



Minutes of the
Wasatch Waldorf Charter School
9 January 2016
Board Meeting

1. Roll call:

Presiding: Emily Thunberg, President 2016

Time: 2:39 pm

Place: Holladay Public Library
2150 East Murray-Holladay Road, Salt Lake City, Utah 84117

Trustees present: Kim Haleck, VP (arrived at 3:28 during Agenda Item 5)
Kevin Emerson
Ary Faraji
Charlie Hastings
Emily Thunberg
Joe Welch
Megan Zurkan

Trustees excused: Lisa Canella
Matt Pardini

Others present: Emily Merchant, Executive Director
Prairie Adams, Pedagogical Director (left at 3:40 after Agenda Item 7)
Jeff Biesinger, Business Manager (Red Apple) (left at 3:40 after Agenda Item 7)

There were no conflicts of interest declared.

Executive Director Merchant confirmed that the voice recorder was turned on.

2. Approval of the 12 December 2015 minutes of the Wasatch Waldorf Charter School Board Meeting:

Trustee Emerson suggested a correction to change the title of Michael Wright from "Real Estate Agent" to "Developer". Trustee Welch made a motion to accept the pending minutes of the 12 December 2015 Board Meeting with the correction offered by Trustee Emerson. Trustee Hastings seconded the motion, which passed with a unanimous vote.

3. Gratitude and singing:

Attending members offered their gratitudes and were followed by a round of singing led by President Thunberg.

4. Executive Directors report:

Executive Director Merchant referred to her submitted written report and stated that the number of enrollments has reached 507 students. The enrollment packages are being finalized and will be sent out following the first lottery, which will be held on 20 January 2016. The deadline to reply to those selected in the lottery will be 15 February 2016. A second lottery will be held on 21 March 2016. She also stated that spending and finances are right on track and she is in the process of finalizing the supply list. The updated logo is also being worked on and should be available in the next few weeks for review. Director Merchant will be meeting with Business Manager Biesinger to finalize the contracts for teacher hiring. Further information will be available during the February 2016 Board Meeting.

5. Business Manager's report:

Business Manager Biesinger reported a more detailed business report will be provided at the February 2016 Board Meeting so that more time can be spent on facility discussion. He provided updated architectural drawings and discussed the various options available to us for a new build. The Board spent considerable time going over all the drawings and discussing the various options.

6. Facility discussion and vote on facility lease:

Executive Director Merchant and Business Manager Biesinger further updated the Board on recent facility developments and lease options. It was mentioned that a lease should be put in place prior to 18 February 2016. However, a Holladay City Planning Commission with concerned neighbors is scheduled for the evening of 11 January 2016, which will also be followed by another meeting on 19 January 2016. It is important that Board members and vested families attend the former meeting in order to show support for the school and community. Director Merchant also mentioned that an adjoining 1/3 acre plot of land currently as open space, owned by Salt Lake County, could be leased to us for about \$300 a year. Manager Biesinger further discussed the lease options, amortized loans, unrated bonds, and potential associated taxes. A Budget Subcommittee consisting of Executive Director Merchant, Business Manager Biesinger, and Treasurer Welch will also further investigate all options; however, it is important for the Board to get started as soon as possible in order to limit any potential delays. Trustee Faraji made a motion to accept the facility lease as presented, which was seconded by Trustee Zurkan. The motion passed with a unanimous vote.

7. Discussion and vote on Charter School Board Building Officer:

Business Manager Biesinger mentioned that the State of Utah will oversee all of our building projects and will issue the final Certificate of Occupancy. The responsibilities of the Charter School Board Building Officer will be to act as our liaison with the State. Trustee Emerson motioned that Business Manager Biesinger should serve as the Charter School Board Building Officer on behalf of Wasatch Waldorf. Trustee Hastings seconded the motion, which passed with a unanimous vote.

8. Teacher training proposal and vote:

Executive Director Merchant updated the Board on the teacher training proposal submitted by Gradalis. She mentioned that this would be the best option for our school to train multiple teachers (about 20) at one time and would be an economic savings over sending individual teachers for training to the west or east coast. She mentioned that Gradalis will provide 10-12 people as trainers during June-July, but that we would have to volunteer as hosts during that time. Trustee Zurkan made a motion to accept the teacher training proposal as submitted by Gradalis. Trustee Emerson seconded the motion, which passed with a unanimous vote.

9. Professional development proposal and vote:

Executive Director Merchant provided additional information on professional development training as offered by Kim John Payne and the benefits that it would provide to our teachers and community. Trustee Hastings made a motion to accept the teacher training proposal as submitted. Trustee Emerson seconded the motion. Trustee Welch abstained from voting, which was unanimously approved by the remaining Board members.

10. School calendar discussion and vote:

Executive Director Merchant provided the Board an updated calendar school for the school year. Trustee Emerson made a motion to accept the school calendar school as presented by Executive Director Merchant. Trustee Hastings seconded the motion, which passed with a unanimous vote.

11. Committee reports:

- a. Marketing: report will be provided at the February 2016 Board meeting.

- b. Volunteer coordination: Executive Director Merchant reported volunteer coordination is in process and will be an ongoing effort that will need input and assistance from all of us. She mentioned that the Pre-K and After Care program is particularly making good strides and that applications for enrollment should be accepted by the end of January 2016.
- c. Fundraising: President Thunberg led the Board through a visualization exercise and asked the Board to concentrate on the Greater Good and the benefits that a Waldorf education may provide the children that you care most deeply about.

12. Policies, procedures, and timeline updates and vote:

Trustee Welch led the Board through a series of policies and procedures that he has been working on. These included:

- a. Financial Policy: Business Manager Biesinger provided Trustee Welch with a previous template to work from. Changes were suggested to the document by all present Board members. Trustee Faraji mentioned that a purchase order (or similar) system should be put in place to track all expenses so that Executive Director Merchant is aware of any and all spending associated with the school. President Thunberg mentioned that periodically the Board should randomly select a purchase expense from the submitted financial reports and request the paper trail from the administrative staff. Because of the large number of suggestions and edits, it was decided that the approval of the Financial Policy should be tabled until the February 2016 Board meeting.
- b. **Background Checks:** A motion was made by Trustee Faraji to accept the Background Checks document as presented. Trustee Emerson seconded the motion, which passed with a unanimous vote.
- c. **Confidentiality Policy:** A motion was made by Trustee Hastings to accept the Confidentiality Policy document as presented. Trustee Haleck seconded the motion, which passed with a unanimous vote.
- d. Enrollment Policy: Various changes were suggested to this policy, and it was decided that approval should be tabled until the February 2016 Board meeting.
- e. Parental Involvement Policy: It was mentioned that we expect parents to be accountable and involved in the Wasatch Waldorf, but it is difficult to formalize this into an actual policy. Because of the numerous changes that were suggested to this policy, it was decided that approval should be tabled until the February 2016 Board meeting.

- f. **Internet Usage and Online Access Policy:** A motion was made by Trustee Hastings to accept the Internet Usage and Online Access Policy document as presented. Trustee Emerson seconded the motion, which passed with a unanimous vote.

- g. **Dress Code Policy:** It was mentioned that we would like to limit the amount of media advertising on school dress codes and allow for children to wear clothing which would be conducive for movement (eurythmy and outdoor play). Because of the numerous changes that were suggested to this policy, it was decided that approval should be tabled until the February 2016 Board meeting.

13. Public comments:

No comments from the public.

14. Closed meeting, option for a closed session:

No closed session was needed.

15. Probable agenda items for 13 February 2016 Board meeting:

Probable items on the agenda for the 13 February 2016 Board meeting include: the Executive Director's report; the Business Manager's report; facility update; policies and procedures update; update on Pre-K Foundation; book discussion; Board member training for Google Drive; update on fundraising; and committee reports.

16. Adjournment:

President Thunberg moved to adjourn the 9 January 2016 Board meeting, which adjourned at 5:10 pm.