

Minutes of the Endeavor Hall Board of Directors Meeting

Thursday, December 5, 2019

1. Call to Order

The meeting was called to order at 5:30 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, Charlie Webster-Jewkes, Ryan Carr

Board Member Absent: Anna Kramer, Tom Huynh Administrators Present:

Simon Raubenheimer, Paige McGrath Business Administrator Present: John

Edwards Others Present: none

2. Public Comment: none 3.

Action: Minutes for 2019.10.24

A motion was made by Charlie Webster-Jewkes to approve the 2019.10.24 meeting minutes. Second by Ryan Carr. The vote was unanimous.

4. Discussion: Board Member Training on Procurement

a. Training provided by Erin Preston, lawyer b. The following practices help provide transparency, fairness, and

competition in the bidding process:

- i. Contracts can't exceed five years or be automatically renewed unless it's necessary to obtain the item to be procured, unless that's the only way to meet industry standards, or unless that's in the best interest of the procuring organization.
- ii. Obtain two competitive quotes that meet the minimum

specifications. Document the names, dates, number of bids received.

Documents are in the public record. Bids can be posted on the school

website and on SiteQuest. iii. Prohibited: conflicts of interest, personal

relationships, socializing with vendors, unlawful conduct (such as

showing favoritism), dividing procurement into smaller purchases. iv.

Requests for proposals (RFPs) can include pricing/costs, dates,

formats, scope of the work, change orders, when payments are due,

the school's background, service requirements, proposal- submission

procedures and requirements, evaluation criteria, and desired contract

provisions. v. The notice of RFP must be posted at least seven days

before the submission deadline. vi. An unbiased person should check the vendors' references using standard questions.

5. Action: Policy Update for Student Data and Security

a. Presented by Simon Raubenheimer. The following documents have a few updates from the state:

- i. Annual FERPA Notice Policy. Charlie Webster-Jewkes motioned to approve the new policies; seconded by Ryan Carr. Passed unanimously.
- ii. Data Collection Policy. Ryan Carr motioned to approve the new policies; seconded by Charlie Webster-Jewkes. Passed unanimously.
- iii. Directory Information Policy. Charlie Webster-Jewkes motioned to approve the new policies; seconded by Ryan Carr. Passed unanimously.

6. Administration Report: Presented by Simon Raubenheimer

Enrollment was at 340 students on December 1. The lottery for the next school year begins on January 2, 2020. The enrollment goal is 400, including adding a first grade class and a sixth grade class.

Teacher development has continued to focus on ESL and teaching students to use academic language.

Endeavor Hall has about 18 percent of its students in the special education category (the state average is about 12 percent).

The math night was successful. About 100 students and their families attended. Several writing success stories were shared. DIBELS scores have increased the last three years.

7. Business Manager Report

We weren't able to review the November budget numbers because the report wasn't able to be closed this early in the month. We will review both the November and December 2019 budget reports at the January 2020 board meeting.

8. Board Chair Report

Brittany Cummins noted that the school charter requires that the board have at least seven members, so we need to recruit two additional members. They don't have to be parents of students in the school. Interested people would submit a resume and statement explaining their interest. Board members can't be employees of Endeavor

Hall. **9. Board Member Comments:** none

Closed Session: for the purpose of discussing pending or reasonably imminent litigation. In attendance were Simon Raubenheimer, Paige McGrath, Charlie Webster-Jewkes, Brittany Cummins, and Ryan Carr.

A **motion** was made by Ryan Carr to go into closed session for the purpose of discussing pending or reasonably imminent litigation. The vote was unanimous. The **motion** was made by Charlie Webster-Jewkes to come out of closed session. Second by Ryan Carr. The vote was unanimous. The board came out of closed session at 7:26 p.m.

**The meeting adjourned at 7:27
p.m.**