Chelsea Welch, BJ VanderLinden, Holly Sonntag and Ramona Baik in attendance. Called to order at 6:44 p.m.

**Public Comment**

None

Holly asked if everyone had a chance to review the bylaws. Discussion on versions of the document. Holly explained what she had added and what had been taken away.

Change made on Article 2. Appointment of board members and numbers. The word majority was mentioned. Holly voiced that she and Chris disagreed on this word. Ramona voiced that Chris’s concern was valid. Discussion.

Holly read through Section 2 and outlined each member’s term to make sure they were staggered.

Discussion on state law.

Holly offered that boards should not have more than 1/3 of members leave in a year. Discussion on consistency with terms “Board of Directors” and “Board of Trustees.”

More discussion on the word “majority.” Question on the word “must” and word “may” as related to members of the board having children at the school.

Section 3 discussion on how the board oversees Summit Academy and Summit High School.

Section 5 was mentioned and Chelsea asked that it be explicit that the board will comply with the open and public meetings act. Discussion.

Discussion on the word “Director.”

Discussion on majority needed to call a meeting.

Questions on “special meeting.” Discussion on when annual meeting needs to be announced.
Discussion on how agenda’s should be posted, according to best practices, 5 days before a meeting. Discussion on policy vs. bylaws.

Discussion on list of committees in Section II. Holly stated reasons for having committees. Discussion on listing committees or not. Safety, Land Trust and Audit committees are required. Holly stated that the language includes what is recommended.

Review of offices.

Discussion on exit plans for board members. Discussion on best practice of giving a letter of intent when a member plans to leave as found in the bylaws. Ramona suggested a form be composed for the purpose of designating that a board member plans to leave.

A drive should be constructed for Tyler, the board and Holly Brown.

Discussion on Holly Brown staying in her position and what a good job she is doing.

Discussion on the intent to leave the board form.

Discussion on modifying Draper City’s conflict of interest policy. Discussion on conflict of interest and what it really is.

Review of all the Board Positions. Chelsea offered herself for any position save finance.

Review of Board Chair responsibilities. Holly supported for Board Chair. Discussion on how everyone should have a role on the board. Chelsea offered to take on the secretary position. Discussion on feedback for when positions are changed.

Discussion on cleaning up documents and providing consistency.

Discussion on need for board member bios.

Discussion on updating the website.

Discussion on a template for board resumes or not. General discussion on what bios should look like.

Discussion on policies related to the board.

Discussion on posting openings for more board members. BJ discussed not limiting the search. BJ emphasized how culture is key to hiring. Resolved to add more members as soon as possible.

**Charter Work**

Holly explained we are missing a vision statement and a mission statement. BJ suggested that Tyler be heavily involved in this process.

Discussion on having something in place within the next 2 months.
Committees

BJ gave information on the finance committee. It needs to be comprised of Tyler, the Business Manager and the treasurer. Needs to meet monthly.

BJ explained the need to get the Audit committee together. We need a volunteer not associated with board or an employee of the school. Audit committee is not specific to finances.

Governance committee discussion. Ramona designated for chair of this committee. Details on governance committee.

Holly stressed that the academic excellence committee is the essence of what the work of a board member comprises.

Development, fundraising, and PR?

Evaluations

Discussion on how evaluations need to be done for both Tyler and Stephanie. Holly explained that the positions are separate. Discussion on the relationship between the Business Manager and the Executive Director. The need for clear policy on this relationship was discussed.

Discussion on need for two separate evaluations for Stephanie and Tyler. Discussion on what to hold the employees accountable for and the metrics that should be put in place. A 360 review was discussed. The need to evaluate these positions based on parameters they can control was reviewed by BJ. Holly made suggestions on survey questions. BJ offered insight on this.

Holly offered insight on how the evaluation needs to be academic specific.

Discussion on need for a parent survey.

Discussion on making sure Tyler has really good director evaluations in place.

An evaluation after each meeting to continue to make ourselves better. Everyone loved Holly’s idea.

Board Trainings

Holly explained the required board trainings by the state. Holly shared the importance of taking the board responsibilities seriously.

Discussion on being a productive board member and what would constitute removal. Discussion on the culture of the board and setting expectations.

Discussion on accountability for trainings. Discussion on board handling agendas and appropriate ways to get new topics on the agenda.

Discussion on minutes.