



Minutes of the  
Wasatch Charter School  
3 August 2016  
Electronic Board Meeting

**1. Roll call:**

Presiding: Emily Thunberg, President 2016

Time: 6:12 pm

Place: 825 South Green Street, Salt Lake City, UT 84102

Trustees present: Emily Thunberg, President  
Ary Faraji, Secretary (joined at 6:15 pm)  
Joe Welch, Treasurer  
Lisa Canella  
Kevin Emerson  
Charlie Hastings  
Lauren Shurman  
Megan Zurkan

Trustees excused: Kim Haleck, Vice President

Others present: Emily Merchant, Executive Director  
Tyler Jensen, Red Apple Financial

Trustee Thunberg confirmed that the voice recorder was turned on.

Charlie Hastings declared a conflict of interest regarding the updated Wood Revival bid.

**2. Insurance Review:**

The Budget Committee reviewed two insurance bids for employee health insurance and recommended to the Board to accept the bid from Wright Specialty based on the cost and improved level of coverage. The bid would have a start date of today (3 August 2016) and would also be retroactive to 1 January 2016. Treasurer Welch made a motion to hire Wright Specialty to provide insurance for WCS employees. Trustee Hastings seconded the motion, which passed with a unanimous vote.

### **3. Discussion and Vote on Policies:**

- a. Vote on change to kindergarten schedule: Executive Director Merchant requested that the Board approve a change to the school calendar to allow the first week of school (Aug. 29 – Sept. 2) to be used for kindergarten assessments instead of holding regular classes. This is not a policy change; however, a change in the school calendar requires Board approval. Making this change will enable teachers to assess each student at the beginning of the year while still providing the required number of in-class hours. The official start date for kindergarten classes would become Tuesday, Sept. 6<sup>th</sup>. After the vote, the schedule change would be noted on the website, and kindergarten families would be notified promptly to help families make necessary child care arrangements. Trustee Emerson motioned to use the first week of class for kindergarten assessments. Trustee Canella seconded the motion, which passed with a unanimous vote.
- b. Adjust School Fees Policy to allow an activity fee/waiver for middle school (6-8 grade): Director Merchant explained that it is recognized as a standard practice for schools to assess a school activity fee for middle school grades (6-8 grade), which is used to help cover the cost of middle school activities and fields trips. If approved, the school will need to send a notice to parents alerting them of the fee and notifying parents about the process to request a waiver for this fee. Trustee Canella motioned to adopt this change as part of the School Fees Policy. Trustee Shurman proposed a change to the language of the policy and then seconded the motion to adopt the change with the edits as discussed. The motion then passed unanimously.

Director Merchant also presented a proposed fee structure for 6-8 grades, 7<sup>th</sup> grade only, and 8<sup>th</sup> grade only. The Board discussed adding language to the pending 8<sup>th</sup> grade fee structure that states “with Board approval.” Trustee Emerson made a motion to approve the recommended fee structure for 6-8 grades with the edit discussed. Trustee Faraji seconded the motion, which passed with a unanimous vote.

### **4. Discussion and Vote of Contract Services and Additional Procurements:**

- a. Tables and Benches from Wood Revival: Director Merchant explained that, after looking at the floor plans and spacing in the lower grade classrooms, the classrooms will be served better with five 6-foot long tables, rather than four 5-foot long tables, as originally agreed to with Wood Revival. This change will add nine additional tables and 11 additional benches, and increase the previously approved budget by \$7,885. The school received some additional funds in start-up grants that will cover this increased cost. Trustee Faraji motioned to approve the budget increase of \$7,855 for the required additional tables and benches. Trustee

Canella seconded the motion with the majority voting in favor. Trustee Hastings abstained from this vote.

- b. Janitorial Contracts: The Budget Committee reviewed bids from janitorial services and recommended accepting the bid from Advanced Building Care. This bid was \$15,000 less than the other bids received. The school may still plan on hiring a part time cleaning person to provide regular, daily cleaning and janitorial support. Trustee Shurman made a motion to accept the bid for cleaning services from Advanced Building Care for \$4,163.00 per month. Trustee Welch seconded the motion, which passed with a unanimous vote.
- c. Language Services Contracts: Director Merchant explained that the Spanish teacher that the school was planning on hiring has since become unavailable, and reviewed the proposal from Inlingua to provide Spanish language instruction to the school. The proposal includes two Spanish teachers (one for upper grades and one for lower grades), substitutes, and assistance in developing the Spanish language curriculum in the coming year. Given that the Spanish teacher we planned to hire is no longer available, and considering that the option to hire Inlingua will cost approximately \$5,000 less than hiring a full time teacher, Director Merchant recommended accepting the bid from Inlingua. Board members discussed if this would be a permanent solution to the school's Spanish language program and Director Merchant explained that the school would be hiring Inlingua on a contract with the option to stop or change the contract after the first year. Board members also discussed the value that having a Spanish language teacher on staff brings to the school (as compared to hiring an outside Spanish language service) and also discussed the commitment that the owner of Inlingua has to the school, as a parent of a WCS student. Trustee Faraji made a motion to accept the Inlingua proposal to provide Spanish language instruction on a contract that will allow us to change or reassess the Spanish language program if needed. Trustee Zurkan seconded the motion, which passed with a unanimous vote.
- d. Snow and Lawn Contracts: Trustee Emerson provided a short update that bids for lawn maintenance haven't been received since we don't have square footage totals for the lawn. Lawn care services will be discussed at an upcoming meeting once final measurements are available. Both contracts were tabled for discussion and approval at a future meeting.
- e. Copy Machine Contract: Director Merchant provided the Board with an update on copy machine contracts and stated that she has received two bids on this topic. They are both on the Utah State Contract. Since both bids are similarly priced, Director Merchant recommended moving forward with Les Olsen. Trustee Hastings made a motion to proceed with Les Olsen for copy machine contracting. Treasurer Welch seconded the motion, which passed unanimously.

- f. Book purchases: Director Merchant provided the Board with a quote from the Rainbow Book Company on additional books that we will need to start our library. These books are essential for the beginning of our library and since the staff has researched other sources for these books as well, including used books on Amazon and Thriftbooks, but feel these prices are very competitive. Director Merchant stated that because this company will barcode the books for us and save many hours of work on getting them into our tracking system, she feels confident that this would be a good choice for us. Trustee Shurman made a motion to proceed with this book order through the Rainbow Book Company in the amount of \$8,000.40. Trustee Canella seconded the motion, which passed unanimously.
- g. H-Wire Hardware and Software Purchase: There are a variety of tech hardware and software purchases that are being coordinated with H-wire. These include computers and i-Pads (all purchased at the state contract rate), projectors, etc. There are also some expenses that are about building wiring and installation. These expenses are reimbursable (at a percentage) through E-rate, but for now, are expenses that we will have to pay. This also includes costs for phone systems. Director Merchant asked the Board to review a modified budget which takes into consideration these added expenses. Trustee Emerson made a motion to proceed with the purchase of hardware, software, and installation needs as presented in the modified budget. Trustee Hasting seconded the motion, which passed unanimously.

**5. Calendar Date Change and Vote:**

Director Merchant informed the Board that two days had to be modified on the annual calendar in order to accommodate teacher training schedules. She presented the Board with a modified calendar for review. Trustee Hastings made a motion to accept the modified calendar as presented. Treasurer Welch seconded the motion, which passed unanimously.

**6. Public comments:**

No comments from the public.

**7. Closed meeting, option for a closed session:**

No closed session was needed.

**8. Probable agenda items for Aug 20 board meeting:**

Probable items on the agenda for the 20 August 2016 Board meeting include: policies and procedures updates; insurance updates; Executive Director's report; Business Manager's report; book discussion; and committee reports. The 20 August 2016 Board Meeting will be held at 10:00 am at the Wasatch Charter School.

**9. Adjournment:**

Trustee Emerson moved to adjourn the meeting. The meeting was adjourned at 7:53 pm.