

2017 Governing Board Retreat  
Friday May 19, 2017  
1:00 PM - 9:00 PM  
Location: Conference Room

Attending: Joe Welch, Board President  
Kim Haleck, Board Vice President  
Ary Faraji, Board Secretary  
Lauren Shurman, Board Member  
Kevin Emerson, Board Member  
Sherry Jones, Board Member  
Megan Zurkan, Board Member  
Andy Rohrwasser, Board Member  
Charlie Hastings, Board Member  
Emily Merchant, Executive Director  
Kara Salisbury, Administrative Director  
Heather Campbell, Student Support Services Director  
Debbie Llewellyn, Utah Association of Public Charter Schools  
Jennifer Moulder, Utah Association of Public Charter Schools  
Mary Echelin, Mentor

1. Training by UAPCS (Governance vs. Management, Director Evaluation, HR)
  - a. Debbie and Jennifer presented training regarding the differences between Governance and Management, Best Practices for Board Meetings, and Director Evaluation

Audio recorder is turned on.

2. Training by Mary Echelin
  - a. Mary shared thoughts and insight as a long-time Waldorf educator, administrator, and board member.
3. Update on Finances (Tyler Jensen)
  - a. Tyler shared an overview of the financial health of the school, and reminded the board that they need to vote on the annual budget by June 30, either at the June Board meeting or in an electronic meeting closer to the end of the month.
4. Update on Concerns Taskforce (Emily Merchant)
  - a. Emily provided an outline of the process that is going to be taken up by a Concerns Taskforce that she has appointed. The taskforce includes Sherry Jones, Isabella Bosteels, Gwen Wahlquist, Liz Macdonald, Owen Carlson, and Emily Merchant.

5. Review of Board Agreements and Board Elections
  - a. Emily distributed printed copies of the Board Agreements for all members to review. The members agreed to review the document between now and the June Board meeting, and the agreements will be signed at that time.
  - b. The discussion about Board elections was tabled in favor of discussing roles and responsibilities before elections are discussed.
6. Review of Roles and Responsibilities: (For committee membership, see table below)
  - a. Meeting agenda, taking minutes, posting minutes, providing public notice: Emily stated that this is an area of concern for her as it has not been clear whose responsibilities these are.
    - i. It was determined that the Board Secretary will send an email roughly 1 week before the meeting, asking for agenda items. The Secretary will then compile the items. The Board President will approve the agenda, including reviewing the time allotted for each item. The Secretary will post the finalized agenda on the Public Notice website.
    - ii. The Administrative Director will continue to take the minutes in the Board meetings. The President will remind members via email that the minutes are available in Drive for review after the meeting. The Administrative Director will post the audio recording on the Public Notice website. When the minutes are approved in the following Board meeting, the Secretary will save the minutes as a PDF and post them on the Public Notice website. The Secretary will then email the link to the minutes, to the Administrative Director, who will post the link on the school's website.
  - b. Policies: Emily asked a similar question about the creation and modification of policies, regarding who is responsible and the rhythm for the process.
    - i. It was determined that the policy committee will now be Lauren Shurman as committee chair, Emily Merchant, and Charlie Hastings. Emily proposed that the policy committee create a calendar of policy review for the year, whereby every policy will be reviewed every year. The policy committee will meet monthly, with the meeting time set by Lauren.
  - c. Hiring and employee evaluation: It was agreed that these items are Emily's responsibility.
  - d. Fundraising, grant writing, and resource development: Emily asked the Board what role they would like to play in this process, noting that this is often something that boards are involved in. It was agreed that Megan Zurkan and Emily Merchant will continue to head this committee, and proposed that Kevin Emerson join the committee based on his experience with writing grants. There are also two parents currently on the committee who will continue. Lisa Cannella agreed to work with the committee as well.
  - e. Committee leadership: Emily asked the question, what committees do we see having Board leadership? She stated that in her school governance chart, she has designated the following committees as having Board leadership: Joint

Committee, Fundraising and Development, Audit, Policies, School Trust Lands, Finance, and Strategic Planning.

- i. It was determined that the Joint Committee membership is the Executive Director, the Pedagogical Director, the Board President, the Foundation Director, and the Family Council Chairperson.
  - ii. The School Land Trust committee is chaired by Lauren, and the full Board participates as the rest of the committee.
  - iii. A Board Development and Governance committee is proposed and agreed upon. Members will be Lauren, Sherry Jones, and the Board Vice President. It is expected that the committee will meet quarterly.
  - iv. The Audit Committee will be chaired by Sherry Jones, with Joe Welch as a committee member.
  - v. The Finance Committee will include the Board President, Board Treasurer, Emily Merchant, and Tyler Jensen.
  - vi. The Strategic Planning Committee will include Emily Merchant, Prairie Adams, Heather Campbell, Ary Faraji, and Andy Rohrwasser.
  - vii. Megan Zurkan will be the Board representative to the Wasatch Family Foundation Board.
- f. Board Leadership: It was agreed that these positions will be voted on in the June Board meeting.
- i. It is proposed that Kevin Emerson be the Board Secretary for the coming year.
  - ii. It is proposed that Sherry Jones be the Board Treasurer for the coming year.
  - iii. It is proposed that Charlie Hastings be the Board Vice President for the coming year.
- g. Open Board Position: there was discussion about the skills and abilities in a new Board candidate that would be beneficial to the Board and the school.
7. Review of Staff Survey Results: The Staff Survey results were discussed.
  8. Short Term and Long Term Goals: With the time for the meeting expired, it was decided that the discussion of goals would be taken up by the Strategic Planning Committee and then brought to the Board at another Board meeting.
  9. Upcoming Meetings: The next Board meeting will be on Tuesday June 6 at 11:00 am. The ongoing Board meeting schedule will be discussed at the June meeting.
  10. Meeting adjourned at 8:10pm.

<b>Committee</b>	<b>Meeting Frequency</b>	<b>Chair</b>	<b>Members</b>
Policy Committee	Monthly	Lauren Shurman	Charlie Hastings Emily Merchant
Fundraising Committee	Monthly	Megan Zurkan	Emily Merchant Kevin Emerson

			Lisa Cannella
Development and Governance	Quarterly	Charlie Hastings	Lauren Shurman Sherry Jones
Audit Committee	Annually	Sherry Jones	Joe Welch
School Land Trust	Biannually	Lauren Shurman	All Board members
Finance Committee	Monthly	Sherry Jones	Joe Welch
Strategic Planning Committee	Quarterly	Andy Rohrwasser, Joe Welch	Ary Faraji Joe Welch Emily Merchant Prairie Adams Heather Campbell
Joint Committee	Monthly		Emily Merchant (Executive Director) Prairie Adams (Pedagogical Director) Joe Welch (Board President) Jennifer Fedewa (Wasatch Family Foundation Director) Family Council Chairperson