

Minutes of the
Wasatch Charter School
12 March 2016
Board Meeting

1. Roll call:

Presiding: Emily Thunberg, President 2016

Time: 1:00 pm

Place: Cannella's Restaurant

204 East 500 South, Salt Lake City, Utah 84111

Trustees present: Emily Thunberg, President

Kim Haleck, Vice President

Ary Faraji, Secretary

Joe Welch, Treasurer (joined at 2:07pm during Business Manager Biesinger's report)

Lisa Canella

Charlie Hastings

Megan Zurkan

Trustees excused: Matt Pardini

Kevin Emerson

Others present: Emily Merchant, Executive Director

Jeff Biesinger, Business Manager (Red Apple)

Kara Salisbury, Administrative Assistant

Lauren Shurman

Conflicts of Interest: Trustee Zurkan stated that she is working with the fund raising committee and the marketing committee; both committees have made purchases through the company she works for. The committees have received competitive bids prior to purchasing through her company.

President Thunberg confirmed that the voice recorder was turned on.

2. Approval of the 13 February 2016 minutes of the Wasatch Waldorf Charter School Board Meeting:

There were no changes suggested to the 13 February 2016 pending Board Meeting minutes. Trustee Zurkan made a motion to accept the pending minutes of the 13 February 2016 Board Meeting. Trustee Canella seconded the motion, which passed with a majority vote.

3. Gratitude and singing:

Attending members offered their gratitudes in an activity led by President Thunberg.

4. Executive Director's report:

Executive Director Merchant referred to her submitted written report and stated that the number of student applications has reached 964. 285 packets were received following the January lottery. The second lottery was run on 11 March 2016, accepting additional students for a total of 485 students accepted. Executive Director Merchant said that adding a third second grade class and a third third grade class are options which are still being considered. Executive Director Merchant said that she will go back to the State Charter Board in June or July to request again that our maximum number of students be increased to 600. Since her first request of this nature, the school has received approximately 300 additional applications. Executive Director Merchant said that applications for the preschool program will no longer be accepted after March 15. The preschool currently has more applications than spaces (roughly 70 to 75 applications for 60 available spots). An early lottery for kindergarten for the 2017-2018 school year will likely be run

Executive Director Merchant said that the Wellness Committee is working on getting the school approved to serve school lunch.

Executive Director Merchant said that with the leaving of Trustee Pardini, the board will need to be looking for a new trustee.

Executive Director Merchant said that we have now hired a Gardening teacher, who will serve as the head of the Gardening Committee, but that it would be nice to have a board member on the committee. Trustee Cannella and Trustee Faraji volunteered that they may like to be on the Gardening Committee.

Executive Director Merchant said that we will need a board member on the Emergency Preparedness Committee.

Executive Director Merchant said that she is planning to have the remainder of the hiring completed by the end of March. The school's needs for maintenance/janitorial staff were discussed.

Executive Director Merchant reviewed the upcoming calendar items for parents and students, including the next parent information session on March 30 at 7pm at the Draper Library, three grade-level orientation nights in April at the Millcreek Library, and a middle school social activity that is still in the process of being planned.

Executive Director Merchant said that she will not be available for the next scheduled board meeting, which is scheduled for 9 April 2016. The time for the meeting was changed to 10:30am on the same day, 9 April 2016, at Cannella's Restaurant.

5. Review of MOU from Gradalis:

Executive Director Merchant said that she needs to sign the contract for the four year Gradalis training program the school is entering into for the teachers. Trustees agreed that as this program has already been discussed and voted on, it was unnecessary to have another vote and Executive Director Merchant was welcome to sign the contract and carry on.

6. Review of Draft Charter Performance Standards:

Executive Director Merchant referred to the School Accountability document. She requested that the trustees look at the document in Google Drive (Drive->Board->State Charter School Requirements) to give comments and feedback using the comment function on Google Docs.

7. Review of Board Membership (vacancy to be filled):

President Thunberg noted that with Trustee Pardini stepping down, we need to find a new board member. There was discussion about how to select a new member. Several options were discussed, including each trustee making a recommendation of an individual. President Thunberg requests that each trustee make a recommendation of an individual to join the board.

8. Business Manager's report:

Business Manager Biesinger stated that he has been able to work out the issues with signators on the school account with Zions Bank.

Business Manager Biesinger referred to a document with the building schedule for the facility, and shared information about the building process. He said that construction meetings will continue happening on Thursday mornings at 9:00am, and if any trustees are interested they are welcome to attend. The first two or three meetings will be at Architectural Nexus; after that the meetings will be on site. Business Manager Biesinger asked the trustees if they would like to have scheduled walk-throughs, stating that if trustees would like to view the building progress, he would prefer that this is done in scheduled walk-throughs rather than having people show up at the site unannounced. Executive Director Merchant asked if a sign can be installed at the site with the school's name. Business Manager Biesinger said that he will begin working on that. Executive Director Merchant asked if it is possible to have a mail box installed at the building site so that mail can be received at the address that is now being advertised for the school. Business Manager Biesinger said that he will find out about the ability to do that. Business Manager Biesinger said that with other schools under construction, the boards have been able to begin holding their board meetings in the construction trailer at the building site, and asked if the board would be interested in doing that. All trustees agreed that they would like this option; Business Manager Biesinger said that he will look into whether we can start doing this.

9. Review of the Conflict of Interest Disclosures and Board Agreements:

President Thunberg refers to these documents and asks trustees to review them. It was agreed that trustees will review and sign the documents after the meeting and they will be discussed at the next board meeting (9 April, 2016).

Executive Director Merchant stated that the school now has an account with BCI so that we are able to process finger printing and background checks. A time will be scheduled for all trustees and employees of the school to be fingerprinted so that the background checks can be completed.

10. Policies and Procedures updates and vote:

President Thunberg noted that she invited Lauren Shurman to join the board meeting for the purpose of participating in this discussion because she is on the Policies and Procedure Committee.

- a. Discipline Policy: Discussion of this policy was tabled for the time being as Executive Director Merchant noted that this policy may be altered after Kim John Payne comes to do training with staff regarding discipline practices.
- b. Enrollment Policy: The policy was reviewed and no changes were suggested. Trustee Faraji made a motion to approve the Enrollment Policy. Trustee Hastings seconded the motion, which passed with a unanimous vote.
- c. Parental Involvement Policy: A few changes were made to the wording so that the policy is clear about who can fulfill a family's volunteer requirements. Trustee Cannella made a motion to approve the Parental Involvement Policy. Trustee Zurkan seconded the motion, which passed with a unanimous vote.
- d. Breastfeeding Policy: President Thunberg stated that there have been some changes to breastfeeding policy with the state, so she has made changes to the policy to comply with those. Changes were made to clarify where pumping can be done. Trustee Hastings made a motion to approve the Breastfeeding Policy. Trustee Faraji seconded the motion, which passed with a unanimous vote.
- e. Building Use Policy: Executive Director Merchant noted that a change was made to make it clear that the school building can be sub-leased by other groups as appropriate. Trustee Cannella made a motion to approve the Building Use Policy. Trustee Welch seconded the motion, which passed with a unanimous vote.
- f. Child Abuse and Neglect Reporting Policy: Trustee Welch made a motion to approve the Child Abuse and Neglect Reporting Policy. Trustee Hastings seconded the motion, which passed with a unanimous vote.
- g. Communication and Complaint Policy: Executive Director Merchant explained the "School Concern Process" that is used by the Philadelphia Waldorf School, stating that she would like to use a similar process. This is not the language that is currently in the policy, so discussion of this policy was tabled until the next meeting.

- h. Disposal of Textbooks Policy: Trustee Cannella made a motion to approve the Disposal of Textbooks Policy. Trustee Welch seconded the motion, which passed with a unanimous vote.
- i. Dress Code Policy: Wording about lunch boxes and accessories was changed. Trustee Welch made a motion to approve the Dress Code Policy. Trustee Cannella seconded the motion, which passed with a unanimous vote.
- j. Emergency Plan: Trustee Zurkan made a motion to approve the Emergency Plan. Trustee Cannella seconded the motion, which passed with a unanimous vote.
- k. Family and Student Records Privacy Policy: Definitions and wording were adjusted to fit our school's needs. Trustee Cannella made a motion to approve the Family and Student Records Privacy Policy. Trustee Welch seconded the motion, which passed with a unanimous vote.
- l. Financial Policy: Changes were made to wording to fit our school's needs. Trustee Cannella made a motion to approve the Financial Policy. Trustee Haleck seconded the motion. The motion passed with a majority vote, with Trustee Faraji abstaining.
- m. Medication Policy: Trustee Zurkan made a motion to approve the Medication Policy. Trustee Welch seconded the motion, which passed with a unanimous vote.
- n. Parental Rights to Academic Accommodations: An addition was made to clarify the section regarding state mandated testing. Trustee Faraji made a motion to approve the Parental Rights to Academic Accommodations. Trustee Zurkan seconded the motion, which passed with a unanimous vote.
- o. Procurement Policy: Trustee Hastings made a motion to approve the Procurement Policy. Trustee Cannella seconded the motion, which passed with a unanimous vote.
- p. Discrimination Policy: Discussion of this policy was tabled for the time being.
- q. School Fees Policy: Trustee Hastings made a motion to approve the School Fees Policy. Trustee Cannella seconded the motion, which passed with a unanimous vote.
- r. Substitute Teacher Policy: Trustee Cannella made a motion to approve the Substitute Teacher Policy. Trustee Haleck seconded the motion, which passed with a unanimous vote.

11. Committee reports:

- a. Fundraising and Development: Trustee Zurkan stated that the committee has been setting up accounts that will generate donations for the school, including Amazon Smile, General Mills Boxtops for Education. The committee is working on setting up fundraising programs with Smith's Rewards Points, Sprout Markets, and Whole Foods. When the programs are set up there will be directions about them on the website. Logo wear will also be linked on the website for purchase soon.
- b. Marketing: Trustee Cannella asked if the board wanted to schedule a day for a May Fair. 21 May 2016 was selected as the date for the May Fair. It was decided that the May board meeting

will be held the same day, at 11:00am. It is assumed that the board meeting will be at the construction site in the construction trailer, and the May Fair will be at Creekside Park starting at 3:00pm.

12. Book discussion:

Trustee Welch discussed the chapter about the Waldorf parent.

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 9 April 2016 Board meeting:

Probable items on the agenda for the 9 April 2016 Board meeting:

- a. Book Discussion
- b. Executive Director's report
- c. Business Manager's report
- d. Facility update
- e. Policies and Procedures update

16. Adjournment:

President Thunberg shared a closing verse. Trustee Zurkan moved to adjourn the 12 March 2016 Board meeting, which was seconded by Trustee Welch. The meeting adjourned at 4:26 pm.