



Board Minutes

Utah Military Academy

March 11th, 2020

Physical Address

3901 W. Waterbury Dr.

Lehi, UT 84043

1700

Toll Free: 425-436-6200

Code: 327252

Call to Order **Chuck Williams 1700**

PRESENT: Chuck, Curt, Darren, Baron, Vickie, Sherrain, Steve

Late: Chris Herrod

Absent: Merlynn,

Guests: Jordon Chandler, Chief Martin, Kit Workman, Kevrine Wells, Angie Gurney, Several CW Staff, Joshua Irvine

CALL to ORDER: Chuck Williams 1712, March 11th, 2020

Quorum Determined

1. Board Training Session
 - a. Cancelled, Merlynn absent
2. Review of Minutes
 - a. Curt, needs 2 minutes for review.
 - b. **Vickie motions to approve minutes**, Darren seconds. Approved.
3. Chuck has some announcements
 - a. Kit and Chuck at AMCSUS, received two medals 1 per campus. For good work organization does, 1 of the top Military Schools in the nation.
 - b. AF Flag for JROTC Is official for CW Campus. FY21 will be Air Force JROTC
 - i. Kit, Couple months ago, Air Force offered a spot because they had an application from CW opening.
 1. Army offered NDCC First, proceeded with Army, and has been working with Army, hoping to get JROTC Flag.
 2. Air force came forward a couple months ago and offered a flag.
 3. Went back to the Army to see if they would work with us, too far down on the list Number 144, looking at 5-10 years down the line.

- 4. Air Force funding gives UMA 250,000 per year.
- c. Hired a new Commandant of Cadets for CW Campus.
 - i. LtCol Tracy Bunko, coming from CO. Joining UMA this upcoming fall.
- 4. Review of Financials
 - a. Kevrine Wells, look at Summary of Financial Report.
 - i. The Finance Committee went through the full report, and went through line by line.
 - ii. In summary, we have reduced our GenEd spending, and increased SPED spending to assist in spending SPED
 - iii. Due to shift in expenditures, we have more
 - iv. Days Cash on hand is 13.5, slight dip from last month, because as we progress we spend Fed. Monies, and request refund after spend. Waiting to receive those back.
 - v. Applied for programs in Utah Grants, most likely to get those. Professional Development Grants. Added some revenue.
 - vi. Overall revised budget now projects 511K surplus, increased net income slightly.
 - b. Vickie, would like the finance committee to meet monthly, and 1 week prior to the board meeting.
 - c. Kevrine, please review procurement over 5k.
 - i. Curt wants to make sure we are not going over amount without following process.
 - ii. Steve and Jordon does process/procedures, need second signature on all purchases.
 - iii. Curt wants paperwork to take to SCSB tomorrow.
 - iv. Steve will print and bring to tomorrow's meeting.
 - v. Darren, It's only the one purchase?
 - 1. Yes, RCWilley for SPED Furniture in SPED conference room.
 - d. **Curt motions to approve the procurement purchase**, Barron Seconds. All approve.
 - e. PAR's Review
 - i. Steve sends PARs to SCSB for review. Some adjustments made
 - 1. Applied for Grant, for Title I
 - 2. Grant only allowed 1 campus for approval due to circumstances.
 - 3. Had to adjust some CW employees for this reason.
 - 4. Very careful to ensure all dates were accurate
 - 5. No second signature on Carroll's PARs, because he doesn't have a supervisor, or Chuck can sign
 - 6. Curt, can he assign someone else to sign? Carroll, yes potentially.
 - ii. Curt moves Barron seconds PARs. Approved.
- 5. New Board Member Recommendation

- a. Charter says we want someone on our board to represent the students.
 - b. We are inviting Joshua to be that parent on the board.
 - c. Current 7th grader attending, another 7th grader starting next year.
 - d. Lawyer for profession.
 - e. Chief, Neighbor. When all troubles started, he showed up and asked how he could help. He took over for the Legislative Internship Program.
 - f. Son is a great 7th grader. Currently serves as Deputy, plan on him being 8th grade XO for Cadets.
 - g. Curt, Where are you from.
 - i. Parents in the military, and spent 14 years in Europe.
 - ii. Very used to military
 - iii. Son is doing very well due to the culture, but it was purely his choice.
 - iv. Law school at U of U, worked at Kirton McConkie
 - h. Baron, what can you lend to the Board, why did you recommend UMA to your son?
 - i. Legal expertise
 - ii. Generally helpful on Non-Profit
 - iii. Son given two options. Liked the rigorous academic structure, and the military aspect. Younger son also really wants to attend.
 - i. **Darren Motions to bring Joshua Irvine onto UMA Board**, Vickie seconds. Unanimous.
 - j. Curt, knowing bylaws don't specify parents, allows us some freedom in who we bring on.
 - k. **WELCOME TO THE BOARD JOSHUA IRVINE**
6. Board Members Tenure
- a. Reset of calendar starting today for Term Limits.
 - b. Would like them to be split, to stagger members.
 - c. Currently have 9 members of the board.
 - d. How should we divide so that we determine who does 2 years, and who does 4 to help stagger.
 - e. January will be the term deadline, and when meetings will be held to determine.
 - f. Curt, Chuck and Sherrain on year 6, allowing 2 more years. Term ending in January 2022
 - g. Irvine, Sept. is when parents are elected for 1 year.
 - i. Baron, Irvine appointed by the board until Sept.
 - ii. August open elections, for parents to apply.
 - h. Vickie, who decides who can do how many terms? The board.
 - i. rotating two per year, allowing 8 members in 4 years. Parent being the 9th member each year.
 - j. Curt, does it say anything about removing a member who isn't contributing?
 - i. Not seeing a section that states that, only that a member can resign.

- ii. Need to add something stating that if a member doesn't show up so often, a quorum of the board can remove them.
- iii. Curt, can you work on that policy? Joshua Irvine, Yes.
- iv. Vickie would like the staggering added in policy.
- v. Vickie also like verbiage that 2 terms is recommended, but 3 is allowed under extenuating circumstances.
 - 1. Chuck/Curt, leave it how it is, can't define extenuating circumstances.
- vi. Vickie, as a member if you accept, there should be some attendance requirements. Must attend a minimum of three quarters of the monthly meetings. Calling in would count towards attendance.
- vii. Joshua Irvine, are there fundraising expectations. Not for the volunteer type boards. UMA Board does not require fundraising.
- viii. CHRIS HERROD JOINS THE MEETING. DARREN HAS TO LEAVE 1803
- ix. Vickie has had someone in the community reach out to join the board. She just wants to keep that on hand in the event we need someone in the future.

7. Executive Director Process

- a. Chuck: We received 16 resumes. Interviewing committee reviewed all resumes. Narrowed it down to 6
- b. Began interview process, 1 dropped out and he accepted another job. Down to 5 candidates
- c. Interview 2, have three more interviews.
- d. We can not decide until we interview all 5 candidates.
- e. Fair and Open process
- f. SCSB wants a Director, but we must follow a deliberate process, that is fair and proper.
- g. Curt, what happens after next week and all interviews have been done
 - i. Chuck, would like to call a meeting to discuss the top 5.
 - ii. Curt, will you send resumes. Yes.
 - iii. Who is at the meeting? Board, and the two others on the Interview Committee (Chandler, Workman).

8. Approval of FY21 Fee Schedule

- a. Steve and Jordon attended Fee training with the USBE last week.
- b. This year, the big thing is that the fee schedule needs to be presented to parents twice.
 - i. Last board meeting
 - ii. PIC Meeting
- c. Whatever Board votes on today is what must stay, we can not add fees without another board vote.
- d. Must go through a full process if we make changes.

- e. Biggest change is we added overnight travel fees to make it more unilateral among all teams/clubs/trips.
 - f. Vickie, would like reminders sent out sooner, October/September.
 - g. We offer payment plans.
 - h. Have we tried mailing? Yes, not effective.
 - i. Vickie, we need a more aggressive approach.
 - j. Build a schedule for reminder notices.
 - k. Kevrine, we have to have a maximum per student added to the fee schedule.
 - l. Also must include Spend Plans
 - m. Steve, this must be approved prior to April 1st. We will revise and submit to parents, and add this to your agenda when you meet for Executive Director.
9. Approval of FY21 Calendar
- a. Steve, no real changes. Basically the same calendar as this year.
 - b. Only potential changes are parent teacher conferences.
 - c. Due to Memorial day being a week later, we can start teacher training a week later. Still allowing us to graduate in May, but start a little later.
 - d. Calendar aligns with both Weber and Alpine districts, allowing for calendars to be the same for both campuses.
 - e. **Oda motions to approve the calendar**, Joshua Irvine seconds. Unanimous.
10. Review of SCSB Warning Letter & Meeting Plan
- a. Only update to the status letter is #9. Develop remediation policy
 - i. Had three meetings at SCSB to get this finalized.
 - ii. Developed Grievance policy as well as the grade change policy. Allowing separation if cadet is unhappy with how the cadet was graded, rather than what grade they received.
 - iii. No longer online, this uses paper documentation for a paper trail, and signatures
 - iv. Must follow all steps for anything to pass through.
 - v. SCSB Found nothing illegal, but we had no policy to allow them to defend the allegations. SCSB Needed more transparency to protect us.
 - vi. Chris, but no other schools are forced to do this.
 - vii. Steve, no, but this protects UMA.
 - b. In a good place a month ago, but SCSB wants to see time progress, and that we continue to move forward. We are in a good place tomorrow, able to hold our heads high.
 - c. Steve, if needed at the end of the year, we can pay back SPED Funds.
 - d. Curt, number 6. Procurement. they said they need more time.
 - e. Chuck, would like UMA board to show up at 1000 for the meeting.
 - f. Vickie, really likes everyone to show up to show UMA is very involved.
11. Executive Session 1852
- a. **1852 Vickie motions to move to Executive Session.**

- i. Roll Call Vote: Curt Oda, Sherrain Reber, Chris Herrod, Baron Wessman, Joshua Irvine, Chuck Williams, Vickie McCall
 - b. **1937 Curt motions to move** out of Executive Session.
 - i. Roll Call Vote: Sherrain Reber, Chris Herrod, Baron Wessman, Joshua Irvine, Chuck Williams, Vickie McCall, Curt Oda.
 - ii. Vickie lets Board know of a guest speaker coming on April 24th at the new Weber Basin Building. Needs an Honor Guard.
- 12. Board Action, if any, resulting from closed session discussion
 - a. None.
- 13. **Sherrain Reber moves to adjourn**, Joshua Irvine seconds. Unanimous.

Adjourn 1945