



Minutes of the Wasatch Charter School
8 November 2016
Board Meeting

1. **Roll call:**

Presiding: Emily Thunberg, President 2016

Time: 11:17 am

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

Trustees present: Emily Thunberg, President
Kim Haleck, Vice President
Ary Faraji, Secretary
Kevin Emerson
Charlie Hastings
Lauren Shurman
Megan Zurkan

Trustees excused: Joe Welch, Treasurer
Lisa Cannella

Others present: Emily Merchant, Executive Director
Prairie Adams, Pedagogical Director
Tyler Jensen, Business Manager (Red Apple Financial)
Ryan Roberts, State Auditor's Office

President Thunberg confirmed that the voice recorder was turned on.

No conflicts of interest were reported.

1. **Approval of the 4 October 2016 minutes of the Wasatch Charter School Board Meeting:**

After some minor edits, Trustee Hastings made a motion to accept the pending minutes of the 4 October 2016 Board Meeting. Trustee Emerson seconded the motion, which passed with a unanimous vote.

2. **Approval of the 18 October 2016 minutes of the Wasatch Charter School Electronic Board Meeting:**

Trustee Emerson made a motion to accept the pending minutes of the 18 October 2016 electronic Board Meeting. Trustee Shurman seconded the motion, which passed with a unanimous vote.

3. Open Meetings Annual Training (Ryan Roberts, State Auditor's Office)

- a. Mr. Roberts shared a slide presentation for Open Meetings Training. Trustee Faraji will place a copy of the presentation in the Board folder in Drive for reference. He informed the trustees that Patricia Nelson is the expert on charter schools in the State Auditor's Office; he invited the trustees to contact her with any questions specific to charter schools.
- b. Mr. Roberts noted that charter schools are not required to have any public hearings or to allow public comment, but that it is nice to allow time for that. He stated that the Board has the authority to direct and limit public comment as desired so that the business of the Board can be accomplished.
- c. Mr. Roberts stated that the Board needs to have a policy in place for electronic meetings if those are going to be held.
- d. Mr. Roberts discussed agendas for board meetings. He said that an agenda needs to be reasonably specific, and final action cannot be taken on any item that is not on the agenda. Discussion can be held on topics that were not on the agenda if it is brought up by a member of the public, but final action cannot be taken for any issue that is not on the agenda.
- e. Trustee Faraji asked a question about posting physical notices of board meetings; Mr. Roberts said that in addition to posting on the Utah Public Notice website, it is also required to post a physical notice in a place that will be most visible to the public, i.e. a notice on the outside of the building or at the front office. Mr. Roberts also discussed the requirement to communicate notices to a local general circulation newspaper, noting that anything posted on the Utah Public Notice website is automatically communicated to the local newspapers.
- f. Mr. Roberts discussed emergency board meetings. He said that the board is allowed to hold meetings planned within 24 hours if there is a legitimate need; notice should be posted as soon as possible, and all board members should be contacted.
- g. Mr. Roberts outlined topics that can be discussed in a closed meeting (excluding the public); stated that a closed meeting can only be entered from a properly noticed open meeting; stated that no board action can be taken in a closed meeting. Mr. Roberts said that there must be audio recording of closed meetings, kept separate from the audio recording of the open meeting, but that minutes do not need to be taken of the closed meeting. Closed meetings can only omit audio recording if the discussion is about the character or competence of an individual, or about security personnel or systems. If either of those things are going to be discussed and audio recording is omitted, the Board President must provide a sworn written statement that this is why audio is omitted, and this statement will be part of the minutes of the open meeting, in the notes about the closed session.
- h. Mr. Roberts noted that the audio recording is the official record of a closed meeting, but written minutes are the official record of an open meeting.
- i. The board is required to have a policy outlining the process of recording minutes, approving them, making them available to the public, and maintaining them.

4. Executive Director Report (Emily Merchant)

- a. Cassandra Ando has accepted the role of Director of the Wasatch Family Foundation.
- b. The October 1 enrollment audit was submitted to the state and came back with everything looking good.

- c. Heidrun Kubiessa was hired as the new first grade teacher. A new first grade assistant has been hired; some changes have been made with the Student Support Services staff and schedule; we are currently looking for a Speech Language Technician.
- d. Executive Director Merchant has met with a man who does Medicaid billing for schools in Utah. This is an unusual source of funding for schools, but it would be valuable for the school if we have any students who qualify for that level of services. Executive Director Merchant recommended entering into a contract with this person to evaluate this possibility and get the system in place so that any current or future students in this category can be provided with this source of funds.
- e. The UCA was submitted; the early childhood portion was approved and the other segments are pending.
- f. Upcoming events include the Eurythmy Spring Valley performance on Saturday, November 12 at 7:00pm, and the school's Winter Festival on Saturday, December 3 from 3:00pm to 7:00pm.
- g. Residents of the neighboring condominium community have sent letters threatening legal action if parents and members of our community drive through their community or block access to the entrance to the community (via cars backing up during drop off and pickup time).
- h. Salt Lake County sent a letter to the school expressing concern about parents parking at the park if they are not patrons of the park. The letter also reiterated that the county has no interest in putting a fence along the creek adjacent to the property, and stating that they will not be liable for anything that happens with the creek.
- i. Teacher and staff evaluations are happening through the months of November and December, followed by creating professional development plans for each teacher.
- j. The State School Board declined our application for an increase in enrollment numbers for next year. This means that we will not be able to accept "full" kindergarten classes for the next 3 years while we are graduating the smaller middle school classes.

5. Business Manager Report (Tyler Jensen)

- a. Mr. Jensen distributed a financial summary, discussed its contents, and said that our financial report looks excellent.
- b. Mr. Jensen said that the financial audit findings have not come back yet; they will likely come later in November or in December.
- c. Mr. Jensen proposed that the vote on the 2017 budget outlined in the meeting agenda be postponed to either December or January, and the board members agree.

6. Contracts Discussions and Vote

- a. Trustee Emerson reviewed the bids that have been received for landscaping and snow removal.
- b. Trustee Shurman made a motion to approve moving forward with a contract with Ground Pursuits landscaping and snow removal. Trustee Emerson seconded the motion, which passed with a unanimous vote.

7. Committee Reports

- a. **Development Committee (Megan Zurkan):** Trustee Zurkan reviewed the school's fundraising needs and goals. She invited the board members to go to the school's website and become sustainers to lead the initiative. Trustee Zurkan noted that there is a family in the school who have offered a generous monetary donation if it can be matched.

- b. Solar Grant (Kevin Emerson):** Trustee Emerson shared that Rocky Mountain Power has a grant program now available for non-profits to apply for. He believes that it is an opportunity to have 100% of a solar panel installation covered; he will update the board after he has looked into it further. Trustee Emerson stated that he will complete the grant application for the school and invited other board members to join him as they are able. Trustee Hastings and Trustee Thunberg said that they are willing to help.

8. Public Comments

- a.** No public comments

9. Closed meeting, option for a closed session:

- a.** No closed session was needed.

10. Probable agenda items 6 December 2016 Board meeting:

- a.** Probable items on the agenda for the 6 December 2016 Board meeting include: Executive Director's report; Business Manager's report; and committee reports. The next Board Meeting will be held on 6 December 2016 at 11:00 am at the Wasatch Charter School.
- b.** Board Social Discussion: The board social is scheduled for January 20, 2017, at 7:00pm at Trustee Haleck's home. The social will include spouses but no children.

11. Adjournment:

- a.** President Thunberg then moved to adjourn the meeting at 1:20 pm.