



Minutes of the Wasatch Charter School

7 February 2017

Board Meeting

**1. Roll call:**

Presiding: Kim Haleck, Vice President

Time: 11:13 am

Place: Wasatch Charter School  
1458 East Murray-Holladay Road, Holladay, UT 84117

Trustees present: Kim Haleck, Vice President  
Ary Faraji, Secretary  
Joe Welch, Treasurer  
Lisa Cannella  
Megan Zurkan  
Kevin Emerson  
Lauren Shurman

Trustees excused: Emily Thunberg, President  
Charlie Hastings

Others present: Emily Merchant, Executive Director  
Tyler Jensen, Business Manager (Red Apple Financial)  
Kara Salisbury, Administrative Director  
Ann Florence, Public Member  
Sean McKelvie, Public Member

Emily Merchant confirmed that the voice recorder was turned on.

No conflicts of interest were reported.

**1. Approval of the 6 December 2016 minutes of the Wasatch Charter School Board Meeting:**

Trustee Shurman made a motion to accept the pending minutes of the 6 December 2016 Board Meeting. Trustee Faraji seconded the motion, which passed with a unanimous vote.

## **2. Executive Director Report (Emily Merchant)**

- a. The school is on track for the current year budget; Emily Merchant and Tyler Jensen are currently beginning work on the budget for next year.
- b. Enrollment is holding at the same level as in previous months, with Kara Salisbury enrolling new students as spots open. There are currently 858 new student applications for the 2017-18 school year.
- c. The 2nd DIBELS assessment has been completed; 4th through 8th grade classes are preparing to do the interim SAGE test. First-term report cards were completed and went home a few weeks ago. IEP assessments are on-track to be completed.
- d. The new teacher for the 2nd grade class with the teacher vacancy will be here on February 13. Ms. Merchant reviewed the staffing goals for next year, with an emphasis on additional support for teachers in areas where need has been observed this year.
- e. Ms. Merchant highlighted the specialty programs, and shared that there is an opportunity to have our gardening program use 5 acres of farmable land behind the Lions Rec Center just up the street.

## **3. Board Discussion and Votes**

- a. 2017-2018 Calendar: Trustee Faraji made a motion to approve the calendar for the next school year. Trustee Emerson seconded the motion, which passed with a unanimous vote.
- b. Building Lease Proposals for Summer: Emily Merchant reviewed two organizations that have proposed building use for the summer months. Camp Takoda is a summer camp for children with special needs. They have proposed to lease one pod for the summer, with periodic access to the gym and outdoor spaces. This is an established program, with a 1 to 3 ratio of instructors to children. The French immersion preschool program that is run out of the University of Utah has proposed to lease another of our pods to run their summer camps. The lease would be between us and the University of Utah. This group is also interested in possibly leasing space for after-school programs for the next school year. Our school's plans for the summer include the Gradalis teacher training which will be the last week of June and first week of July. Camp Takoda would run during that time but we would be using the main floor and they would be restricted to the middle school pod during that time. Summer camps through the foundation are a possibility, but discussions are just beginning. The preliminary thought is to have them run during the weeks when Gradalis is not happening, to use the main floor of the school while the other two programs use the upstairs pods. Ms. Merchant stated that she intends to hold a joint meeting with all parties to structure a schedule and assign when larger spaces can be used by each group.
- c. Administrative Services Agreement with Red Apple / Wasatch Family Foundation: Ms. Merchant said that it has been a struggle for the foundation to get its administrative function in order (i.e. accounting, enrollment, etc.). She explained the proposal to fold some of the operations of the foundation into the school, wherein the school would provide administrative services including hiring, enrollment, and accounting services through Red Apple Finance; the foundation would pay an administrative services fee to the school to cover these services. Trustee Faraji suggested that the agreement include a requirement for an annual financial audit for the foundation. Trustee Faraji asked that the

agreement with Red Apple be reviewed by the Financial Committee and then be up for a vote at the March Board meeting.

#### **4. Policy Committee**

- a.** Discussion and Vote on Amendments to:
  - i. Parent Involvement Policy (required by Title I funding): Trustee Cannella made a motion to approve the policy, Trustee Emerson seconded the motion, and the motion carried with a unanimous vote.
  - ii. Title I Pay Equivalency Policy (required by Title I funding): Trustee Cannella made a motion to approve the policy, Trustee Emerson seconded the motion, and the motion carried with a unanimous vote.
  - iii. Government Records Access Management Policy: Per our audit, a Records Officer needed to be designated, which has been determined to be the Administrative Director. Trustee Emerson made a motion to approve the policy, Trustee Faraji seconded the motion, and the motion carried with a unanimous vote.
  - iv. Bullying and Harassment Policy: Definitions needed to be added from the Safe Schools policy. Trustee Emerson made a motion to approve the policy, Trustee Shurman seconded the motion, and the motion carried with a unanimous vote.
  
- b.** Red Air Day Policy: Procedures for red and orange air quality days were discussed, but the creation of a policy was tabled.

#### **5. Discussion on Process for Filling Board Vacancies / Appointing Board Officers**

- a.** Emily Merchant stated that Emily Thunberg has communicated that she is officially finished with her Board duties at this time. Additionally, Trustee Cannella stated that when her term is up in May or June, she will not begin another term. Emily Merchant will include a note in the school's Weekly Notes to parents that there are Board positions available. Interested parties will be instructed to email their resume and letter of interest to Kim Haleck. Resumes and letters will be reviewed by Kim, Kevin Emerson, Lisa Cannella, and Lauren Shurman, and a group of candidates will be invited to the March Board meeting for introduction.
- b.** Trustee Emerson said that a staff member had emailed him with a request to discuss scheduling Board meetings so that at least one teacher on staff can attend each month. Emily Merchant said that she will have this in mind when building the schedule for next year; she will ensure that there is a teacher who has a two hour block available on Tuesdays for the Board meeting.

#### **6. Business Manager Report:**

Tyler Jensen shared the financial summary with the members, stating that our budget is still on track for the year. Trustee Faraji asked about the possibility of receiving financial reports ahead of the meeting for review. There was discussion about switching the timing for the Finance Committee meeting and the Board Meeting, which would make provision of the financial summary possible. There were scheduling conflicts with most weeks. Trustee Welch suggested

keeping the current schedule for the rest of this school year, and then changing the schedule for next year.

#### **7. Fundraising Committee**

- a. Discussion of Spring Gala and Auction: invitations and posters have been distributed; 19 of the 180 available tickets have been purchased so far. The event is the evening of March 3 at the barn at Wheeler Farm.
- b. Overall Fundraising Efforts: Trustee Zurkan reviewed amounts that have come into the school through the various fundraising avenues that are set up.

#### **8. School LAND Trust Council Meeting**

- a. Progress report for current academic year: Tyler Jensen stated that all funds from School LAND Trust will be used this fiscal year, with no carryover.
- b. Trustee Shurman highlighted the requirements of a newer bill regarding electronic use and “digital citizenship.” There was brief discussion, but members agreed that this item should be put on the agenda for next month.

#### **9. Idle Free / Blue Sky Update**

- a. Trustee Emerson said that he has some parent volunteers who will be putting together temporary sign holders for the Idle Free signage that we were given.
- b. Trustee Emerson said that there were some changes made by Rocky Mountain Power that affected the solar industry, which in turn affected the Blue Sky grant application. He said that he will move that forward in the coming months though.

#### **10. Public Comments**

- a. No public comments

#### **11. Adjournment:**

- a. Vice President Haleck moved to adjourn the meeting at 1:36 pm.