

**Freedom Academy Governing Board
Meeting
September 23, 2009**

DRAFT

Meeting called to order:
Pledge:

Ken Parkinson, CAO
Rory Howard

Those in attendance:

Ken Parkinson, Andrea Perri, Cary McConnell, Rory Howard, Monica Critchlow, Kyle Bateman, Lynne Herring, LaMarr Nielsen, Chris Helvey, Merissa Haymore, Trent Schoonmaker, Tina Hansen, Christel Swasey, Roseann Croshaw. Nancy Ashby excused due to illness.

Approval of Minutes:

Andrea moved to approve the minutes. Monica seconded. Voting was unanimous in the affirmative.

Public Comments:

None

PTO Update:

- 95% of the fund raiser is completed earning a total of \$8,000, half of last year's amount.
- Oct. 30th Carnival needs to be more like a fundraiser now.
- Book Fair and Parent Teacher Conferences coming up. Dinner will be served to the faculty on Wednesday of that week.
- School T-shirts available by end of October..
- Gratitude for PTO service was expressed by Ken and the rest of the Board.

Grant Writer Update:

- Christel Swasey is housed at Freedom Academy who pays 50% of her salary; Mountainville, Reagan and Merit participate with remainder.
- Christel visited USOE, UVU and BYU to get ideas on the best way to obtain grants.
- Her goal is to do more writing than researching.
- She wants to create a "grant factory" by interviewing teachers as to needs and possibly creating "Adopt a Classroom" program.
- Already the Barbara Bush Educational Grant for Freedom Academy has been submitted...
- Believes "information is power" – she needs to know ALL about our schools to better sell our programs.
- Monica suggested teachers publish their own wish list.
- Lynn reminded the group that money comes from two means: grants and sustainable funding.

Testing/AYP results:

Tina Hansen was enthused about test results as the whole school proficiency was at 88%. Page three of the handout will be redone. It was explained that the faculty celebrated these scores and Kyle suggested putting something on the website relating these scores to parents..."trumpeting these results". Kyle also suggested that Freedom Academy strive to exceed state norms, if not world norms...never to be satisfied. Trent Scoonmaker will help categorize results published in the Salt Lake Tribune, Sept. 17, 2009

Budget Update:

Chris and Cary explained at present, Freedom is at 17% of budget. External auditors are wrapping up their 2008-2009 audit report. Kyle requested a report that shows comparison between this much time and these many expenditures in a percentage format.

New Elections:

It was stated that it is important for Freedom to keep careful copies of their own paperwork as the State is looking for converted by-laws so they can be combined with the charter.

Ken and Cary have three year terms.

The following five terms have expired:

Nancy
Monica

Andrea
Rory
Kyle

Subject to 3.2 in the Bylaws, the Board shall determine which existing seats will be up for nomination in the next election. Names were put in a "hat".

1st drawn for one year extension: Rory (declined)
2nd drawn for one year extension: Monica (accepted)
3rd drawn for one year extension: Kyle (declined)
4th drawn for one year extension: Andrea (accepted)

Monica and Andrea will be up for automatic run in 2010.

October 2, 2009, elections will be open.

Week of November 9th, elections will begin with results on November 12th.

Monica will run the election process.

Follow up June Retreat:

Three committees were created:

Finance: Ken, Cary and Kyle
Public Relations: Andrea and Monica
Parental Support: Nancy and Rory

They will become more active and report in next meeting.

Benevon Meeting on Sept. 29th from 4:30 to 8:30 PM will address finance issues (fund raising). So far Lynne, Chris, Ken, Andrea, Monica (hopefully Kyle) and PTO members will be attending. Afterwards, they will get together for discussion.

Policies:

1. Procedural for H1N1: State sets 30% absence rate adequate to consider school closure and then work with State and Health departments for what to do next.
2. Purchasing: It was discussed how the school would be protected by a purchasing policy. Chris will make a draft of this policy.

Discussion Items:

Lynne referred to her update, CACTUS was explained and enrollment addressed. We are currently at 674 total students.

Study Items:

Computers possibly to be issued to 6th through 8th graders was discussed. The Administration is also looking at a 7th and or 8th grade annual trip in the fall to develop allegiance to our school. Ken inquired about a ratio of comparison: expenditures to losses in enrollment. He would like to know the attrition rate.

Next Meeting:

Wednesday, November 18, 2009 in the library, 6:00 PM.

It will be a brief meeting for existing Board Members and then new Board Members will stay for additional training.

Kyle moved to adjourn meeting. Andrea seconded. Voting was unanimous in the affirmative.

Meeting was adjourned.

**Freedom Academy Governing Board
Meeting
November 18, 2009
DRAFT**

Meeting called to order: Ken Parkinson, CAO
Pledge:
Prayer: Cary McConnell

Those in attendance:

Ken Parkinson, Cary McConnell, Monica Critchlow, Kyle Bateman, Ray Hingson, Nancy Ashby, Lynne Herring, LaMarr Nielsen, Chris Helvey, Ben Peterson, Lynda Golding, Janet Wong, Raiegene Robinson, Rory Howard, Roseann Croshaw. Andrea Perri excused due to illness.

Public Comment:

Janet Wong expressed concern and options for publishing the school yearbook other than Life Touch. It was suggested the PTO discuss this matter with the administration.

Raiegene asked the Board if they were considering expanding the Freedom Academy educational plan to higher grades. Monica said, "no". Ken said he would like to see more discussion on this matter at the next board meeting. Lynne explained the three options for expansion if ever it takes place; (1) a satellite school under Freedom (2) create a "super governing board" over both schools (3) State would require separate administrations at each site.

UCA approval:

Lynda Golding gave an overview (attached) of the UCA Report and requested approval of the Board for disbursement of Title One funds. *Kyle moved to approve this budget summary and Nancy seconded it. Voting was unanimous in the affirmative.*

Appreciation to Rory Howard:

Ken read his appreciation letter and the group applauded Rory.

Welcome to Ray Hingson:

Ray was asked to share about himself and it was decided that Ray would take over Rory's assignments on the Board. Lynne also expressed the need for more name recognition and how she and Chris were moving in a direction to be more pro-active in that area.

Next meeting: January 27th (4th Wednesday) at 6:00 PM

Freedom Academy Governing Board
Meeting
December 15, 2009 12:00 PM
DRAFT

Meeting called to order: Ken Parkinson, CAO
Pledge: Ray Hingson
Prayer: LaMarr Nielsen

Present: Ken Parkinson, Nancy Ashby, Monica Critchlow, Ray Hingson, Cary McConnell, Andrea Perri, Chris Helvey, Lynne Herring, LaMarr Nielsen, Roseann Croshaw. Kyle Bateman was absent.

Welcome: Ken Parkinson, CAO

Budget Item: Chris Helvey and Cary McConnell

Freedom Academy usually gets their Title 1 monies between April and June each year. This fiscal year, the Title One monies will account for one quarter of our income. Also this fiscal year, the state requirements for requesting this money were earlier than previous years. At present, the state has not distributed the funds even though Freedom Academy has complied with all the requirements. This shortfall has left Freedom Academy in a cash flow shortage. Freedom has been promised the money as early as January but Chris is concerned it may be more like April as in previous years. Approximately three years ago, board member, Kyle Bateman (a.k.a. Ridgeline Capital) loaned the school money in a similar situation. Right now Chris is working with Zion's and Far West Banks to secure financing but Kyle appears to be the quickest and most efficient option.

Chris distributed the attached chart indicating the difficulty. It showed that December, we would request a draw from Ridgeline Capital in the amount of \$150,000 and an option in January of an additional \$75,000 if needed.

Questions:

Nancy: Do we see this happening every year? Would we want to set up a draw/revolving line of credit?

Chris: Another option is to save the money allocated for computers/equipment and use it for salaries, compensating later thus preventing the cash flow deficit.

Loan description:

- 6.5% interest
- Wave origination fee
- Charged for attorney fees
- \$150,000 installment December 2009
- \$75,000 as needed in January 2010
- No early prepayment penalty
- Loan will be treated as if a line of credit

Ken suggested a plan be presented at the next governing board meeting so we can avoid future cash flow shortages.

Monica: Does this loan cause a problem for Kyle?

Lynne: Fundraising is an option in this concern. It would be good to have a savings for such cash flow times.

Ken: What have you done to look elsewhere?

Chris: Zion's loan officer, Jonathan Ward, is investigating a possible kind of bond linked line of credit and has recommended now getting us a credit card with a large credit line. Chris is not in favor of that. Far West is looking at a commercial straight across.

Ken: What will happen if we don't get the loan?

Chris: We will be behind in paying bills by about \$148,000. More time could affect our credit rating.

Ken: With banks, would we be getting as favorable situation as with Kyle?

Ray: If Kyle was not there, what would we do?

Chris: Loose some of our credit rating.

Ray: We really need to set up a plan for next time. What if he couldn't do it next year? What is the length of pay off?

Chris: April 2010. We are using Kyle now because he is the quickest but it would be best to do it with a bank.

Ken. It is best to not do it with a board member.

Ken: Purpose of today's meeting is to authorize a \$150,000 loan with an option of \$75,000 more in January at 6.5% interest, no origination fee and approximately \$2,000 in attorney fees.

Monica moved to authorize the above loan stipulations and investigate long term credit lines. Nancy seconded it. Voting was unanimous in the affirmative.

*Andrea moved to adjourn until our next meeting, January 27th at 6:00 PM.
Monica seconded. Voting was unanimous in the affirmative.*