



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

Agenda:

1. Roll call

Lauren Shurman, Board Co-President
Mary Echlin, Board Vice President
Megan Zurkan, Board Member
Charlie Hastings, Board Member
Andy Rohrwasser, Board Member
Emily Merchant, Executive Director
Kara Salisbury, Administrative Director
Meg Golden, Compliance Coordinator
David Keenan, Games Teacher
Steve Finley, Red Apple Finance

Excused:

Sherry Jones, Board Co-President
Kevin Emerson, Board Secretary
Lissa Lander, Board Member

2. Confirm recorder is on: Confirmed.
3. Potential conflicts of interest: Trustee Hastings stated that his company has submitted a bid for building some furniture for the school, so when it comes to that vote he will abstain.
4. Public comments: none offered.
5. Approval of meeting minutes from May 1, 2018 and May 18, 2018: Trustee Zurkan made a motion to approve the minutes for May 1 and May 18, 2018; Trustee Hastings seconded the motion, which passed unanimously.

6. Business Manager report: Mr. Finley outlined the financial report as available in the Board packet prior to the meeting, stating that the school has met its financial benchmarks through the school year.
7. Executive Director report: Executive Director Merchant discussed the report as provided in the Board packet prior to the meeting. She provided explanation of some of the testing data, reviewing basics of the way that data is presented.
 - a. Update on school refinance and expansion: Executive Director Merchant shared that the bond for the school and additional building closed, and construction has begun on the new building.
8. Committee reports: Trustee Zurkan provided an update on the Fundraising Committee, stating that she is currently working on getting the permits for next year's Spring Gala.
9. Board discussion and votes
 - a. Review and approval of 2017-2018 final budget; Review and approval of 2018-2019 preliminary budget: Mr. Finley reviewed the budget for the current fiscal year and outlined the preliminary budget for the coming school year. Trustee Hastings made a motion to approve the final budget for 2017-18 and the proposed budget for 2018-19; Trustee Echlin seconded the motion, which carried unanimously.
 - b. Sports program proposal: Mr. Keenan presented a proposal for our school to join a sports league for small school systems (charter schools, private schools, etc.) in Utah so that organized competitive athletics can be an option for the 6th, 7th, and 8th graders in our school. He stated that the cost to get the program going would be roughly \$13,000, which would cover joining the league, registration for the teams, uniforms, equipment, coach pay, facility rental (our gym poses a problem for spectators and housing another team), etc. Executive Director Merchant stated that the fee for the students would be \$145 per sport per season, per participant. Trustee Hastings made a motion to approve the middle school sports program; Trustee Rohrwasser seconded the motion, which carried unanimously.
 - c. Review and approval of fees for 2018-2019 school year: Executive Director Merchant reviewed the 2018-19 School Fees Draft document, providing rationale for the new fees being added for the new year. Trustee Echlin made a motion to approve the fee structure as proposed in the School Fees Draft; Trustee Rohrwasser seconded the motion, which carried unanimously.
 - d. Policy review and approval of policy revisions
 - i. F-1 Financial Policy: approved in May 18, 2018 meeting.
 - ii. A-35 Maturation Education Policy: tabled until August meeting
 - iii. A-28 Assessment of Student Achievement: tabled until August meeting
 - iv. A-26 Reporting Arrest Policy: tabled until August meeting
 - v. A-8 Child Abuse and Neglect Reporting Policy: tabled until August meeting
 - vi. A-18 Attendance Policy: tabled until August meeting
 - vii. A-38 Student Clubs Policy: tabled until August meeting
 - viii. A-30 Employment of Relatives Policy: tabled until August meeting
 - ix. A-6 Breastfeeding Policy: tabled until August meeting

- x. A-24 Emergency Plan Policy: tabled until August meeting
- xi. A-39 Alternative Language Policy: tabled until August meeting
- xii. A-15 Parental Rights to Academic Accommodations: tabled until August meeting
- xiii. A-33 Bullying and Harassment Policy: tabled until August meeting
- xiv. A-40 Safe School / Student Search Policy: approved with edits
- xv. A-5 Internet Safety and Technology Protection Policy: the name of this policy was changed to match the terminology in state law, and language within the policy was changed to match the name; additional edits were made to bring the policy into line with practice in the school; Trustee Zurkan made a motion to approve the edited policy; Trustee Echlin seconded the motion, which carried unanimously.
- xvi. Medication and Medical Recommendations Policy: this is a combination of two previous policies for streamlining and clarification; approved.
- xvii. A-11 Family and Student Records Privacy and Dissemination of Information Policy: approved
- xviii. A-27 Association Leave Policy: approved
- xix. A-1 Background Checks: approved
- xx. A-37 Charter Trust Land Council Policy: approved
- xxi. A-8 Child Abuse and Neglect Reporting Policy: approved
- xxii. A-3 Enrollment Policy.doc: approved
- xxiii. F-3 Procurement Policy: approved
- xxiv. Wasatch Waldorf Wellness Policy: tabled; needs further review by Wellness Committee.
- xxv. Human Resources Policy: new policy, introduced; approved

Trustee Rohrwasser made a motion to approve the changes to policies A11, A27, A1, A37, A8, A3, and F3; Trustee Zurkan seconded the motion, which carried unanimously.

Trustee Hastings made a motion to approve the changes to the Medication and Medical Recommendations Policy; Trustee Zurkan seconded the motion, which carried unanimously.

Trustee Zurkan made a motion to approve the Human Resources Policy; Trustee Echlin seconded the motion, which carried unanimously.

Trustee Zurkan made a motion to approve the Safe School / Student Search Policy; Trustee Hastings seconded the motion, which carried unanimously.

- e. Wasatch Family Foundation rate for 2018-2019 school year rent: Executive Director Merchant reviewed the market analysis she completed as part of the bond process, to determine a fair rental price for WFF to lease space in the new building next door. This was done doing projected numbers as with a new space, there are variables that are not known for certain. Her analysis suggests that the amount that has been charged to this point is fair for a continuing amount. Trustee Hastings made a motion to approve the annual rental price for the

Wasatch Family Foundation as \$109,800 per year; Trustee Rohrwasser seconded the motion, which carried unanimously.

- f. Human sexuality education - annual review of curriculum committee recommendation: Executive Director Merchant stated that the curriculum committee has reviewed the contents for this curriculum, and the Board is being asked to ratify their recommendation, as this is an annual requirement. Trustee Zurkan made a motion to approve the Human Sexuality education curriculum; Trustee Rohrwasser seconded the motion, which carried unanimously.
- g. Review and approve contract for new school cleaning company: Executive Director Merchant stated that the current cleaning company is, again, not meeting the school's expectations for cleaning. She stated that Stratus is another company that has come in and given a bid (among other companies), and she is proposing that we hire Stratus to do the summer cleaning work in the building. If that proves successful, then she would propose to have them do the refinishing of the VCT flooring that is needed every summer. If both of those experiences are positive, she would propose to hire Stratus for the regular school year cleaning. Trustee Hastings made a motion to approve to contract with Stratus to begin month-to-month cleaning and floor refinishing; Trustee Rohrwasser seconded the motion, which carried unanimously.
- h. Possible review and approval of purchases
 - i. Playground equipment / improvements: Executive Director Merchant stated that approval for this expenditure needs to be tabled as a bid did not come through from the landscaper.
 - ii. Shelving: Executive Director Merchant stated that the shelving in the music room needs to be redone to store instruments differently, to increase the storage capacity. She has received a bid from Trustee Hastings' company, and she has not gotten anything back from the other two companies from whom she requested bids. Trustee Echlin made a motion to approve the expenditure up to \$9000 for shelving for the music room, assuming that no additional bids come in within a week's time; Trustee Rohrwasser seconded the motion, which carried unanimously.
- i. Review annual board calendar: Executive Director Merchant directed the attention of the Board members to the Annual Board Calendar that she drafted and placed in the Board folder. She explained that this outlines a schedule for reviewing policies that will allow all policies to be reviewed every other year. The calendar also schedules committees working within the school to come report to the Board on an annual basis, whether the committee is mandated to report to the Board, or whether it is simply a nice thing for the Board to be aware of the work the committees are doing.
- j. Recap and follow-ups from board retreat: tabled until August meeting.
- k. Discussion on draft of board handbook: tabled until August meeting.
- l. Board vacancies: It was noted that Trustee Lander has effectively resigned by not attending the June Board meeting. This is based on a conversation that Trustee Jones had with Trustee Lander prior to the meeting; the conclusion was that Trustee Lander would consider her membership on the Board, and that she

would attend the June meeting if she desired to continue as a Board member. Her absence was taken as an effective resignation.

10. School LAND Trust Committee Meeting: Trustee Hastings made a motion to move into a LAND Trust Meeting, and a LAND Trust Meeting commenced.
 - a. Vote on update to School LAND Trust Plan for 2018-19 school year: Trustee Shurman stated that the LAND Trust responded to the original plan for these funds for the coming school year, stating that the slated expenditure was not sufficiently tied to an academic goal. It was discussed and determined that the LAND Trust funds can instead be allocated to fund our middle school Math Specialist. Trustee Echlin made a motion to approve the revised School LAND Trust plan, which will provide \$51,000 for Gradalis and summer grades trainings for teachers, as well as \$5,000 for the Math Specialist (any overage to also go toward pay for the Math Specialist); Trustee Hastings seconded the motion, which carried unanimously. The LAND Trust meeting closed.
11. Adjournment: Trustee Hastings made a motion to adjourn and the meeting closed at 9:40pm.