including water rights or shares;
- the deployment of security personnel, devices, or systems;
- an investigation of alleged criminal conduct;

- the receipt or review of an ethics complaint, if the public body is the Independent Legislative Ethics Commission;
- certain matters under the jurisdiction of a legislative ethics committee; and
- certain deliberations and decision making involved in the procurement process.

A public body may close a meeting only by a two-thirds vote with a quorum present, except that a majority vote is sufficient for closing a meeting of:

- the Health and Human Services Interim Committee to review a fatality review report;
- the Child Welfare Legislative Oversight Panel to review a fatality review report or review and discuss an individual case; or
- an ethics committee of the Legislature to receive legal advice or deliberate on a complaint.

No vote is required to close a meeting of the Independent Legislative Ethics Commission to review an ethics complaint if the publicly distributed agenda for the meeting states that the meeting will be closed.

A public body that closes a meeting is required to announce and record in the minutes the reasons for closing the meeting.

A public body may not close a meeting to discuss filling a midterm vacancy or temporary absence for an elected position, or to discuss a person whose name was submitted to fill a midterm vacancy or temporary absence for an elected position.

An ordinance, resolution, rule, regulation, contract, or appointment may not be approved during the closed portion of a meeting.

### Definitions (Section 52-4-103)

**Meeting** means a convening of a public body with a quorum present to discuss, receive public comment about, or act upon a matter over which the public body has jurisdiction or advisory power.

Meeting does not mean a chance or social gathering or a convening of a public body that has both legislative and executive responsibilities in certain circumstances.

**Public Body** means an administrative, advisory, executive, or legislative body of the state or its political subdivisions that:

### Emergency Meetings (Section 52-4-202)

A public body may hold an emergency meeting and is not required to give 24-hour notice if unforeseen circumstances arise that require the public body to consider matters of an emergency or urgent nature. However, a public body may not hold an emergency meeting unless it attempts to notify all members of the public body and a majority of its members approve the meeting.

### Electronic Meetings (Sections 52-4-207 and IR3-1-105)

A public body may not convene or conduct a meeting by electronic communications unless it has adopted procedures to govern electronic meetings. The Legislature's rule governing electronic legislative meetings states that a committee member may remotely participate in a public meeting if:

- the member will be more than 50 miles away from the meeting location;
- the member requests permission of the chair to participate from a remote location; and
- the chair obtains permission from the speaker of the House of Representatives and president of the Senate to conduct an electronic meeting.

### Penalties (Sections 52-4-302 and 52-4-305)

**Open Meetings** - Any final action taken in a meeting that is in violation of certain open-meeting provisions of OPMA is voidable by a court.

**Closed Meetings** - It is a class B misdemeanor to knowingly or intentionally violate the closed meeting provisions of OPMA.

- is created by the Utah constitution, state statute, rule, ordinance, or resolution;
- expends, disburses, or is supported in whole or in part by tax revenue; and
- is vested with the authority to make decisions regarding the public's business.

Public body does not include a political party, political group, or political caucus, or a conference committee, rules committee, or sifting committee of the Legislature.