



Wasatch Charter School
12 June 2017
Governing Board Meeting
7:00 PM - 9:00 PM
1458 East Murray-Holladay Road, Holladay, UT 84117

Presiding: Joe Welch, President

Time: 7:01 PM

Roll call:

Trustees present: Joe Welch, President
Charlie Hastings, Vice President
Kevin Emerson, Secretary
Sherry Jones, Treasurer
Megan Zurkan
Andy Rohrwasser
Lauren Shurman (via phone)

Trustees excused: Ary Faraji

Others present: Emily Merchant, Executive Director
Kara Salisbury, Administrative Director
Tyler Jensen, Business Manager (Red Apple Financial)
Kelly Corson, Teacher
Lisa McBride, Public

Kara Salisbury confirmed that the voice recorder was turned on.

No conflicts of interest were reported.

1. Approval of May Board Retreat Minutes: Trustee Hastings made a motion to accept the pending minutes of the May Board Retreat. Trustee Zurkan seconded the motion, which

passed with a unanimous vote, with Trustee Emerson abstaining due to partial attendance at the Board Retreat.

2. Board Organization

- a. Vote on Board Officers: A vote was taken and was unanimous in the affirmative, instating the following as Board officers: Joe Welch as President, Charlie Hastings as Vice President, Kevin Emerson as Secretary, and Sherry Jones as Treasurer.
- b. Background checks and UCAP updates for Board members: The need for all new board members to pass a background check and log in to the Utah Charter Access Point was discussed.
- c. Signing of Board Agreements: All members present signed the Board Agreements; Trustee Shurman will open the Agreements on the Board folder in Drive to print, sign, and return to Emily Merchant.

3. Executive Director Report (Emily Merchant)

- a. Date for August Board Meeting: Jeff Biesinger and David Robertson were not able to attend this meeting, so they will need to come to present at either the August or September meeting to make their presentation on bonding/refinancing the building. It was decided that the August meeting will be on August 28 at 6:00 PM.
- b. Ongoing Board Meeting Schedule: It was decided that meetings for the coming school year will be on the fourth Monday of each month at 6:00 PM.
- c. Ms. Merchant discussed the financial need to eliminate one of the two scheduled visits by Kim John Payne in the coming school year, and shared that there are a couple of local businesses that have pledged \$10,000 toward that cost if the Board is able to raise the additional \$5,000 that the visit would cost. She stated that the money would need to be raised by the end of August in order to schedule this visit with Mr. Payne.
- d. Current Activities:
 - i. Water Situation: Ms. Merchant updated the members regarding the broken water main and sewer system.
 - ii. Updated Contracts: Ms. Merchant reviewed contracts that need to be renewed for the coming school year, including the IT contract with H-Wire, the maintenance contract with ABC Cleaning, and the lease agreement with the Wasatch Family Foundation.

- e. Staffing Update: Ms. Merchant distributed a document showing the staffing for next year, including the few vacancies she is still looking to fill and information about licensure status for each of the teachers.
 - f. Supplies, Furnishings, and Improvements: Ms. Merchant stated that the large supply order through Mercurius is over \$5,000 and so needs Board approval. She stated that she is working with Stout Construction to look at some improvements that need to be made to the building over the summer; if the work totals more than \$5,000 she will need to get additional bids and bring it to the Board for approval.
 - g. Amendment Request: Ms. Merchant briefly reviewed the ongoing enrollment issues for the school; a thorough Power Point presentation was previously shared with the members. She stated that because of some changes in the State School Board, members of the SCSB have said that they think an amendment request may be granted this year, to allow our school to take more students. Ms. Merchant stated that she will go forward with the amendment request if there are no concerns on the part of the Board; there were no concerns expressed.
 - h. Closed Session Update: Ms. Merchant stated that she can give an update on items from the closed session from a previous meeting if the members are interested. It was determined that a closed session will be held at the end of the meeting.
4. Business Manager Report (Tyler Jensen): Mr. Jensen reviewed the financial report and the FY18 budget, which were distributed to the members. Trustee Zurkan made a motion to approve the FY17 and FY18 budgets. Trustee Welch seconded the motion, which carried with a unanimous vote in the affirmative.
5. Presentation on Bonding/Refinancing the Building (Jeff Biesinger, David Robertson): This item will be postponed to either the August or September Board meeting.
6. Committee Reports
- a. Trustee Zurkan distributed a written report from the Fundraising Committee, and encouraged members to look at the list of grant funding organizations in Utah, which she will distribute via email, asking members to see if they have any personal connections to any organization on that list.

7. Board Discussion and Votes

- a. Review and Approval of FY2017 and FY2018 Budgets: completed during the Financial Report section.
- b. Review and Approval of Supply Order: members expressed no concerns with the order as presented by Ms. Merchant. Trustee Emerson made a motion to approve the Mercurius supply order for roughly \$38,000. Trustee Hastings seconded the motion, which carried with a unanimous vote in the affirmative.
- c. Review and Approval of Policies:
 - i. 401K Policy: Mr. Jensen stated that the auditors noted that the school did not have a policy on whether the matching percentage paid by the school into staff members' 401K funds would be based on the staff member's base salary, or salary plus bonus pay such as stipends or other extra pay. It was agreed by members that the school would not base profit sharing on bonus type payments. Trustee Jones made a motion to adopt a policy to this effect. Trustee Rohrwasser seconded the motion, which carried with a unanimous vote in the affirmative.
 - ii. Volunteer and Parent Involvement Guidelines: Ms. Merchant explained that this is a document that administration feels needs to be signed by all parent volunteers, beginning in the coming school year. Trustee Shurman asked if these guidelines should be a form within the Parent Involvement Policy. It was agreed that this is a good idea, and it was determined that Trustee Welch, Trustee Shurman, and Ms. Merchant will work on incorporating the guidelines into the Parent Involvement Policy and bring it to the next Board Meeting in August.
 - iii. Wellness Policy: It was discussed that this policy was altered to meet new legal requirements within the Federal School Lunch program. Trustee Hastings made a motion to approve the Wellness Policy. Trustee Emerson seconded the motion, which carried with a unanimous vote in the affirmative.
 - iv. Unpaid Meal Charge Policy: Trustee Shurman stated that this is another policy that is required by the Federal School Lunch program, to address what the school does if a student requests a school lunch but has no money in their lunch account. Contents of the policy were reviewed. Trustee Emerson made a motion to approve the Unpaid Meal Charge Policy. Trustee Hastings seconded the motion, which carried with a unanimous vote in the affirmative.

- v. Restraint Policy (included as an amendment to the Safe Schools Policy): Members reviewed the changes to the policy, which were made in response to a statutory change. Trustee Emerson made a motion to approve the changes to the Restraint Policy. Trustee Hastings seconded the motion, which carried with a unanimous vote in the affirmative.

8. Public Comment

- a. Kelly Corson, classroom teacher, suggested that the Board be more proactive in ensuring that two teacher representatives to the Board can be present at the Board meetings; she thanked the members for making the decision to hold meetings in the evening beginning in August so that teachers will be able to be present if they would like to be. She suggested having the positions of the teacher representatives change on a rotating basis. Ms. Corson also expressed concern about the staffing transition that is likely to happen in the 7th grade class in the coming year.
- b. Lisa McBride, parent, expressed frustration that Jo Greer, one of the kindergarten teachers, will not be moving with her kindergarten class to 1st grade, like Gwen Wahlquist will be.

9. Adjourned at 9:30

10. Option for Closed Session: Trustee Welch made a motion to move into closed session. Trustee Hastings seconded the motion, and the meeting moved into closed session.