



Wasatch Charter School  
23 April 2018  
Governing Board Meeting  
6:00 PM - 8:00 PM  
1458 East Murray-Holladay Road, Holladay, UT 84117

1. Started meeting at 6:10 PM
2. Confirm recorder is on: Confirmed.
3. Roll call

Lauren Shurman, Board Co-Chair  
Sherry Jones, Board Co-Chair (by phone)  
Kevin Emerson, Board Secretary  
Charlie Hastings, Board Vice President  
Mary Echlin, Board Member  
Meg Golden, Compliance Coordinator  
Megan Zurkan, Board Member  
Andy Rohrwasser, Board Member  
Crystal Bowen, Emergency Preparedness Committee  
Lissa Lander, Board Member  
Emily Merchant, Executive Director  
Prairie Adams, Pedagogical Director  
Kara Salisbury, Administrative Director  
Crystal Bowen, Emergency Preparedness Committee  
Monty Hardy, Red Apple Finance  
Tyler Jensen, Red Apple Finance  
Clint Biesinger, Verapath Global

4. Potential conflicts of interest: None reported.
5. Approve minutes from March 26, 2018 and April 16 governing board meetings
  - a. March 26 - Mary E motion to approve, Megan seconded, approved unanimously
  - b. April 16 - Kevin E motion to approve, MEghan seconded, approved (Andy, Charlie, Lissa abstaining)

6. Waldorf study
  - a. Mary Echlin led a discussion in Waldorf curriculum.
7. Public Comment: None offered.
8. Business Manager Report
  - a. Finance Committee meeting was held prior to the Board meeting. Still tracking budget for this school year. Finance Committee is actively working to prepare next year's budget.
  - b. The increase in health insurance costs for next school year are looking more modest. Executive Director Merchant suggests that the school retain current health insurance plan to minimize disruption to staff given that insurance increases are modest.
  - c. At June meeting, the Board will vote on close out of this year's budget and vote on next year's budget.
9. Committee Reports
  - a. Emergency Planning Committee report: Crystal Bowen provided an update on the school's emergency plans to the Board. Emergency drills have been ongoing this year and going well. The focus for next year will be refining the Emergency Plan and drills for differing situations. The school has been practicing drills that will help teachers and students remain safe in a variety of situations.
10. Executive Director Report
  - a. Trustee Jones asked for an update about faculty retention. Executive Director Merchant provided a brief update about faculty/staff retention. Looking toward the transition from this school year to the 2018-19 school year, as of now full time faculty/staff retention rate will be 95% and part time staff retention is on track to be close to 90%.
  - b. Update on bonding and building purchase: Clint Biesinger stated that the school has been approved by the Charter School Finance Authority Board to issue the bond, which allows the school to move forward in the process. He stated that there was an error in the public notification of the CSFA Board meeting, which meant that they were unable to take action during that meeting, and the approval for our school was delayed by several days. This has moved dates for closure back, but not enough to endanger the process, which continues to move forward with a planned May 16 close date. An electronic Board meeting is needed to finalize the Bond Resolution; this is scheduled for May 1 at 8:30am.
  - c. Monty Hardy, with Red Apple Finance, gave an update on progress with the design and remodel of the new building. Executive Director Merchant stated that notice has been given to the building's current tenants, so it should be vacant by the end of the month. Sherry Jones asked about the parking situation for the new building; Executive Director Merchant stated that there will be signs on all parking stalls that are not for the use of the school (for the use of the other office building in the lot), so it will be very clear which spots are available for parents and staff.

- d. Overview of "curriculum framework" and how the administration is working to build teaching capacity among faculty: Prairie Adams described the background for the curriculum frameworks that are being implemented in each grade in the school (a sample framework was made available for Board members to view in the Board packet). She explained the correlation of the Waldorf framework and the Common Core, stating that the Waldorf framework is largely ahead of the Common Core through the grades.
- e. Executive Director Merchant stated that she was notified as part of the Title I audit in progress that an additional change will need to be made to the Financial Policy, stating specifically "all incoming payments to the school must be made payable to the school." This will be voted on in the electronic Board meeting that is scheduled for May 1.

#### 11. Board Discussion and Votes

- a. Review supply purchase and approval: Executive Director Merchant stated that she will need to have Board approval for expenditures for the supply purchase for next school year, and this will need to be completed before the end of May. It was determined that the first half hour of the Board Retreat (2:00pm on May 18) will be shifted to a publicly noticed electronic Board Meeting for the purpose of this vote. The school will be the physical location for the public for this meeting, and a call-in number will be provided for any members of the public who attend at the school.
- b. Review updated Bond Resolution and approval: Moved to May 1 (8:30am) electronic Board meeting.
- c. Review updated Continuing Disclosure Agreement and approval: Moved to May 1 (8:30am) electronic Board meeting.
- d. Policies for review and approval:
  - i. A-17 Other Food Sales and Vending Machines on Campus
  - ii. A-21 Educational Service Outside of Regular Employment
  - iii. A-13 School Fees Policy
  - iv. A-29 Persistently Dangerous School Choice Transfer Policy: it was determined that this policy can be archived as the law it was pursuant to was repealed in 2017.
  - v. A-28 Assessment of Student Achievement: it was discussed that there have been changes in the code this policy is pursuant to, requiring further research. Tabled until a future meeting.
  - vi. A-15 Parental Rights to Academic Accommodations
  - vii. Anti-Discrimination and Harassment Policy
  - viii. Conflict of Interest Policy
    - 1. Trustee Emerson made a motion to adopt the changes to the following policies: Other Food Sales and Vending Machines on Campus, Educational Service Outside of Regular Employment, School Fees Policy, Anti-Discrimination and Harassment Policy; Trustee Echlin seconded the motion, which passed unanimously.
- e. Discussion on Continuing Disclosure policy and procedures: Tabled until the accurate Bond Resolution is passed.

- f. Discussion of board vacancy: Trustee Shurman noted that Trustee Emerson's term is coming up in June, and raised the question of recruiting a new member if he is not going to elect to serve a second term. Trustee Emerson stated that he is considering stepping away from the Board, so he would appreciate some recruitment efforts, with the caveat that he might consider continuing if a good candidate is not found. Executive Director Merchant suggested that Trustee Emerson could elect to commit to a one-year term if a candidate is not found, with the understanding that recruitment efforts will be taking place during that time. Trustee Echlin stated that she will write a job description for Board members, to be given to candidates.
- g. Discussion and planning for board retreat: It was discussed that Board training and onboarding materials will be reviewed during the retreat. Executive Director Merchant stated that Joylin Lincoln from the Utah Association of Public Charter Schools has confirmed that she can come to the retreat to provide some Board training; Ms. Merchant will request that she come from 4pm to 6pm. Other items for the retreat agenda were discussed: strategic plan, reestablishment of committees per Board bylaws, formal review of financial metrics that the Board is responsible for (it was discussed that this will instead be on the agenda for the June Board meeting when the budgets are being voted on).
- h. Update on solar PPA for school: Trustee Emerson stated that an informal invitation for proposals was sent out (the level of spending does not require an official RFP). Trustee Shurman stated that she will ask attorneys with experience with PPA's in her firm if they would be willing to lend help with the process.
- i. Discussion of a board update in next school newsletter: Trustee Lander volunteered to write a small item for the next newsletter
- j. Budget for end-of-year school survey: Trustee Emerson stated that he received information from UAPCS about a couple of companies that can build robust surveys for schools, and recommended earmarking money for this process. Executive Director Merchant noted that it is likely too late to accomplish this year, because of limitations in both time and budget, but that it would be a good thing to look at putting into the budget for next school year. Trustee Shurman suggested that a more simple survey could be put together for this year if there is motivation to do so. Executive Director Merchant noted that she has received input from USBE that survey data is seen as irrelevant at a state level; for what it is worth in considering what could be a large expenditure of money.

12. Option for Closed Session: Not exercised.

13. Trustee Emerson made a motion to adjourn; Trustee Hastings seconded the motion, which passed unanimously and the meeting was adjourned at 8:40pm.