



Minutes of the  
Wasatch Charter School  
11 June 2016  
Board Meeting

**1. Roll call:**

Presiding: Emily Thunberg, President 2016

Time: 10:41 am

Place: Holladay City Library  
2150 E. Murray Holladay Road, Salt Lake City, UT 84117

Trustees present: Emily Thunberg, President  
Kim Haleck, Vice President (joined at 10:50 am)  
Ary Faraji, Secretary  
Joe Welch, Treasurer  
Lauren Shurman  
Megan Zurkan  
Kevin Emerson (joined at 11:35 am)

Trustees excused: Charlie Hastings  
Lisa Cannella

Others present: Emily Merchant, Executive Director  
Kara Salisbury, Administrative Assistant  
Matt Lovell (Red Apple business management)

No conflicts of interest were reported.

President Thunberg confirmed that the voice recorder was turned on.

**2. Approval of the 21 May 2016 minutes of the Wasatch Charter School Board Meeting:**

There were no changes suggested to the 21 May 2016 pending Board Meeting minutes. Trustee Shurman made a motion to accept the pending minutes of the 21 May

2016 Board Meeting. Trustee Welch seconded the motion, which passed with a unanimous vote.

**3. Singing:**

President Thunberg led the members in singing.

**4. Discussion of GBOT and UCAP access:**

Executive Director Merchant went through the process to give GBOT system access to the trustees present. Board members were advised to go through the GBOT training individually if they have the time.

**5. Approval of Final FY 2016 Budget and FY 2017 Budget:**

Red Apple representative Matt Lovell distributed the final budget for FY 2016 and the initial budget for FY 2017. Executive Director Merchant pointed out that the remaining money from the 2016 budget is not shown as part of the available budget on the 2017 budget. Mr. Lovell stated that he noticed the same thing, and that he will talk to Business Manager Jeff Biesinger to make sure the funds are shown as available on the 2017 budget. The group then reviewed the 2016 budget by category, first looking at revenues then at expenses. Mr. Lovell then moved on to the initial FY 2017 budget, reviewing it by category, first looking at revenues then at expenses. President Thunberg asked when she will need to contact the audit company, likely Squire; Mr. Lovell said that he will have Jeff Biesinger make the contact and acquire bids.

President Thunberg asked if there was a motion to approve the FY 2016 budget as presented with changes as made in the meeting. Trustee Shurman made a motion, Trustee Emerson seconded the motion, which passed with a unanimous vote.

President Thunberg asked if there was a motion to approve the FY 2017 budget as presented with changes as made in the meeting. Trustee Zurkan made a motion, Trustee Emerson seconded the motion, which passed with a unanimous vote.

**6. Discussion and Approval of Policies:**

- a. Procurement Policy: Trustee Shurman made a motion to adopt this policy with changes made during the meeting. Trustee Faraji seconded the motion. A vote was taken and was unanimous in the affirmative. The policy was adopted as edited.
- b. Charter Land Trust Policy: Trustee Emerson made a motion to adopt this policy with changes made during the meeting. Trustee Welch seconded the motion. A vote was taken and was unanimous in the affirmative. The policy was adopted as edited.

- c. Student Clubs Policy: Trustee Emerson made a motion to adopt this policy with changes made during the meeting. Trustee Faraji seconded the motion. A vote was taken and was unanimous in the affirmative. The policy was adopted as edited.

## **7. Exhibit A Follow-Up and Approval:**

Executive Director Merchant stated that the meeting with Marlies Burns went well. She sent the revised document to board members for their review, and said that any changes to the bylaws would need to be submitted to Marlies by Monday, June 13. Members discussed Board term limits as written in the bylaws and changes were made. Trustee Haleck made a motion to approve the bylaws as amended. Trustee Emerson seconded the motion, which passed with a unanimous vote.

Scheduling for Board meetings after school has begun in August was also discussed. It was agreed that a weekday during school will work best for most members. Executive Director Merchant said that she will look at the comprehensive school schedule and report back at the July Board meeting with options of days and times that will work with the school schedule.

## **8. Executive Director Report:**

Executive Director Merchant handed out her written report and reviewed the information contained therein. She mentioned that 560 packets have been received from accepted students and that the waiting list is currently at 475 students. She also has only two positions to fill for a Spanish teacher and a Custodian. Executive Director Merchant also informed the Board about orders of supplies, contract updates, employee and parent/student handbooks, committees, school schedule, and an update on hiring and nepotism policies.

## **9. Committee Reports**

Trustee Zurkan provided an update regarding fund raising goals.

## **10. Public comments:**

No comments from the public.

## **11. Closed meeting, option for a closed session:**

No closed session was needed.

**12. Probable agenda items for 9 July 2016 Board meeting:**

Probable items on the agenda for the 9 July 2016 Board meeting include: policies and procedures update (Hiring of Licensed Staff Policy, Hiring of Non-Licensed Staff Policy, and Discipline Policy); ongoing Board Meeting schedule; Strategic Plan for the 2016-2017 school year; the Executive Director's report; book discussion; and committee reports. The 9 July 2016 Board Meeting will be held at 10:30 am at Cannella's Restaurant.

**13. Adjournment:**

Trustee Haleck shared a closing verse and Trustee Welch moved to adjourn the meeting. The meeting adjourned at 2:17 pm.