



Minutes of the  
Wasatch Waldorf Charter School  
21 November 2015  
Board Meeting

1. Roll call:

Presiding: Kim Haleck, Vice President 2015

Time: 2:30 pm

Place: Canellas Restaurant, 204 East 500 South, Salt Lake City, Utah 84111

Trustees present: Kim Haleck, Vice President 2015  
Ary Faraji  
Matt Pardini  
Emily Thunberg  
Joe Welch  
Lisa Canella (joined meeting at 3:40 pm)

Trusteed excused: Kevin Emerson

Others present: Emily Merchant, Executive Director  
Kara Salisbury, Administrative Assistant  
Jeff Biesinger, Business Manager (Red Apple)  
Jennifer Lambert, Utah State Office of Education  
John Fuller, public member  
Patty Hamel, public member  
Josh Jones, public member  
Janine Pawlikowski, public member  
Jaime Walsh, public member  
Jonathan Yip, public member  
Megan Zurkan, public member

There were no conflicts of interest declared.

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

**2. Approval of the 17 October 2015 minutes of the Wasatch Waldorf Charter School:**

Trustee Pardini made a motion to accept the pending minutes of the 17 October 2015 Board Meeting as presented. Trustee Welch seconded the motion, which passed with a unanimous vote.

3. Presentation by Jennifer Lambert, Utah State Office of Education:

Mrs. Lambert stated that she is available to periodically attend Board meetings and that she will check with Executive Director Merchant to see if she needs any help with anything. Governing Board Online Training should also be available online in early 2016 and will provide training on various topics to Board members. She requests that once an exact address of our building is determined, we should contact Sarah Wald at the Utah State Office of Education so that our address will be added to the state directory. She also recommends posting our minutes on our website and that we should have the recordings of the meetings available, should they be requested. She asks about policy writing and Trustee Welch states that it is coming along with many policies currently being worked on simultaneously. Mrs. Lambert states that is good practice to have policies be fairly general, but to make the procedures more specific. Executive Director Merchant informs her that our current number of student registrants is at 359 and Business Manager Biesinger states that our break-even number is between 420-430, as we have a bit of cushion this year with the lease payments on the facility not due until October 2016. Mrs. Lambert also asks about marketing and suggests that door-to-door campaigns and tables at grocery stores may also be useful, in addition to keeping attrition in mind. She also states that data management and security policies should be in place soon, which are also being worked on by Trustee Welch and Business Manager Biesinger.

4. Presentation by potential Board members:

Vice President Haleck asks that the applicants for the vacant Board positions briefly introduce themselves. Executive Director Merchant adds that there are ten applicants for only two Board positions currently available; however, those not selected should not feel discouraged and can still be involved in vital roles for the school. She encourages the applicants to participate on committees, or serve as chairs.

1. Patty Hamel. Taught in public schools; kindergarten director; participated in teacher hiring and training; interested in gardening; wellness educator.
2. Jaime Walsh. Over two decades experience in the health and wellness industry; massage therapist; nutritional counselor.
3. Jonathan Yip. Manager of Operations with Utah Transit Authority; leads continuous improvement initiatives across departments; extensive training experience, including curriculum development.
4. John Fuller. Extensive accounting and finance background; team manager; home improvement interests, including landscaping and gardening.
5. Megan Zurkan. Director of Media; extensive experience in marketing; experienced with budget and financial processes.
6. Janine Pawlikowski. Registered nurse; Waldorf parent (San Francisco); nutritional counseling; gardening and farming interests.
7. Josh Jones. Certified Financial Planner; perpetual student; interested in literature and the arts; invested in community and his children; experience with charities; board member for the Primary Children's Hospital.

8. Crystal Bowen. Not present at meeting.
9. Jennifer Fedewa. Not present at meeting.
10. Ellie Fuller. Not present at meeting.
11. Emily Wilson. Not present at meeting.

5. Book discussion, Understanding Waldorf, Chapter 5:

Trustee Pardini led the discussion on Waldorf high schools. He was particularly captivated by the statement that students in the freshman year come to learn and observe without being distracted by the complexities of the details. He states that high school is where Waldorf education meets students on the thinking level. The author, Jack Petrash, states that in the sophomore year, students transform from the “what” to the “how”. In the junior year, they increase their abstract and analytical thoughts and in the senior year they really increase their robust academics. Waldorf high schools, despite the smaller size of the student body, still achieve understanding and balance for the pupils.

Trustee Welch will lead the discussion on Chapter 6 during the December Board meeting.

6. Executive Director’s report:

Executive Director Merchant referred to her submitted written report and stated that a start-up grant that was awarded to us this year may not be available next year. Business Manager Biesinger stated that the program which made those funds available had a five year expiration, which takes effect at the end of 2015 and that the state legislature will have to pass that program once again in order to make those funds available. Executive Director Merchant stated that if the legislature does not pass that program, we will need to pursue other fundraising options, as those funds were already incorporated into our budget for next year. She also reported that a SignUp Genius has been created with a list of items that are needed for the school. Individuals can sign up and donate items on that list. The link was also included in the latest newsletter and it was also suggested that the link be provided on the school’s website. Executive Director Merchant also provided an update on the hiring of teachers and employees for the school. Trustee Faraji suggested that metrics should be put in place for evaluating all potential applicants, to which Executive Director Merchant replied that her and Pedagogical Director Prairie Adams are already working on this.

7. Budget update:

Business Manager Biesinger discussed the financial policies that need to be adopted soon, in addition to the various other policies and procedures that need to be addressed. He suggested that the Board should tackle a few at a time, so that we are not under great pressure and overwhelmed with a large workload next summer. He also

discussed the issue of school expenditures, stating that we should have a policy in place which establishes specific amounts for larger purchases requiring Board approval. He suggests that Board approval may also be sought through electronic means if need be. Trustee Faraji reiterated that majority Board approval should be sought for expenditures in excess of established thresholds set forth in policies. Mr. Biesinger also provided the Board a financial summary for another charter school that is under contract with Red Apple. The purpose of this summary was to prepare the Board for similar documents that will be provided by Red Apple on a regular basis to us in the near future.

8. Facility update:

Executive Director Merchant and Business Manager Biesinger updated the Board on recent facility developments. As a reminder, Executive Director Merchant noted that Board members are welcome to attend facility meetings on Tuesdays, to provide input and feedback. Business Manager Biesinger discussed the current status on the Valley Mental Health Building. He stated that costs are more than likely going to increase, probably around \$7.8 to \$7.9 million. The foundation of the building and the roof also have more issues than expected and the electrical will probably all need to be replaced and updated. Executive Director Merchant notes that an addition to the building will be cheaper than retrofitting existing space, which will be advantageous for the gym/movement space that we require. She states that this will also provide us some flexibility with enrollment and we may have an extra classroom to be used as a “bubble” class, allowing us to enroll more than the 60 students per grade target and generating additional revenue. Business Manager Biesinger also notes that there is a very small possibility that we could acquire a piece of property elsewhere that we could build a newly constructed facility. More details on this will follow in the coming days, as he gathers more information.

9. Policies and work flow systems update:

Trustee Welch stated that he is near completion on the financial policies. He will create a timeline for future Board meetings, allowing for detailed preparation and discussion of specific policies at subsequent Board meetings. He also mentioned that he is working on templates for most policies that we require. It was discussed that it is imperative that the financial, hiring, and enrollment policies be completed in December so that they are in place before the lottery in January.

10. Committee reports:

- a. Marketing: Trustee Canella states that the Marketing Committee is working on finalizing two options, which will be presented to the Board in the coming weeks. The Winter Festival will be held at the Holladay City Hall from 10:00 am to

12:00 pm on 28 November 2015. Cleanup must be completed by 12:30 pm or there will be additional fees. Trustee Canella states that she will need volunteers from the Board and community to help with various aspects of the festival.

11. Update on Foundation Board:

Executive Director Merchant covered this earlier in her previous report above.

12. Public comments:

No comments from the public.

**13. Additional Board actions:**

- a. Appoint new Board members: Trustee Faraji suggested that action on selection of new Board member be tabled for a future meeting, so that current Board members have ample time to study the applications of all interested candidates.
- b. **Appoint Board officers:** Executive Director Merchant notes that there are two vacant Board positions due to the resignation of previous Board President Byron Harvison and Board member Jessica Thesing. Trustee Faraji nominates Trustee Thunberg to fill the vacant position of Board President. Trustee Canella seconds the motion; and the motion passes unanimously. Executive Director Merchant states that because of Trustee Faraji's understanding of the functioning of a Board, he would make a good candidate as Board Secretary. Trustee Faraji resigns as Board Treasurer, and a motion is made by Trustee Canella to select Trustee Faraji as Board Secretary. The motion is seconded by Trustee Pardini; and the motion passes unanimously. Business Manager Biesinger states that it may be appropriate to delay selecting a new Board Treasurer, until all vacant Board positions have been filled. This would ensure that the most appropriate and capable candidate is selected as Board Treasurer. Executive Director Merchant suggests that current Board members review the new applicant's resumes and rank them accordingly. The top three choices should be emailed to Vice President Haleck, who will then tally the votes and the Board will make a final decision at a future meeting.
- c. Fiscal policies: Trustee Welch states that this should be tabled until the December Board meeting.

14. Closed meeting, option for a closed session:

No closed session was needed.

15. Probable agenda items for 12 December 2015 Board meeting:

Probable items on the agenda for the 12 December 2015 Board meeting include: the Executive Director's report; the Business Manager's report; facility update; policies and procedures update; book discussion; and a visit from Debby Llewelyn (Utah Association of Public Charter Schools) for a short training session and also fingerprinting for all newly appointed Board members who have not yet had a background check conducted.

**16. Adjournment:**

A closing verse was led by Board President Thunberg. Trustee Faraji made a motion to adjourn the 21 November 2015 Board meeting, which adjourned at 5:32 pm.