



Wasatch Charter School
25 September 2017
Governing Board Meeting
6:00 PM - 8:00 PM
1458 East Murray-Holladay Road, Holladay, UT 84117

Presiding: Charlie Hastings, Vice President

1. Present: Charlie Hastings, Vice President
Kevin Emerson, Secretary
Megan Zurkan, Board Member
Lauren Shurman, Board Member
Andy Rohrwasser, Board Member
Mary Echlin, Board Member
Emily Merchant, Executive Director
Kara Salisbury, Administrative Director
Tyler Jensen, Business Manager
Jeff Biesinger, Business Manager Representative
Meg Golden, Faculty Member
Gwen Walquist, Faculty Member
Isabella Tcaciuc, Parent

Via Phone: Sherry Jones, Treasurer
Heather Campbell, Faculty Member

Excused: Joe Welch, President

2. Confirm recorder is on: Confirmed.
3. Potential conflicts of interest: No conflicts of interest were reported.
4. Public Comment: Public comment period was offered, no comments were made.
5. Approval of August 28 board meeting minutes: Trustee Zurkan made a motion to approve the minutes; Trustee Emerson seconded the motion, which carried unanimously.
6. Update from Communications Taskforce: Ms. Tcaciuc reviewed the school's communications process as developed by the taskforce to provide guidance about

communicating and expressing concerns regarding school issues. It was discussed that there may be a couple of minor ways in which the process does not exactly mirror what is in the school's corresponding policy, so the Board will review the policy to make sure that it corresponds with the process as written.

7. Executive Director Report, Emily Merchant

- a. Enrollment: Ms. Merchant stated that the school currently has 552 students enrolled, with the cap of 557. The enrollment increase recently approved by the state for next school year was discussed.
- b. Finance: Ms. Merchant stated that we recently received the first water bill in the 12 months that we have been in the school, so the bill for \$6,000 was a surprise and will show as going over the utility budget on the financial report.
- c. School supply fees: Ms. Merchant stated that we have received about \$15,000 less this year, so far, on supply fees compared to last year, so we need to continue with messaging to encourage parents to participate in this.
- d. Assessment: The results of last year's SAGE tests were discussed. Ms. Merchant stated that Assessment Director Heather McEntire has nearly completed the beginning of year benchmark assessments in language arts and math, in grades 1 through 8; the intention is that this data will show growth from beginning of year to end of year, to mitigate the impact of the Sage scores at the end of the year.

8. Business Manager Report, Tyler Jensen

- a. Mr. Jensen reviewed the financial report which was distributed previously to Board members, explaining larger expenses that occur at the beginning of the school year as well as larger income that occurs in July when Federal funding comes to the school.
- b. Trustee Shurman made a motion to enter a closed session to discuss the options for purchasing the school building from the original developer; Trustee Rohrwasser seconded the motion, which carried unanimously and the meeting went into closed session.

9. Committee Reports

- a. Finance Committee update on school purchase options: Discussion was completed in closed session due to sensitive nature of information related to bonding for the school purchase..
- b. Fundraising Committee update on remaining open board seat: Trustee Zurkan stated that, based upon the needs of the Fundraising Committee, the recommendation is for Lissa Lander to be elected. It was discussed that former teacher Heidrun Kubiessa was another of the candidates, and that the committee members agreed that she would be a strong addition to the board, but that she does not appear to have the community connections for fundraising that were the main goal for the vacancy. Ms. Merchant suggested that the Board reach out to the two candidates not being selected, to let them know that we appreciate their willingness to serve and that the board will keep them in mind for future vacancies.

- c. Trustee Shurman made a motion to elect Lissa Lander to the Board; Trustee Emerson seconded the motion, which passed unanimously. Trustee Hastings stated that he will reach out to Lissa to let her know that she has been elected.
- d. Policy Committee amendment to Family and Student Privacy Policy: Trustee Shurman reviewed the legally required changes for this policy. Trustee Emerson made a motion to approve the amended policy; Trustee Zurkan seconded the motion, which carried unanimously.

10. Board Discussion and Votes

- a. SPED handbook policies and procedures: Heather Campbell, Director of Student Support Services, joined the meeting by phone. She gave an overview of this policy, saying that Utah as a state follows Federal law for Special Education for the most part, so there is little deviation from Federal law within this policy. Trustee Shurman made a motion to approve the SpEd Policy; Trustee Zurkan seconded the motion, which carried unanimously.
- b. Foundation Agreement: Ms. Merchant referenced the Service Agreement with the Wasatch Family Foundation, which was distributed to Board members prior to the meeting. She stated that the agreement also needs to be signed off by the Foundation Board, which meets next week. It was agreed that there are some alterations needed, and that the agreement will be discussed again at the next Board meeting.
- c. Data Governance Plan: Ms. Merchant stated that she and Ms. Golden tailored the template required by law to our school. Trustee Zurkan made a motion to approve the Data Governance Plan; Trustee Emerson seconded the motion, which carried unanimously.
- d. IT Systems Security Plan: Ms. Merchant outlined the legal requirements for an IT security plan, and stated again the the state-required template has been tailored to our school. Trustee Shurman made a motion to approve the IT Systems Security Plan; Trustee Emerson seconded the motion, which carried unanimously.

11. Option for Closed Session: Closed session was exercised earlier in the meeting.

12. Adjournment: Trustee Shurman made a motion to adjourn the meeting; Trustee Zurkan seconded the motion, and the meeting was adjourned.