

**Freedom Academy Governing Board
Meeting
November 17, 2010
DRAFT**

Meeting called to order:	Cary McConnell, CFO (Ken was a minute late)
Pledge:	Kyle Bateman
Prayer:	Ray Hingson

Those in attendance: Cary McConnell, Kyle Bateman, Nancy Ashby, Ray Hingson, Wendy Ahlman, Jennifer Young, Ken Parkinson, Lynne Herring, Chris Helvey, LaMarr Nielsen, Lisa LaFleur, Trent Schoonmaker, Robert Merrill, Tracy Noonan, Karla Kay Snow, Sariah Batt, Tabatha Fergus, Jackie Lindsey, Jennifer Doud.

Approval of Minutes:

Nancy moved the September 29th minutes be approved. Kyle seconded the motion.

Public Comments:

Jennifer Doud stated her concern as a Recess Monitor not having daily access to Mr. Nielsen as he is now ½ time.

Recognize outgoing board members:

Both Andrea Perri and Monica Critchlow were recognized with a plaque from Freedom Academy for their service on the Governing Board. They were not present to receive awards.

Welcome new members:

Wendy Ahlman, Jennifer Young and Ken Parkinson won the election seats in the recent election. They were welcomed in/back. Wendy and Jennifer told a little about themselves.

Select new CAO:

Nominations were opened. Ray Hingson was nominated by Nancy but his name needed to be removed because he no longer has a child attending Freedom Academy. Nancy then nominated Ken and Wendy seconded the nomination. No other nominations were made. Ken stepped out. Ballots were cast. Ken was nominated unanimously, 7 to 0.

Sustainable Fundraising information: Robert Merrill (See attachment)

The committee has had three meetings thus far. They are organized into two sub groups: (1) Community-relations and (2) Corporate/Philanthropic, with a goal of earning \$100,000 by fall of 2011 and create sustainable funding for years ahead. Kyle questioned who had jurisdiction over this committee, the Board or Director. Robert Merrell will

report to Lynne who intern will ask him to report to the Governing Board. *Kyle moved that the Governing Board recognize the creation of the Sustainable Fundraising Committee which Lynne has organized and asked her to coordinate having them report goals and progress to the Board.*

Amendment: Lynne is directed to maintain the committee with new members as necessary and keep the Board advised. Cary McConnell seconded the motion. Voting was unanimous in the affirmative.

Discussion:

Ray questioned where the \$100,000 will go when it is awarded. He suggested Freedom has guidelines as to where monies go, how protected and expense account for the committee.

Ray moved that a \$1000.00 line item (maximum out of postage fund) be designated to cover expenses of the Sustainable Fundraising Committee. Kyle seconded the motion. The voting was unanimous in the affirmative.

Address division of responsibilities (committees)

Ken suggested that a public relations committee was needed for Freedom. Wendy offered to chair. *Ken moved that the Board authorize Wendy to invite other Board members to participate on this committee making Freedom a more visible presence in the community. Wendy seconded the motion. Voting was unanimous in the affirmative.*

Governing Board secretary position: After some discussion, it was suggested that Lynne be authorized to make a job description for this position and post it. She is to screen the candidates and be responsible for someone to take minutes at the January meeting. Ken suggested this position to be filled by a parent.

7:21 PM: *Ken moved to dismiss to the Executive Session. Kyle seconded the motion. Voting was unanimous in the affirmative.*

Next meeting: January 26, 2011 at 6:00 PM

**Freedom Academy Governing Board
Meeting
September 29, 2010**

Meeting called to order:

Ken Parkinson, CAO

Pledge:

Monica Critchlow

Prayer:

JoAnn Garlock

Those in attendance:

Ken Parkinson, Andrea Perri, Cary McConnell, Monica Critchlow, Kyle Bateman, Ray Hingson, Nancy Ashby, Lynne Herring, Chris Helvey, LaMarr Nielsen, Lisa LaFleur, Tina Hansen, Brent Hall, Lynda Golding, Lincoln Fillmore, teachers, parents, PTO

Neighborhood Issues – Brent Hall

- Neighborhood greatly appreciates the improved pick up procedure and only wishes all parents would follow the rules.
- On 28 September, neighborhood got approval to designate a school zone.
- Requested a contact name for emergency situations in the neighborhood. Lynne said she would provide that name.
- Reminded Board of petition signed by 1250 West residences not wanting sidewalk.
- Concern about snow removal at west end of 900 North.
- Strongly suggested the high school not be placed on current property. Neighbors would fight that decision.

Two Board members suggested walkers be released at end of pick up to ensure their safety.

Testing Update – Tina Hansen

CRT spring test evaluation report attached to minutes. Plans for 2010-11 school year included moving up to a new edition of Saxon Math because of its technology and also offering grade level training along with leveled math. Freedom's goal is to be at the top. Ken questioned if we are getting all the 7/8 graders to the point they should be. Lynne answered that this year we have not allowed students to be placed below grade level and moved all students after course 5 to intermediate Algebra. Freedom is teaching Algebra I and Geometry this year and next year will teach Algebra II again. Students assigned to the math lab have unique skills. Parents will help in this lab. Due to training received, Tina will review weak testing areas with grade level teams to enhance the performance of Freedom students this spring.

Mayor Report – Andrea

The changes Freedom has made in pick up are positive. Mayor is concerned about expansion and especially on site and would like to know as soon as we have our plans to move ahead.

Approval of Minutes

Discussion resumed on the Cyber Bullying policy as to whether anything was concluded from the June Meeting. No complete notes were available. Kyle felt that it was a pretty low standard to say that “any one action could be intimidating”. Maybe should add, “could be reasonably considered”. Ken, added, “by a reasonable” person in that situation. No action at this time was taken on either of these suggestions. It was requested to put it on the agenda for the next meeting. It will be on January’s agenda.

As to the budget, it becomes more of a process through the year when money amounts available are constantly changing. Kyle stated that maybe the word “budget” does not describe what is going on there. Instead it is the process of setting revenue and expense goals and then getting changes throughout the year that need to be compared to the baseline. Cary said they would never change a budget number without running it through the Board. Kyle stated that it would be helpful to always see the original baseline goal for comparison as we evaluate where we are. In the current accounting system at Freedom, this is allowed to happen.

Kyle moved to include the following change in the minutes: After much discussion it was decided that Cary and Chris would change the method of reporting when considering budget changes to include the original projections at the beginning of the year. Cary seconded. Voting was unanimous in the affirmative.

Ken requested that we listen to the tape on Cyber Bullying and if it is clear, (were unclear) send out the minutes. Andrea remembered Ken or someone checking into the legalities of it. It was decided to re- look at June minutes at the next meeting. *Nancy moved to ratify the June minutes with consideration of Cyber-Bullying policy. Ken seconded. Voting was unanimous in the affirmative.*

Change in September 7th Meeting minutes: *Nancy made the motion that the following be added to the minutes: “The Board reconvened after the executive session and the vote was made to keep the calendar as is and not do an early out on Wednesday”. It was also moved to open up budgeting in the next meeting in January. Andrea seconded. Voting was unanimous in the affirmative.*

Nancy moved to accept these September 7th minutes subject to the attachments. Andrea seconded. Voting was unanimous in the affirmative.

Lincoln Fillmore – Utah Association of Public Charter Schools

Lincoln attended this Governing Board Meeting to encourage membership in their non profit organization and get feed back. FA pays \$6.00/student to this association. They

lobby the legislature, conduct research, training, Annual Charter School Conference, offer Governing Board training and promote understanding of Charter Schools. He feels the overall mood of elections this Fall will make charter schools stronger. Charter school students are under funded by about \$300.00/student. *Monica moved to make Lynne our voting school representative to this organization. Nancy seconded the motion. Voting was unanimous in the affirmative.*

Public Comments:

Amy Frandsen, neighborhood liaison, updated the report on residents along 1250 West saying the numbers were really 3 for and 3 against. Two homeowners are willing to donate property in order to have a sidewalk. One neighbor was worried about snow removal and one neighbor was still considering. Provo City will replace any trees and sprinklers if changes were made in the curbing. Ken expressed a willingness to do anything here to promote better feelings.

Rebecca Chock, former music teacher at Freedom, had three issues on her agenda: (1) Define the process of education in relationships between parent, student, teacher and administration communication. She felt there were gaps in this communication. (2) Explain the music education program she was developing at Freedom and (3) Gratitude for Freedom Academy family and students.

Melissa Garver, parent, questioned the wellness policy concerning selling cookie dough as a fund raiser. It was decided that if the Board wanted to, they could re-evaluate this policy.

PTO – Char Soper

Book fair is going well. Carnival will be Friday, October 8th. Red Ribbon week will be the three days before Fall Break. It will include a balloon launch, etc. There is a new PTO web page on school site. Monica suggested there be a PTO member on the Sustaining Fund Raising Committee.

Budget – Chris and Cary

The enclosed budget updates shows July and August numbers. We are audited federally too. The new accounting program seems to fit in nicely but Freedom has not purchased it as of yet. The program allows us to do some of our own reports now saving money. Ken asked if there are any pending cash flow problems at the present. The answer was “no”. Now we can request Title One draws throughout the year and not just wait until April.

Expansion Report – Jennifer Young

The committee has done studies for on and off site situations even though it is two years out. They are in contact with DHI and their property vacancy near by. They also did studies of successful charter schools K-12 and found the following:

- Most cannot offer big athletic programs
- Diligent about finding lagging students
- Slow growth method works best
- Same location is very successful but students like to be separate

- Athletics fully fund their own program
- Significant parent volunteering
- Key to have whole family buy in
- All parents, GB, students, buy into program

Ken questioned smoking/make-out issues a concern. Jennifer said the kind of academic based students coming should not be a problem. Transparency would be their key. Monica was concerned about finances and enough for start up. Jennifer said it does not cost money to prepare and plan. Nancy questioned space needed per student. Kyle said the director needs to define whether she is ready to bite off this step. Lynne said she does not have enough information. Lynne reminded everyone that Freedom needs to find outside funding to aid their financial situation as this is a big part of the information she needs. Jennifer said they needed and wanted planning time, even two years, to create this and present to the Board.

Robert Merrell, parent, shared his personal study on the issue. He could not find any failures. The high school benefits were the teacher/student ratio. He suggested being very careful the first three or four years on predicting number of students. The estimated cost of educating elementary students is \$2500 where as high school age is 2 ½ times that amount. Growing them in is a good policy.

Kyle moved to request from Lynne, Director, to come to next meeting with one of the following directions in place:

- (1) I don't want to pursue expansion
- (2) Ready to move ahead right now, accompanied with business plan
- (3) "not yet" but keep it alive

No action was taken.

Monica moved to withdraw our application but there was no second. Motion was dead. *Kyle moved that we table this issue until such a time when the director comes forward with a recommendation. Ray seconded. Voting was unanimous in the affirmative. Discussion resumed on this issue. The Board is not feeling support and unity on this issue until someone steps up to the plate and says "I'll do it". Cary called for a decision. Majority ruled. Ray, Nancy, Kyle and Ken voted "Yea" while Andrea and Cary voted "Nay". Monica abstained from voting.*

Title One – Lynda Golding

Budget was presented. It was much like last year. State wants a "maintance of effort" which is drawing from many funds. The income for this federal funding is \$150,000. Without this Title One money, Freedom would have considerable budget reduction... *Kyle motioned to accept this budget and Ray seconded. Voting was unanimous in the affirmative. There was no discussion.*

Elections

Cary was chosen as Election Coordinator. He was reminded that election judges were needed.

Accreditation – Lynne

Freedom has submitted their \$100.00 fee. We need to develop a team comprising of the director, a teacher, parent and governing board member. We are given a provisional the first year and then have 3 years to compile a book. It is then approved and given back. Lynne said this process is very manageable.

Grievance Process – Kyle

In the previous meeting, it was talked of having a place for teachers to share grievances. Kyle feels it should be aired publicly, only when the Board can hear all together. The Grievance Process is as follows:

- (1) Go to person directly
- (2) Administration
- (3) Board

A personal should not be penalized for coming forth. The board will not allow any harm or retribution for coming forth and the school should do the same. Kyle moved that the following should be added in the policy: *“The school shall not permit any retribution against anyone coming forth with a complaint.”* Andrea seconded. Voting was unanimous in the affirmative.

Recommended policy resolutions – Monica

Please see attached copy for actions taken on each proposal.

Director Update – Lynne

See attachment. Lynne suggested a Sustaining Fund Raising Committee meeting to be October 23, 2010 at 9:00 AM in library.

Andrea will look to see if she has her version of by-law revisions. No discussion was made on this.

Next meeting:

November 17, 2010 6:00 PM with the purpose to welcome and orient new board members.

Monica moved to relocate to Executive Session. Andrea seconded. Voting was unanimous in the affirmative.

**Freedom Academy Governing Board
Meeting
June 28, 2010**

DRAFT

Meeting called to order:
Pledge:
Prayer:

Ken Parkinson, CAO
Lynne Herring
LaMarr Nielsen

Those in attendance:

Ken Parkinson, Andrea Perri, Cary McConnell, Monica Critchlow, Kyle Bateman, Ray Hingson, Nancy Ashby, Lynne Herring, Chris Helvey, LaMarr Nielsen, Lisa LaFleur, Kristi Jensen, Tina Hansen, Trent Schoonmaker, Roseann Croshaw

Approval of Minutes:

Correction made to define “State Charter Board Meeting” in second page, second paragraph. *Andrea moved to approve the minutes with correction. Monica seconded the motion. Voting was unanimous in the affirmative.*

Public Comments:

Trent Schoonmaker questioned decisions made concerning specialties at FA. Lynne explained how they came to be and the concern last year of the teachers not having large enough blocks of time for teaching language arts, etc. 2010/11 the schedule will allow 8:30-10:30 language arts block and Saxon math after lunch. With combined budget cuts, Freedom has had to reduce specialties teachers to ½ time. Specialties are not cut out of FA curriculum but instead no longer delivered by specialty teachers as before.

Daily Pick-Up Options:

Currently, pickup extends about 5 blocks east of Freedom. It takes 15-18 minutes. An option to look at is staggering dismissal times between zones 1,2 – 3,4 – 5,6. FA has also proposed to the Agent Bishop of the near by LDS chapel the possibility of lining up around the perimeter of the Church parking lot. Monica suggested taking zones 1 and 2 out to the street early. Nancy questioned when we would know more from the Church. We should know this week. Andrea said we need to discourage parents from coming early thus blocking driveways for long periods of time. Kyle questioned the number of families at FA. Ken suggested using the Church parking lot as a holding tank where zones gather before being released. FA aids will supervise these staggered times so teachers can remain in the classroom. Lynne said the goal is to have this refined pick up plan ready to present to parents at the August 12th, Meet the Teacher Night.

Rivergrove Neighborhood Chair:

This Thursday at 9:30 AM there will be a meeting with the Mayor, Lynne and Chris referring to neighborhood concerns. Kristi thought the city was not going to require the

green strip along 1250 west. Kyle asked if there were any vacant properties for sale in the area. Kristi mentioned two. Kristi will be replaced as neighborhood chair end of July this year.

PTO:

FA PTO will have a meeting in July to finalize preparations for Meet the Teacher Night. Fundraiser Walk-a-thon was successful having made over \$5,000. PTO fully staffed for next year:

President	Char Soper
VP	Kirsten Carroll
Open seat	Tabetha Fergus
Open seat	Jennifer Colletti
Asst. Treasurer	Janet Wong
Asst. Treasurer	Adeline Chan

Expansion Report:

Application was approved by the State Charter Board. It now will go before the State Office of Education on August 6th. FA is waiting for final approval from USOE but working hard; contacted the Athletic Association, and looking for pros and cons with more detail on location choices. Ken questioned the Governing Board situation when this change is made. Andrea was concerned about having location on current site, fearful it will take away from the children's education at Freedom. Ray suggested FA steering committee apply for waiver to build on other property as soon as possible. Expansion committee will meet after the final approval. Another update on this expansion will be given at the September 29th GB meeting.

Testing Update;

DWA's changed from testing in 6th/9th to 5th/8th. In 2010, FA improved about 10% in test scores and made substantial improvement in DWA's. There will be no Iowa Testing in 2010/2011 due to reduction in state services. Lynne wants to track individual students and soon, the State will have a program that will allow us to do so. FA was selected to participate in the NEAP January 2011.

Budget Update:

After much discussion, it was decided that Cary and Chris would redo the numbers to more clearly show comparisons between June 2009 budget and June 2010 as far as expenditures and income. After they returned and presented, *Kyle moved to accept the 2009/10 budget and if any decrease in numbers, the Governing Board would be notified. Andrea seconded the motion. Voting was unanimous in the affirmative.* Budget discussion continued and Chris and Cary presented samples of different accounting programs. *Kyle moved that the administration look at better accounting tools. Monica seconded. Voting was unanimous in the affirmative. Kyle moved that the 2010-11 budget be approved with the reduction of Pinnacle and employee benefits raised from 4% to 7%. Ray seconded the motion. Voting was unanimous in the affirmative.*

Discussion Items:

Bullying/Cyber-bullying policy was distributed. It was decided to modify the existing bullying policy with the following changes: *Kyle moved to make changes and Nancy seconded. Voting was unanimous in the affirmative.*

Director's Update:

Freedom Academy was recently recognized as Utah Charter School of the Year. The Parent/Student Survey statistics were reviewed and other items discussed.

GB took a short break for dinner.

Executive session.

GB reconvened at 10:20 PM

Nancy moved that Ken and Ray meet afterwards with Lynne to discuss in person their decisions. Andrea seconded the motion. Voting was unanimous in the affirmative.

Ray moved to clarify Charter by-laws to split out the assistant to be hired by the Governing Board as well as Director. Kyle seconded the motion. Voting was unanimous in the affirmative.

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

**Freedom Academy Governing Board
Meeting
April 28, 2010**

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

Those in attendance:

Ken Parkinson, Andrea Perri, Cary McConnell, Monica Critchlow, Kyle Bateman, Ray Hingson, Nancy Ashby, Lynne Herring, Chris Helvey, LaMarr Nielsen, Lisa LaFleur, Char Soper, Kristi Jensen, Ryan Frandsen, neighbors, faculty, parents

Approval of Minutes: Corrections made and voting was unanimous in the affirmative.

Public Comments: None

PTO Update:

- Char Soper was introduced as next year's PTO President (while also completing this year).
- Mr. Ellsworth received a grant up to \$2,500 if we could find matching funds. The PTO generously matched this amount to allow him to receive the grant.
- Walk-a-thon scheduled for Friday, April 30th. PTO hoping to make it an annual event. Nancy requested PTO report back on this event.
- Still to come: Golden Apple, Freedom Essay Contest, Teacher Appreciation.
- Passive Fundraisers: Box tops and Capri Sun are monitored by Libby Sharp.

Neighborhood Relations: Kristi Jensen wants this to be a working relationship. The greatest concern of the neighborhood is traffic. They are concerned about expansion on the current site. Ryan Frandsen, parent at Freedom and neighbor suggested a committee of neighbors and school representatives to work out a plan. Comment/questions were made:

- Kyle: Have other pick up locations been investigated?
 - Monica: Could neighbors keep parked cars off street to promote a working relationship.
 - Nancy: Neighbors wondered if staggered pick up was possible.
 - Ray: Two basic problems
 - AM – need crosswalk at 900 N and 1000 W and left hand turn on 900 N going East.
 - PM – Why not allow cars to pull into front of school before bell rings at end of day pick up?
- LaMarr explained the position of Freedom on pick up/drop off

-Ken said this situation has a pattern of flare ups and calm downs. He suggested forming a committee of 2 from school and 2 from neighborhood.

-Ken requested that we add Kristi to each agenda.

Expansion Update:

Lynne said the application was submitted to the State and will be discussed in the State Charter Board May 13th meeting. Representatives from Freedom will be there to answer any questions. It is not known if there will be a confirmation of our request on that date. Then, it will need to be given approval by the State Board on their Agenda which is meeting on August 6th. Freedom will be present at that meeting. Lynne will forward e-mails as more information is received from Marlise then decide who will representative Freedom. Ken, Nancy and Monica will try and attend the May 13th meeting.

State Charter Conference:

Ken invited all the Governing Board members to this conference. Cheryl Frey, Rachel Ahlstrom, Irene Tullis, Rachel Owens and Lynne Herring will be presenters. Lynne will make two presentations. Everyone is to register on their own.

Plans for Retreat:

Cary said budget needs to be approved before June 30th. It was decided that retreat will be held on June 28th 4:00 – 8:00 PM. Agenda will include; budget update/approval and then review the mission, vision and goals of the school. There will be some discussion on expansion.

Budget Update:

April drop from state has not come in. Will come April 30, but will not include all Title monies. Ken suggested getting Margaret Dayton, our representative to work with Freedom in getting special education money from USOE. Freedom got 501C3. School is checking with Zion's and Wells Fargo in establishing a line of credit. Other options were discussed.

Kyle recommended a reserve fund over credit line even if it means a couple of years living tight.

Attendance meeting:

Procedures explained. 24 students suspended on May 3rd. Seems to result in improved attendance thus far.

Sustainable Funding Committee:

Committee members:

Ken Parkinson

Kyle Bateman

Ray Hingson

Lynne Herring

Chris Helvey

George Frey

Kirsten Carroll

Karla Kay Snow

Steve Flewallen

Erik Jacobsen

The intention is to replicate Benevon and eliminating paying the high fees. Ken took suggestions for a meeting time and it was determined that May 10th, 12:30 PM at Freedom Academy Conference Room.

Policies:

Vending Machine Policy: *Andrea moved that the wording be changed to say “school owned” vending machine. Monica seconded the motion. Voting was unanimous in the affirmative.*

Director updates:

Discussion of director’s renewal resulted in a need for school wide administration survey. It was suggested that a teacher volunteer come up with a survey that would be given to report to the board. Lynne said that she would get some samples from other schools and give to the board. Kyle wanted to know about “customer satisfaction” of our parents. *Andrea made a motion that if people had a grievance, they bring it before the board. Ken seconded.*

Ken called for a vote. It passed unanimously.

Meeting commenced to Executive Session at 9:23 PM.

**Freedom Academy Governing Board
Meeting
March 18, 2010**

Meeting called to order:
Pledge:
Prayer:

Ken Parkinson, CAO
Cary McConnell
Kyle Bateman

Those in attendance:

Ken Parkinson, Andrea Perri, Cary McConnell, Monica Critchlow, Kyle Bateman, Ray Hingson, Nancy Ashby, Lynne Herring, Chris Helvey, LaMarr Nielsen, Meredith Francom, Jennifer Young, Lisa LaFleur, Katie Jacobsen, Neighbors, Faculty, Parents

Ken addressed the public in attendance explaining that due to the fact that there was no “Public Comment” on the agenda, the board would not be able to entertain comments or questions at this meeting. Three pervious meetings, with public comment, have been held on the subject of expansion. Neighbors are welcome to come to our next meeting or contact any board members through the contact information on the school website.

Land Trust Grant for 2010-2011

Lynne explained our focus this year as writing and technology. It is for about \$24,000.

Kyle motioned to approve the Land Grant request. Andrea seconded. Voting was unanimous in the affirmative.

Discussion Items:

Expansion plan and proposal for grades 9 – 12 Steering Committee

Ken recognized that our steering committee has prepared multiple materials which will be submitted to Provo School District and the State of Utah before 1 April 2010. This is just a request at this time with a two year time table. There are multiple ways our school could expand; here and at other locations, all be decided as permission to proceed is granted.

Lisa LaFleur presented the Freedom Preparatory Academy proposal through a power point presentation. Communication would be the school focus. From here on questions and concerns were addressed between board members and the steering committee. Some of the topics were:

Virtual learning
Socratic Method
Time table of events

Curriculum

Possible 4 years of language training for students

Board was reminded that application does not require structured curriculum at this point, just enough to meet state core.

Ray suggested the word “ensure” be replaced with “enable” in the mission statement.

Monica suggested keeping the current mission statement and name for the 9-12 school.

Budget Questions:

Discussion was had on the concern of filling seats and whether current students would continue at Freedom. Sports programs and how they would be offered was addressed.

Andrea expressed concern with our current administration becoming over taxed as they planned for and directed additional students. Lynne’s response was that they would allocate and portion out to committees to make it possible. Andrea also was concerned with the safety of 9th graders with kindergarteners, a 25,000 square foot building eliminating children play areas and the high school taking resources from Freedom.

Ken stated that when visiting the successful schools in Arizona most of them were chartered as a high school first, and then worked backwards adding lower grades to help prepare students better to attend their high schools.

Lynne’s response was to find parents who support, teachers to whom education is paramount and students who work harder.

Chris felt more comfortable with comparing charter to charter school and not public school districts to charters.

Kyle felt financially that if we look at the worst scenario, we could break even if we only enroll 46 students. This looked good to him. He did feel budget options needed to be obvious for on location or off site.

Monica asked about hiring needs for the first year. Chris answered with some estimates.

Before a 5 minute break, Ken again reminded the board that tonight’s vote was just to accept the proposal for submittal.

Kyle shared that a year ago when this topic came up, he was opposed because the homework was not done. At this point, he now feels that enough has been done. He had looked to see if there was enough cushion and conservatism realizing things change as they do in business. As a board member he would be in support of taking this step but vigilant that we do not make mistakes that would be damaging.

Nancy was excited to see something good continue but would be in favor of the expansion high school being in a different location.

Cary said a year ago he got wrapped up in something new. Didn’t know how long he would like to see the two schools share the same administration. He felt that short term the secondary school could work here but best to eventually be off site.

Ray stated that everything has risk. To him, he would rather have more options than no options. He was feeling that everyone wanted to protect the K-8 situation we now have.

Kyle felt it better to have reality stop us rather than our own fears.

Andrea was in favor of second year having additional administration and that the building on current Freedom property would be taking too much away from the elementary school.

Ken was also willing to take the risk. He stated we have a great administration and teachers who are very supportive. We have the right people at the right time. We can have a great plan all the way through high school.

Monica would like some things cleaned up on the budget before submission to the State.

#1 Kyle made the motion for the administration, staff and steering committee to make a specific study for off and on site proposal addressing safety issues with this directive to be subject to approval. Ray seconded the motion. Proposal carried as follows:

<i>Ken</i>	<i>yes</i>
<i>Kyle</i>	<i>yes</i>
<i>Andrea</i>	<i>no</i>
<i>Ray</i>	<i>yes</i>
<i>Cary</i>	<i>yes</i>
<i>Nancy</i>	<i>yes</i>
<i>Monica</i>	<i>yes</i>

#2 Kyle made the motion that we give administration and staff the authority to amend application without change to substantive content and submit the request to the state.

Ray seconded the motion. Proposal carried as follows:

<i>Ken</i>	<i>yes</i>
<i>Kyle</i>	<i>yes</i>
<i>Andrea</i>	<i>no</i>
<i>Ray</i>	<i>yes</i>
<i>Cary</i>	<i>yes</i>
<i>Nancy</i>	<i>yes</i>
<i>Monica</i>	<i>abstained from vote</i>

Monica made the motion to change Freedom Preparatory School to Freedom Academy. No one seconded it. Motion failed.

Ken motioned to adjourn and ruled it passed.

Next meeting scheduled for April 28, 2010 6:00 PM

**Freedom Academy Governing Board
Meeting
February 3, 2010**

DRAFT

Meeting called to order:	Ken Parkinson, CAO
Pledge:	Andrea Perri
Prayer:	Roseann Croshaw

Those in attendance:

Ken Parkinson, Andrea Perri, Cary McConnell, Monica Critchlow, Kyle Bateman, Ray Hingson, Lynne Herring, Chris Helvey, Nancy Ashby, Roseann Croshaw, Meredith Francom, Jennifer Young, Lisa LaFleur, Ben Peterson, Tammy and Floyd Yorgason, Tina Hansen, Maren Washburn, Alisha Walters, Nate Mitchell, Buddy Ivie, Mary Alice Bender, Melanie Henage, Debbie Labrum, Vivian Faurot

Public Comments:

Ken opened discussion on expansion request.

Jennifer Young said the Expansion Committee checked with the Charter Board and verified there is no financial risk in applying as Freedom could pull out at any time.

Monica felt there would need to be more than 400 students to economically be successful therefore she proposed putting off the expansion until the bubble students (5/6 grades) were of age resulting in increased enrollment. Monica indicated that she didn't want a bunch of random parents putting the charter together.

Meredith reported the state office to have said that there were not laws to cover a failure because thus far, there had been none. It would have to be a massive failure to affect Freedom.

Monica questioned satellite or expansion.

Ray suggested putting a 9th grade on Freedom property using portables which would rent from Freedom and get the kinks of this expansion worked out before the bubble classes filter in. It may be a couple of years to see if it flies.

Ken questioned the stress on Freedom such as gym time, cafeteria, etc.

Andrea questioned if Freedom could count that first year trial time as actual establishment of expansion.

Nancy expressed that she is terrified of a large commitment because it is not proven yet but has strong feelings about keeping the 7/8 grades at Freedom right now.

Merit Preparatory Charter School difficulty was discussed.

Basically the Board agreed the K-8 should stay intact although Ken was not sure of his feelings at this point. Ken expressed with a new building, expenses would be great but thought the portable idea looked better, Cary liked starting at 9th and growing into it.

Nate Mitchell explained his student survey. (attached)

Lynne and Chris were asked their feelings on expansion on a 1-10 scale: Lynne was an 8 or 9 and Chris was an 8. They both felt the portable idea was least risky. Chris suggested the charter for 9-12 be a model one year at a time.

Kyle questioned the advantages for Freedom Academy over other Charter Schools. It was mentioned; (1) their brand (2) curriculum (3) test scores (4) culture of school (5) faculty (6) administration (7) governing board.

Vivian discussed her opinion of Saxon math in the higher levels.

Kyle questioned the assets of Freedom. What do we have an edge on? What are our strong points and what do we want to have pass on to the expansion? He would like to see a report with bullet points, not a novel, a very specific business plan. Discussion was had on Freedom expanding into the neighborhood as property becomes available.

Ray moved that Freedom Academy formally form a four people expansion committee comprising of Meredith Francom, Lisa LaFleur, Jennifer Young and Katie Jacobsen.

Andrea seconded the motion.

Voting was unanimous in the affirmative.

The board determined the following perimeters for this committee to be addressed by March 10th:

- Complete application
- Involvement of present building
- Cash flow analysis with current budget and add expenses
 - With High School
 - Show how 9th grade can pay cost of lower grades
- Identify strengths that are transportable and non-transportable
 - Administration
 - Curriculum
 - Other staff
 - Other items that set Freedom apart
 - How is the expanded school going to be better?
- Form a finance committee
- Determine interaction between schools (K-8 and 9th)
 - Rent
 - Access
 - Board of Directors
 - Sharing of other resources
 - Parking
- How will administration be set up with all schools involved?
 - Two directors
 - One director at K-8 and Assistant Director 9-12
- Student enrollment projections with minimum amounts/triggers
 - For expansion
- More detail on curriculum
- Models of excellence

Ken offered to serve on the charter writing committee.
Monica offered to serve on the finance committee.

Monica moved that the founding committee further explore the application for State Charter and additional issues.

Kyle seconded

Voting was unanimous in the affirmative.

Ray requested the committee submit their report by March 8th so there would be time for review.

Budget

Cary said we are in the process of:

1. Cleaning up and adding revenue
2. Adjusting some expenses

Teachers are in the process of voting to willingly reduce the 401K matching to 4% and suspend the 9% match effective January to June 2010.

A discussion on cutting the budget that has thus far occurred and teacher's greatest concerns as per a survey earlier in the year resumed.

Andrea moved to approve the budget with the exception of the 401K alterations until we hear back from our attorney.

Ray seconded.

Voting was unanimous in the affirmative.

Ken spoke of the Benevon program and suggested we adopt their model, create a committee and use it on a trial basis to work with families on donations. The money raising committee would involve Ken, Nancy and Chris and two teachers to be assigned.

Ray questioned our numbers on parent donations and volunteer hours.

Ken motioned to dismiss the meeting. Meeting was dismissed by acclamation at 9:13 PM.

Freedom Academy Governing Board Minutes
January 27, 2010
6:00-10:00 pm

DRAFT

Meeting called by: Governing Board
Facilitator: Ken Parkinson, CAO
Board Attendees: Ken Parkinson, Cary McConnell, Ray Hingson, Andrea Perri, Monica Critchlow, and Lynne Herring.

Pledge by Jed Bichsel
Prayer by Ray Hingson

Ken had the Governing Board introduce themselves to the parent community.

Approval of minutes: Waiting until next meeting for full quorum

Parent Presentation regarding school expansion or satellite

The presentation began with Meredith Francom giving a short introduction. The time was turned over to Tina Hansen a parent and teacher at Freedom Academy. She expressed her experience with having children attend at both a traditional public school and Freedom Academy. She asked for approval from the board to move ahead into the research phase for Freedom to expand to 12th grade.

Mary Alice Bender, a 7th-8th grade Language Arts teacher at Freedom Academy spoke next. She commented on students that have graduated from Freedom come back and tell her that they are not challenged in their current High School situation (including a charter school as well as traditional public school). She was concerned that we spend time preparing students for college and that opportunities in High School to grow academically are wasted because they are not continuing to receive the same type of instruction.

Meredith Francom came up to the podium and presented the plan for a 7th-12th satellite school prepared by Freedom Academy parents.

See handout

She closed by asking the board to approve the process of allowing parents to continue preparing a proposal for the state by April 1, 2010 for a 7th-12th High School.

Jennifer Young shared her appreciation to the Board for all the time and effort they put forth in behalf of Freedom Academy.

(See attachment)

Meredith asked if the board had any questions.

Andrea: Have you thought about what happens if it fails? She was greatly concerned about putting our school in jeopardy. What's the plan if we can't keep it going? She was also concerned about financial issues. Why not do your own charter so it doesn't affect Freedom Academy? How do you afford land with current budget cuts?

Tina Hansen: To start something new is difficult. Carrying the Freedom Academy name will give continuity to the new school. Again, she asked for approval to begin to Research the possibilities.

Meredith Francom: The last thing that parents want is to put Freedom at risk. It would have a greater impact on them as parents concerned about their children's education. In the parent survey they had a 93% positive response for a High School. She didn't have answers to all of the questions as their intent was to ask for approval to continue the research.

Andrea: What curriculum would you use? She was also concerned about keeping student enrollment. She recommended calling Timpanogos in Lindon as they were considering a High School.

Meredith: Great Heart

Monica: Explained about the WPU funding and that as charter school we already receive less funding than traditional public schools. By taking the 7th and 8th graders out of Freedom and replacing their spots with elementary students it would restrict funds for the K-6 school. This also means that we would be accepting 150 new students to fill the spots of the lost 7th-8th graders.

Andrea: Being a charter school, you cannot pick or choose who is accepted into the school. You may possibly get trouble kids for the first year or two.

Monica: She was disappointed that Merit Academy didn't have the enrollment and parental support needed to help it succeed. We have charter school options out there that already are not full. Her main concern was financial.

Ken: Expressed his support in having a High School Charter School. There is a need for more guidance in 9th-12th Grades. He feels that Nebo doesn't offer a good viable option academically. It's all of the parents/teachers school. He was of the opinion that if the parents have a strong support group that it is the Board's duty to pay attention. He restated the parental proposal, "You are asking for the opportunity to put together a plan". He expressed concern about demand and money. However, the story of Freedom Academy is a story of risk and leaps of faith. We need to decide what we want for our children. We modeled our school after Timpanogos. We have a "special sauce" at Freedom Academy. We could use that "special sauce" for a High School model. He felt that the Board needed to allow the parents the opportunity to put a plan together.

Ray Hingson: Expressed his belief in a K-8 model. His family has experienced all types of schooling, public, private, charter, and home schooling. Would rather consider a 9-12 option over the 7th-12th model. Children in a K-8 model allows them the ability to mentor, gives them confidence. He also asked the question, "What sets Freedom Academy apart?" To him, it didn't seem any different.

Meredith Francom: She feels that the Great Heart curriculum would be different from the local High Schools, also offering leadership classes, preparing students to go out and be responsible citizens who can contribute to communities.

Ray Hingson: Doesn't want to see Lynne & Chris involved in the High School.

Lynne Herring, Freedom Academy, Director: If the Board allowed the parents to explore this option and the state approved, the Board still has the ability to scrape the project within two years of submission.

Ken opened the floor for public comment:

Jeffrey Strain of Provo: Expressed his desire to have concurrent enrollment as an option for the High School and to be able to separate the financials between the two schools.

Monica Critchlow: Encouraged parents to go support Merit and other charter High Schools.

Andrea Perri: How does concurrent enrollment work?

Meredith Francom: Haven't explored it yet, but their goal is for every student leaving the High School to be university bound – not just for local universities but Harvard, Yale, and Stanford as well.

Mary Garver of Provo: Her son was in the first 8th grade graduating class. He still has a bound with other Freedom Academy students. It was a great experience. She was in favor of keeping the K-8 model.

Robin Gordon of Orem: Talked about the value of concurrent enrollment and how difficult it is to get her High School daughter into UCAS (a charter high school with good test scores). She also asked the Board to let the parents try to continue to prepare a plan for the satellite school.

Deanna Lane of Provo: Loves the faculty at Freedom and would like to continue that into High School for her children.

Aaron Bartholomew of Provo: Expressed desire to keep the K-8 model. He wants to protect and preserve the “special sauce” that exists at Freedom.

Trent Schoonmaker of Provo: He wanted to know the attrition of 6th grade and how do we protect this school financially?

Lynne commented that it was not high but due to different school districts grade level there are some parents that pull in 5th, and 6th grade. Each school would have their own budget – neither budget impacting the other. Risk doesn't come by allowing the parents to continue their research.

Paul Baltes of Springville (former Director of Merit): Commented on status of Merit and why it is struggling

Andrea Perri: Any school can be successful with the right staff

Chris Helvey: Aames and New Cast are the top High School Charter. Charter High Schools can that be fed into from Elementary School have proven to be successful.

Andrea Perri: Can we receive preference?

Chris Helvey: After 3 years when start up funds have expired.

Monica Critchlow: If we vote to approve this plan, does it change our charter? What is the difference between an expansion and satellite?

Lynne Herring: An expansion is a facility that is built within 6 miles of the existing school. A satellite school is a building outside of 6 miles with the same Governing Board. If you change the charter you receive start up funds from the state.

Andrea Perri: What if the High School doesn't meet standards? She asked Meredith to see if there is anything in writing on a satellite school.

Alisse Shiles of Provo: Expressed pleasure in Charter School. She felt we need to support existing High School and fill them up.

Nathaniel Mitchell of Provo; Science teacher at Freedom Academy: Told of graduating students coming back to visit him and how they liked Freedom. We need to continue this same environment into High School. He urged the board not to let fear hold them back in allowing the parent community to continue researching the High School option.

Melanie Henage of Provo; P.E. teacher at Freedom Academy: The plan for a High School will keep coming around as parents want this. A new school would create jobs for a lot of good teachers. She reminded the Board that if they allowed the parents to pursue this plan, they can always drop the project later on.

Lisa LaFleur of Orem, open seat PTO: "This parent committee has presented a plan before the Board tonight. It is not set in stone. We wanted to hear your ideas. Last year you asked us to organize ourselves and present a plan. There is no point in spending hours of time if we don't get the approval to go ahead. 205 families replied to the survey. We'd like you to look into it and help us make this successful."

Thomas Chan of Provo: Will we have room for our upcoming 6th graders? Expressed his desire for continuity for the students.

Lynne Herring: Yes

Janet Wong of Spanish Fork: Asked the Board to allow us the opportunity to grow. We have special parents who are talented. Everyone is growing.

Ian Carroll of Provo: Asked if there was a way to set up an email for parents to contribute suggestions and ideas for the new High School. He supported the 9th-12th High School. He wants his children to continue to be challenged.

Jennifer Young of Provo: Thanked the Board again for their time and efforts. She hoped to have a place for her children and asked to give the parents a chance to prepare a plan for a High School.

Ken Parkinson: Thanked everyone for coming and preparing for the evening. Since Cary came in a little late he turned to time over to him to express his thoughts.

Cary McConnell: He likes the idea of an expansion. We need to look at funding issues. Look at Summit Academy who has already done two expansions to original school.

Ken dismissed for a five minute break

PTO update; Lisa LaFleur: Everything is going well until the end of the year. We will be having a walk-a-thon for a fund raiser with our students. Love of Reading is coming next month. With the profit earned from the Book Fair they will be giving each student in the school a book. The skate party is in February. The yearbook committee is working on the yearbook. They are advertising for sponsors. \$25 for ½ page, \$50.00 for a full page. They will be given space in the back of the yearbook to advertise with a business card.

Budget Update/Audit/Loan:

Cary McConnell: Audit financial statement: See handout

Cindy Busik, representative from Squire: Even though there were Bond covenanted violations, she noticed a definite improvement from last year.

Andrea motioned to accept the audit. Ray seconded the motion.

Loan, Chris Helvey: Last meeting the school was working with a Board member to receive a loan to help tie over funds until the state drop came through. After working with attorneys it was decided not to secure the loan.

Website: The charter, by-laws, and governing board minutes are not available on the website. If you click on the crest it will take you to the school blog.

Budget: Will present next meeting

CAO Election:

Ray motioned: CAO comes up for election November 2010 at the completion of the normal 3 year term.

Voting was unanimous

Testing, Heather Goodwin, 5th grade teacher at Freedom Academy: Our school has created a template to track student progress in UTIPS, science and language arts.

Lynne Herring: State purchased a program for \$5,000,000. The company went belly up and the state lost their investment. It is up to each school to design their own tracking system. Lynne is looking into two software programs.

Monica Critchlow: It would also be nice to track teacher program.

Ken Parkinson: Is there a way to track writing.

Lynne: Yes, with the State DWA given to the 5th and 8th graders each year.

Discussion Items:

Merit Academy; Ken Parkinson: Ken related the experience that Lynne, Chris and he had with Merit's CAO, Jenny. She invited them to meet with her. She asked if we could assist them or if we were interested in carrying on with their program or implementing of own. At a later conversation they have worked out some of their problems.

Ken also asked everyone to look at and be ready to discuss Benevon at the next meeting.

Monica motioned to dismiss the meeting.

Next Meeting: Wednesday, February 3, 2010.

**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.

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

DRAFT

Meeting called to order:

Ken Parkinson, CAO

Pledge:

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.