

## Minutes of the Endeavor Hall Board of Directors Meeting

Thursday, August 29, 2019

The meeting was called to order at 5:41 p.m. by Chair Brittney Cummins at Endeavor Hall Charter School located at 2614 Decker Lake Lane, West Valley City, UT.

Board Members Present: Brittney Cummins, Tom Huynh, Anna Kramer (phone), Charlie Webster-Jewkes, Ryan Carr

Board Members Absent: none

Administrators Present: Simon Raubenheimer, Paige McGrath

Business Administrators Present: John Edwards; Max Meyer (Charter Solutions)

Others Present: None

**1. Public Comment:** None

**2. Meeting Minutes :** 2018.08.23; 2018.09.27; 2018.10.25; 2018.11.29; 2018.12.11; 2019.1.11; 2019.2.28; 2019.3.20; 2019.4.25; 2019.5.22; 2019.6.20

2019.1.11 was corrected by board member Carr to correctly reflect his absence.

The motion was made by Charlie Webster-Jewkes to approve the meeting minutes for the following meetings:

2018.08.23; 2018.09.27; 2018.10.25; 2018.11.29; 2018.12.11; 2019.1.11; 2019.2.28; 2019.3.20; 2019.4.25; 2019.5.22; 2019.6.20

Second by: Ryan Carr

The vote was unanimous. The motion passed (Tom Huynh and Anna Kramer absent)

**3. Action: Action items from the board meeting held on 2019.1.24 due to missing audio**

**a. Action: Parent and Family Engagement Policy**

**b. Action: Receive Monthly Budget Report**

The motion was made by Ryan Carr to approve the action items from the board meeting held on 2019.1.24; the Parent and Family Engagement Policy & to Receive the Monthly budget report.

Second by Charlie Webster-Jewkes

The vote was unanimous. The motion passed.

**4.. Business Manager Report** (discussed out of order from the original agenda)

The budget is tracking correctly. We will see two separate check registers in the upcoming report as the bank transition finalizes. Bond obligations for cash on hand were discussed. After the deep cuts of the previous year and running at a deficit, things are looking good for the current year's budget.

Monthly Budget Report

The **motion** was made by Tom Huynh to receive the monthly budget report.

Second by Charlie Webster-Jewkes

The vote was unanimous: The motion passed

**5. Discussion: Board Training: Open and Public Meetings**

The board participated in training regarding open and public meetings in Utah.

**6. Action: EH Early Literacy Plan: Revised goal**

Endeavor Hall's Early Literacy Plan school-specific goal #2 needed to be amended in order to incorporate a calculation change. The goal was modified f

Goal 2:

By May 31, 2020, Endeavor Hall will increase the percentage of 1st grade students scoring at or above benchmark in Acadience Reading ORF Accuracy from MOY to EOY by ~~4%~~ ( 26% ) by implementing our Heggerty and CKLA curriculum with fidelity, emphasizing intervention strategies, and consistently incorporating Amplify data to address literacy gaps and improve students' literacy skills.

The **motion** was made by Charlie Webster-Jewkes to approve the EH Early Literacy Plan: Revised Goal #2  
Second by Ryan Carr

The vote was unanimous: The motion passed

**7. Discussion/ Action: Board Officers**

The board currently needs to fill the vice-chair and secretarial office positions on the board.

Ryan Carr was nominated to fill the secretary position.

The motion was made by Tom Huynh to approve Ryan Carr to fill the office of secretary on the board.

Second by Charlie Webster-Jewkes.

The vote was unanimous. The motion passed.

**8. Administration Report** (discussed out of order from the original agenda)

A copy of the administration report has been copied to the end of this document titled, "Director's Report".

**9. Discussion: Volunteer Organization report**

Board Member Webster-Jewkes reported on the fundraising and activities that have been planned by the volunteer organization for the year. Currently, she is working alone. An email has been sent out and a couple of parents have responded to help with the school activities.

**10. Board Chair report**

The board chair brought up the possibility of moving the time of the next board meeting to 4:30 pm in order for board members to participate in a school-wide math night. This did not work for all board members. Another night will be considered for the school's math night.

**11. Board Member Comments**

None

**The Meeting Adjourned at 7:21 pm**

## **Director's Report: August 29, 2019**

### Endeavor Hall School Improvement Plan 2019-2020

**Priority 1/Critical Practice:** School leadership develops and regularly updates an improvement plan that includes both short- and long-term goals with milestones to gauge progress.

[Operations & Leadership – Leadership Effectiveness](#)

[Academics & Curriculum – Academic Performance](#)

#### **What we have done so far:**

1. Plan approved by EH Board
2. Submitted to USBE for approval
3. All Staff and faculty trained during PD Week

#### **Next Step:**

Share plan with all stakeholders and implement

**Priority 2/Critical Practice:** Professional learning is differentiated, based on the needs of instructional staff and student performance data to promote deeper knowledge of the Core Standards and effective, evidence-based, content-specific pedagogy.

[Academics & Curriculum - Curriculum Selection & Implementation](#)

[Achievement and Data](#)

[Programs](#)

[Culture & Mission Implementation – Writer in Residence](#)

[Writing across the curriculum](#)

[Curriculum Enhancement](#)

[Professional Staff & Resources – Professional Development and Learning](#)

#### **What we have done so far:**

1. Identified instructional needs of staff
2. Created feedback tool for teacher observations
3. All teachers have been trained on Heggerty
4. All teachers have been trained on writing CBMs
5. GoMath! Training to support ELL Students completed

#### **Next Step:**

Begin monthly PD schedule and start informal observations

**Priority 3/Critical Practice:** Teachers assess student progress frequently, using a variety of assessments that are aligned with Utah Core Standards. Assessment data are used to plan for continuous improvement for each student.

[Professional Staff & Resources – Professional Development and learning](#)

[Culture & Mission Implementation – Student Engagement](#)

[Academics & Curriculum – Academic Performance](#)

#### **What we have done so far:**

1. Teachers have received training on PLCs, including agenda
2. Teachers have created 180 day plans
3. Teachers have started using common assessments to collect data

#### **Next Step:**

1. Teachers will conduct weekly PLCs
2. Admin to attend PLCs

**Priority 4/Critical Practice:** The school systematically engages families in the academic success of their child promoting a successful home/school collaborative effort.

**What we have done so far:**

1. Teachers have engaged in Home Visits. (September 18)
2. Back to School Night – 50% attendance
3. Two Academic Nights are being planned
4. School-wide September Newsletter is ready to go out
5. Staff/faculty Communication expectations have been set out and faculty have been trained on these expectations

**Next Step:**

1. Specific volunteer opportunities to be communicated with families
  2. Math (October 24) and Writing Nights (November 18)
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**Safety Report 2018-2019**

**By Brittany Baldwin**

Safety Committee meetings:

- Safety committee met and emailed monthly throughout the school year (August-May)
- Each meeting had stated goals and assignments for each committee member that were reviewed at next month's meeting

Goals for safety committee:

- Implement a student safety patrol
- Involve local fire and police departments
- Organize and hold monthly safety drills
- Train staff members
- Start a school reunification plan

What safety committee accomplished this year:

- \* worked together monthly to organize and implement safety protocols for staff and students
- \* created and organized a safety clipboard for staff members with protocols for emergency drills
- \*collaborated with administration for organizing and implementing emergency drills
- \*trained all staff members on emergency drills (fire, earthquake, shelter in place, lockdown)
- \*held mandated emergency drills for staff and students (monthly fire drills, spring and fall shelter in place and lockdown drills, the great shakeout in May)
- \*collected feedback from administration and staff on effectiveness of procedures
- \*gave feedback to staff members after every drill
- \*created a student safety patrol proposal and procedure
- \*created and distributed window covers for lock down drills
- \*distributed magnets for door safety

- \*communicated one on one with staff member safety concerns
- \*brought specific safety concerns to the attention of school maintenance
- \*involved the WVC fire department for our first emergency drill
- \*organized and implemented safety assemblies with the fire department for all grades
- \*trained staff members on self defense
- \*collected information for staff CPR certification
- \*collaborated with Vanguard Academy safety lead for evacuation and reunification procedures
- \*involved the WVC police department in training all staff on active shooter prevention and protocols
- \*attended safety summit training and communicated information to staff
- \*attended active shooter training and communicated information to committee members
- \*started developing a simple school reunification plan
- \*collected and organized all safety clipboards to use next year

Goals for 2019-2020 school year:

- organize and implement all school emergency drills
- involve police and fire departments in drills and training
- organize and hold safety training for staff members
- add details and specifics to the school reunification plan
- involve police and fire in detailing the reunification plan
- involve administration in detailing the reunification plan
- train all staff on the completed reunification plan
- complete and implement the reunification plan with parents, students and staff members

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**Enrollment**

Currently at 346. We have "lost" just under 5% of students from Day 1, compared with 15% last year.

Mailers have been sent to the following Elementary School zip codes:  
Redwood, Pioneer, Stansbury, Granger

5" x 7" postcards - premium glossy front: Front side

## ENDEAVOR HALL CHARTER SCHOOL

*YOUR FREE PUBLIC NEIGHBORHOOD SCHOOL*

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### **Endeavor Hall Teacher/Family Communication Expectations**

**Teachers will send a weekly email to all families by the end of the day each Friday. This email includes:**

1. Academic Concepts that will be covered during the coming week.
2. Special projects/assignments.
3. One specific volunteer opportunity.
4. Positive highlights or successes.
5. If communicating using Class Dojo, be sure to use Compass also.

**Teachers will email or call 5 families each week sharing an academic update:**

1. Track communication using a Grade Level Team Google Doc.
2. Take 3-5 minutes during weekly PLCs to discuss who has been contacted.
3. Keep weekly updates positive. When sharing concerns, always share 2 positives.

**Administration will send a monthly Newsletter to families:**

1. Grade levels will provide academic success stories as requested by Admin.

**Social Media:**

1. All Social Media needs to go through the official Endeavor Hall accounts.
2. No individual class accounts are permitted.
3. Do not accept or send friend requests from students.
4. Send photos/updates to Marielen Bigby.
5. Class Websites are allowed.

Teacher Name:

Grade Level:

Signature:

Date: