



Wasatch Charter School  
27 August 2018  
Governing Board Meeting  
6:00 PM - 8:00 PM  
1366 East Murray-Holladay Road, Holladay, UT 84117

1. Roll call

Lauren Shurman, Board President  
Mary Echlin, Board Vice President  
Kevin Emerson, Board Secretary  
Andy Rohrwasser, Board Member  
Charlie Hastings, Board member  
Emily Merchant, Executive Director  
Kara Salisbury, Administrative Director  
Brian Cates, Business Manager (Red Apple Finance)  
Jeff Biesinger, Business Manager (Red Apple Finance)  
Megan Zurkan, Board Member (joined meeting at 7:15pm)

Trustees Excused:

Sherry Jones, Board Treasurer

2. Confirm recorder is on: Confirmed.
3. Potential conflicts of interest: None reported.
4. Public comments: No members of the public present. Trustee Shurman noted that there was a letter to the Board from a member of the public, which would be discussed in a closed session as it contains information about students and staff members.
5. Approval of meeting minutes from June 11, 2018: Trustee Hastings made a motion to approve the minutes, Trustee Echlin seconded the motion, which passed with one abstention by Trustee Emerson as he was absent from the June meeting.
6. Brief study/discussion of Waldorf education philosophy: Trustee Echlin facilitated a discussion about the four temperaments of children.
7. Business Manager Report: Trustee Shurman noted that the discussion by the Business Managers would need to be partially in closed session, as the discussion would relate to the professional competency of an individual. Trustee Emerson made a motion to enter a closed session to discuss the professional competency of an individual; Trustee Hastings seconded the motion, which carried unanimously.

Closed session was ended and open meeting resumed at 7:06pm. Mr. Biesinger stated that Brian Cates will be the new Business Manager for the school going forward. He stated that there is no financial report to share at this time because of the change in Business Manager, so the next financial report will be at the September Board meeting.

8. Executive Director Report: Executive Director Merchant referenced the report that was distributed to the Board members prior to the meeting, noting that the major events of the past month were the beginning of the school year and the opening of the new early childhood building (the KinderHouse).
  - a. Trustee Emerson asked for details about the roles of the school's Literacy Specialist and Math Specialist. Executive Director Merchant described the ways that these two staff members work with students depending on the grade. The Literacy Specialist pulls out smaller groups of students in second grade to support literacy progress; she is providing supplemental materials for teachers in grades one through three for more overall support; and she is working with all teachers to support in their use of the Lexia reading program. The Math Specialist works with students in grades six through eight, and the way she works with them depends on the ways that the teachers request support from her (i.e. some teachers ask her to pull out a group of their lowest math students, other teachers ask her to help supplement the program for their more advanced math students).
  - b. Teacher Exchanges with Waldorf teachers in Amsterdam were discussed. Executive Director Merchant stated that the hope is that this relationship will be beneficial to the school in the future; she is attending the first trip to evaluate the efficacy of the program going forward.
  - c. Trustee Hastings asked Executive Director Merchant to comment on the teacher who had been slated to teach one of the second grade classes, who backed out of the role just before school started. Executive Director Merchant described the situation, noting that she simply did not feel ready to be a lead teacher, and a mutual decision was made for this person to fill a classroom assistant role. Prairie Adams has stepped in to be the lead teacher for that class until a suitable replacement is found.
  - d. Trustee Rohrwasser asked about the enrollment numbers; Executive Director Merchant noted that the school was at full enrollment in the first week of August, but with the typical attrition that occurs in most charter schools at the beginning of the school year, the school currently has about 20 seats to fill.
  - e. Executive Director Merchant discussed the Middle School Sports program that has kicked off with the beginning of the school year.
  
9. Committee reports
  - a. Trustee Zurkan gave an update on the activities of the Fundraising Committee, noting two new members of the committee who have been brought on to fill key roles. She described the progress that has been made in planning for the Harvest Festival and the Spring Gala.
  - b. Trustee Echlin asked about membership on the Board Governing Committee (Mary Echlin, Charlie Hastings, Lauren Shurman), the Strategic Plan Committee (Andy Rohrwasser and Emily Merchant), and the LAND Trust Committee (Charlie

Hastings with Andy Rohrwasser as backup). It was noted that Lauren Shurman is currently the only member of the Policy Committee. Trustee Emerson offered to join the Policy Committee.

#### 10. Board discussion and votes

- a. Board nominating documents: Trustee Echlin reviewed the process that she has worked on for new Board members to be nominated, elected, and on-boarded. With a few minor edits, Trustee Hastings made a motion to formally adopt the Board nominating process; Trustee Emerson seconded the motion, which carried with one abstention by Trustee Echlin as the author of the documents.
- b. Discussion on draft of Board handbook: Tabled until the September Board meeting.
- c. Board vacancies: Executive Director Merchant made two suggestions of individuals to approach regarding interest in joining the Board; Trustee Echlin will contact the two individuals to initiate the process as outlined in the new Board Nominating documents.
- d. Executive Director evaluation system: Trustee Shurman stated that the state asks for the Board's assurances on several items, annually, and one of them is that the Board evaluates the Executive Director annually. As Trustee Shurman answered this question to the effect that the Board is working on this process, another email was received asking how that process is going. There was discussion on how to form a process. Trustee Emerson offered to join the Governance Committee to help with this process; the offer was welcomed. It was agreed that the Governance Committee will meet to work on the Executive Director Evaluation Process on September 5 at 6:00pm.
- e. Update on solar panels: Trustee Emerson stated that Rocky Mountain Power is changing their Blue Sky funding process; he stated that he will take care of the application for this program.
- f. Review and vote on special education consulting contract approval: Executive Director Merchant stated that for the past two years, the school has contracted with SpedCo for contract Special Education services. She stated that for the current school year, SpedCo's prices have increased, and she noted that it has become more difficult to reach consultants when needed. Executive Director Merchant has connected with Laura Sage, who provides the same type of service, but has a much smaller and more personalized operation than SpedCo. In addition to other benefits, Ms. Sage contracts with a psychologist who charges \$75 per hour for testing, compared to \$125 per hour charged by SpedCo for psychologist testing. The total contract for Laura Sage is \$20,000 for 11 months, which covers having her work with the school personally for 4 to 6 hours each week; the charges for the psychologist would be in addition to this amount, on an as-needed basis. Executive Director Merchant is seeking Board approval for the contract with Ms. Sage. Trustee Emerson made a motion to accept the proposal

for services as a special education consultant from Laura Sage for \$20,000, plus the cost for additional services at the rate proposed; Trustee Zurkan seconded the motion, which carried unanimously.

- g. Review and vote on of freight charges for school supplies: Executive Director Merchant stated that the Board previously approved an expenditure of up to \$49,999 for additional furniture for this school year from School Specialty. The total expense for furniture and freight charges came in under that amount (at \$48,646). However, the school also purchased supplies through School Specialty in addition to the furniture, and this expense made the total amount more than \$49,999; though these were on two separate invoices. She requested that the Board approve an additional \$7,500 expenditure to cover the freight charges. Trustee Emerson made a motion to approve the expenditure of \$7,500 for freight charges from School Specialty; Trustee Echlin seconded the motion, which carried unanimously.
- h. Review and vote on expanding insurance coverage for the new building: Executive Director Merchant and Mr. Biesinger gave an update on insurance coverage for the new building, stating that both buildings are insured, but that the amount for the premiums is not known yet. Executive Director Merchant stated that when she receives word on the amount for the premiums, she will let the Board members know.
- i. Policies:
  - i. A-33 Bullying and Harassment Policy: The state-mandated changes to the policy were discussed. Trustee Hastings made a motion to approve the amended policy; Trustee Emerson seconded the motion, which carried unanimously.
  - ii. A-35 Maturation Education Policy: Tabled until the September Board meeting.
  - iii. A-28 Assessment of Student Achievement: Trustee Hastings made a motion to approve the amended policy; Trustee Emerson seconded the motion, which carried unanimously.
  - iv. A-26 Reporting Arrest Policy: Tabled until the September Board meeting.
  - v. A-8 Child Abuse and Neglect Reporting Policy: Trustee Emerson made a motion to approve the amended policy; Trustee Hastings seconded the motion, which carried unanimously.
  - vi. A-18 Attendance Policy: Trustee Emerson made a motion to approve the amended policy; Trustee Hastings seconded the motion, which carried unanimously.

- vii. A-38 Student Clubs Policy: Trustee Emerson made a motion to approve the amended policy; Trustee Rohrwasser seconded the motion, which carried unanimously.
  - viii. A-30 Employment of Relatives Policy: Tabled until the September Board meeting.
  - ix. A-6 Breastfeeding Policy: Tabled until the September Board meeting.
  - x. A-24 Emergency Plan Policy: Trustee Emerson made a motion to approve the amended policy; Trustee Rohrwasser seconded the motion, which carried unanimously.
  - xi. A-39 Alternative Language Policy: Tabled until the September Board meeting.
  - xii. A-15 Parental Rights to Academic Accommodations: Tabled until the September Board meeting.
11. Closed session if needed: Trustee Zurkan made a motion to move into closed session to discuss the letter from a member of the public which discusses the character, professional competence, physical and/or mental health of an individual; Trustee Rohrwasser seconded the motion, which carried unanimously, and the meeting moved into closed session.
12. Closed session was ended and open meeting resumed at 9:52pm. Trustee Zurkan stated that the Board will write and send a letter to the parent who provided written comments to the Board.
13. Adjournment: Trustee Emerson made a motion to adjourn, and the meeting ended at 9:53pm.