



## The Northern Utah Academy for Math, Engineering & Science

### Board of Trustees Meeting Minutes

10:00 AM - Noorda Building, WSU

September 12, 2023

Conducting: Sue Johnson

**Attending:** Kelli Booth, Becky Frost, Dave Ferro, Steve Davis, Nate Taggart, Lynette Gilbert, Sue Johnson, Dawn Winter, Sherene Keith, via Zoom: Frances Bradshaw, Laurie Larsen, Mary McKinley, Jessica Oyler

**Welcome:** Sue Johnson

#### **Action Item: Minutes Approval**

**Motion to approve Minutes from June 20, 2023: Lynette Gilbert. Second: Fran Bradshaw. Motion approved.**

#### **Action Item: New Policies: Kelli Booth**

- **School Counseling:** All policies model the State Policy Model. Counselors meet with students annually. We have a low counselor to student ratio.

**Motion to approve the School Counseling Policy: Lynette Gilbert. Second: Mary McKinley. Motion approved.**

- **Instructional Materials Commission Policy:** This is a new policy for all schools in Utah. They want to track curriculum and its effectiveness. Aligns with standards, scopes and sequence. No curriculum comes into the school that is not Board approved. We post it on our website. CE Classes are exempt. Human Sexuality policy is the state standard.

**Motion to approve the Instructional Materials Commission Policy: Lynette Gilbert. Second: Becky Frost. Motion approved.**

- **Secondary School Completion & Diploma/Graduation & Credit Requirements:** NUAMES Math, Science and Engineering requirements are additional. If CE class is failed, it must be retaken from the same institution, not from NUAMES.

**Motion to approve the Secondary School Completion & Diploma/Graduation & Credit Requirements Policy: Lynette Gilbert. Second: Mary McKinley. Motion approved.**

- **Work Based Learning Policy:** This is our new Internship Program. Students work in paid/unpaid jobs and earn educational credit. (CE Entrepreneurship) Supervised by Kristi Belliston. She visits worksites to ensure students are being successful and that employers are satisfied. We currently work with about 20 different employers in this program. Would like to partner with WSU for IT internship opportunities. (Dave Ferro and Kelli will meet about this). Student Portfolios are audited each year.

**Motion to approve the Work Based Learning Policy: Sue Johnson. Second: Lynette Gilbert. Motion approved.**

- **Educator Effectiveness Standards Policy:** We will do everything in our power to employ effective educators. Faculty members are evaluated yearly. Evaluation process is kept in our shared drive so it can be reused yearly and easily updated when necessary.

**Motion to approve the Educator Effectiveness Standards Policy: Lynette Gilbert. Second: Becky Frost. Motion approved.**

- **Educational Language Services Policy:** We will do everything in our power to provide information to the parent in the language they best understand. Currently we have a need for mainly Spanish translation. We use outside certified resources as well as in-house (teachers, Social Workers). We also have access to great resources at WSU for translation services!

**Motion to approve the Educational Language Services Policy: Fran Bradshaw. Second: Mary McKinley. Motion approved.**

**Action Item: Teacher Student Success Act: Framework & Plan SY24: Kelli Booth**

- Our goal is to reduce the non-pass rate by 10% annually as well as maintain growth rate on Utah standardized testing.

**Motion to approve TSSA Plan SY24: Fran Bradshaw. Second: Lynette Gilbert. Motion approved.**

**Action Item: NUAMES plan for a “Harassment-Free and Discrimination Free Learning Environment”: Kelli Booth**

- “NUAMES is a harassment-free and discrimination free learning environment”. Added Section 21 to the previous plan. Title changed to reflect addition of Section 21. Parents, students and faculty were all notified of the change via email. Requirement of last year’s school culture survey.

**Motion to approve NUAMES Plan for a Harassment-free and Discrimination Free Learning Environment: Dave Ferro. Second: Lynette Gilbert. Motion approved.**

**Action Item: Fee Schedule updates: Kelli Booth**

PSAT fee raised to \$30, AP test fee raised to \$100. Tuition payback – variable.

Our recent audit went very smoothly because the fee schedule was in place and approved by the Board.

**Motion to approve updates to Fee Schedule: Lynette Gilbert. Second: Dave Ferro. Motion approved.**

**Action Item: APPEL and LEA Specific Licenses: Steve Davis**

Alternate path to teacher licensing. 6 out of 8 of our teachers in this program are teaching College level courses and are already fully qualified. USBE is requiring the additional licensing.

APPEL Summary (Board)						
Name	Area	Program	Required Completion Date	Status	DATE	Notes
Kitamura, Joel	Art	APPEL	25-Jun	WSU Art Program		
Carter, Lyndsay	Comm.	APPEL (8/24)	25-Jun	Couse work completed		Needs to complete DPPA
Phoung, Hev	Bus/CS	APPEL (6/25)	24-Jun	Taking Classes		Needs to complete DPPA
Davenport, Natalie	History	APT (6/24)	23-Jun	Working w/ USBE		APPEL Extension grated June 2024
Waldrip, Jenny	Eng/Nutr	LEA Specific	Yearly			LEA Specific
Coulum, Emily	Math	APPEL	25-Jun	Continue fromLCA		Needs to complete DPPA
Stout , April	PE	APPEL	26-Jun	Continue From MOJH		Completed PPA
Wade, Ashley	Chem	Out of State	27-Jun	Appeal to USBE (Denied)		Needs to complete DPPA
APPEL = Alternate Pathway to Professional Educator License						
APT = Alternate Pathway to Teaching						
LEA Specific License = Site-base license issued to teachers each year						

**Motion to approve presentation of APPEL and LEA Specific Licenses: Mary McKinley. Second: Fran Bradshaw. Motion approved.**

**Action Item: Fraud Risk Assessment: Nate Taggart**

Of a possible 395 points, NUAMES scored 365 on this assessment, which puts us in a LOW FRAUD RISK category. Majority of points scored are in the Separation of Duty section (200).

#4 on FRA - Faculty and staff are required to sign yearly code of conduct.

We lost points because we don't have a CPA or an Administrator with a degree in Accounting, but we use DSD for backup.

There was a discussion about the findings of the audit. It did not result in any changes being made in our processes. Sue asked about the responsibilities of the Board over the financial activities of the school, and whether the Board should receive notice of audits. She requested a copy of the Opinion Letter. Audit was contracted through DSD with Squire. Nate suggested inviting the auditors to a Board meeting in the future.

**Motion to approve presentation of the Fraud Risk Assessment: Lynette Gilbert. Second: Becky Frost. Motion approved.**

**INFORMATION ITEMS:**

**AI Composition Software Statement: Kelli Booth**

*Intellectual honesty is vital to an academic community and for fair evaluation of student work. Student work submitted for NUAMES courses must be the student's own, completed in accordance with the teacher's syllabi. You may not engage in unauthorized collaboration or make use of AI composition software (such as ChatGPT) unless you have been given advanced permission by your NUAMES teacher. Using AI composition software for any assignments, projects, quizzes, tests without the teacher's permission puts the student's academic integrity at risk and the student will face academic and disciplinary consequences.*

We have issued a Statement instead of a policy regarding use of AI Comp. software to accommodate for future changes. All teachers have been trained on this statement, and there has been good feedback from Faculty on appropriate and effective use of this tool. We are open to recommendations from the Board.

**Enrollment/School Profile: Dawn Winter**

	Sophs	Juniors	Seniors		Sophs	Juniors	Seniors
Female	136	94	76	Female	79	76	55
Male	158	116	138	Male	85	84	78
Total	294	210	214	Total	164	160	133

Enrollment totals for both campuses were discussed. Cap for ND is 750, NN is 500 for a combined total of 1250. Each campus enrolled one Senior this year. Both students had special circumstances which allowed them to be enrolled as Seniors.

	AI	Asian	Black/African AM	Hispanic/Latino	Multiple Races	Hawaiian/Islander	white	Female	Male	SPED	Eco Disadvantaged
NN	3	12	5	121	9	0	307	210	247	16	67
ND	2	27	8	85	40	5	551	306	412	38	95
Total	5	39	13	206	49	5	858	516	659	54	162
%	-	3%	1%	18%	4%	-	73%	44%	56%	5%	14%

At ND, 143 students are enrolled in Early College (43% of qualified students)

At NN, 96 students are enrolled (33%)

This number has trended down, but we have added more CE courses so this is actually a benefit for our students.

### **School Song: Kelli Booth**

**We are NUAMES great!**

**Number one in the State....**

**And United in purpose we stand!**

**Nighthawks take the lead**

**We will succeed.**

**As Forward we go hand in hand!**

**Learning from the best**

**Soaring above the rest**

**We will work until we reach the top**

**Proud of who we are... we will go far**

**Love for NUAMES will never stop!**

We started the year in a new format, with only Sophomores coming to school in the morning on the first day. It was a great success and helped orient our new students to campus and the NUAMES way.

### **Small School Expansion Opportunity: Kelli**

The Board discussed the pros and cons of adding 9<sup>th</sup> graders to our school enrollment. Darren Brush at Davis Tech presented the idea to Kelli for consideration.

Discussion points:

- Start with 100 students?
- Need to hire new Faculty/staff
- 9<sup>th</sup> grade students would automatically be accepted as 10<sup>th</sup> graders
- Financial concerns: might run at a loss for a few years
- Great opportunity for Utah students
- Is this the best investment? Are there physical facilities available?
- Consider different locations for grades 9/10 and 11/12
- Getting students here 1 year earlier would make a huge difference for them academically
- Suggestion to delay 1 year

Kelli proposed to meet again with Davis Tech and bring more information to the Board. A decision would need to be made by March.

### **Future Meetings: Sue**

Nov 14, 2023 - 10:00 am

Jan 9, 2024 – 10:00 am

March 12, 2024 – 10:00 am

May 14, 2024 – 10:00 am

June 17, 2024 – 10:00 am

### **Motion to adjourn: Dave Ferro**