

WSU Charter Academy
Board of Directors' Meeting
October 1, 2013

Attending: Chloe Merrill, Chair BOD, Asso. Dean, MCOE
Wei Qiu, Secretary, Child & Family Studies
Jenny Kokai, Arts & Humanities Member
Bonnie Hofland, Teacher Education Member
Jessica Hunter, Student Member
Sara Gailey, Parent Member
Kimberly Hearn, Parent Member
Camie Bearden, Asst. Director, CFCE
Carol VandenAkker, WSUCA Secretary/Business Administrator

Excused: Claudia Eliason, Community Member
Natalie Williams, Vice Chair BOD, Special Education Member
James Zagrodnik, Treasurer, HPHP Member

1. Welcome by C. Merrill
2. Meeting Minutes
 - a. September 3, 2013, Minutes
S. Gailey made the motion to accept the minutes as written. W. Qiu seconded the motion. Motion passed.
3. Ends
 - a. Executive Summary
 - i. Report of enrollment – currently 3 openings in the Academy. Losing \$9,000 by losing 3 students.
 1. Why are we losing students?
 - a. Said they wanted children to go into a bigger charter
 - b. Said they wanted child to go to school where Grandmother taught.
 2. Retaining students and marketing Academy should be goals of Board.
 3. Did not put marketing funds in budget
 - a. \$1,000 for marketing in grant
 - b. Spent on Open House
 4. Nathan Alexander will work on Marketing and Facebook page.
 - a. Will mention Facebook page in newsletter
 - b. Parents friends of our Facebook page
 5. Need official marketing committee
 - a. Community Resource Committee
 - b. Members haven't been selected yet
 - c. Can be appointed now
 - ii. Pre-assessments will be handed out at November Board
 1. Can be used for Post-assessment
 2. Academic Committee will get members this month
 3. Will work with C. Bearden and Letitia Teneau-Sword
 - iii. Utah Consolidated Application (UCA)
 1. Due November 1, 2013
 2. Will contain goals, standards, how to reach them and tools used
 - iv. Amy Coleman is new secretary for Packer Center for Family & Community Education
 1. Assigned to work with C. Bearden

2. Hours are 7:30 a.m. – 4:30 p.m.
- v. B. Hofland made the motion to approve Executive Summary. S. Gailey seconded the motion. Motion passed.
- b. Principal Support
 - i. Principal has total support of Dean and Associate Dean.
 - ii. Have now hired a secretary to help with workload
 - iii. Will need help on UCA from stakeholders
 - iv. B. Hofland printed off information on national conferences for principals
 1. Beneficial to send C. Bearden to leadership/principal conferences
 2. This may not be in Academy budget
 3. C. Bearden can apply for Endowment from College of Education
 - v. Board needs to consider C. Bearden's time
 1. Currently .25 Charter Academy and .75 Children's School
 2. Time may need to be reshuffled for Academy children, teacher and parents
 3. B. Hofland made the motion that the allocation of C. Bearden's time be on next month's agenda. J. Kokai seconded the motion. Motion passed.
 - vi. Discussed structure of Board and College of Education
 1. Hierarchy needs to be clear
 2. Dean is superintendent
 - vii. S. Gailey made the motion to put the support email for C. Bearden in the minutes of this meeting. J. Kokai seconded the motion. Motion passed. (See Attachment 1)

4. Limitation

- a. Policies
 - i. Comprehensive Counselling & Guidance/CTE Policy
 1. B. Hofland made the motion to accept this policy as written. W. Qiu seconded the motion. Motion passed.
 - ii. Education Association Policy
 1. B. Hofland made the motion to accept this policy as written. K. Hearn seconded the motion. Motion passed.
 - iii. Family Involvement Committee (FIC) Guidelines Policy
 1. GBOT 12
 - a. Parent/Teacher Organization is not a committee of the board. Does not need to come to Board.
 - b. Officers must be elected.
 - c. S. Gailey made the motion to table this policy until next board meeting. J. Hunter seconded the motion. Motion passed
 2. Discussed having mentor for one-year Board members.
 - iv. Gang Prevention and Intervention Policy
 1. Change wording to "At Risk Youth and are"
 2. J. Hunter made the motion to accept the policy with the change. B. Hofland seconded the motion. Motion passed.
 - v. General and Crosscutting Assurance Policy
 1. S. Gailey made the motion to accept this policy as written. J. Kokai seconded the motion. Motion passed.
 - vi. General Education Provisions Act (GEPA)
 1. B. Hofland made the motion to accept this policy as written. J. Hunter seconded the motion. Motion passed.
 - vii. Search of Person or Property Policy
 1. B. Hofland made the motion to accept this policy as written. J. Kokai seconded the motion. Motion passed.
- b. Financial Report

- i. B. Hofland made the motion to approve the financial report. K. Hearn seconded the motion. Motion passed.
 - c. Committee Reports
 - i. FIC will be meeting on October 9 at 7 p.m. in room 104.
- 5. Assessment and Development
 - a. Strategic Planning
 - i. Draft completed by W. Qiu
 - 1. Excellent job!
 - ii. Graphic
 - 1. WSU Charter Academy is at bottom because it won't fit in center circle
 - 2. Will ask Constance Hughes about DBA (Doing Business As . . .) WSUCA
 - iii. Core Values and Vision Statement not approved
 - 1. J. Kokai made the motion to change PTA to Family Involvement Committee. B. Hofland seconded the motion. Motion passed.
 - iv. Discussed Stakeholders analysis
 - 1. B. Hofland made the motion to approve stakeholders with edit. J. Kokai seconded the motion. Motion passed.
 - v. Need to spell out DAP, SWAT Analysis CCSS
 - 1. B. Hofland made the motion. S. Gailey seconded the motion. Motion passed.
 - vi. Goals and Objectives
 - 1. B. Hofland made the motion to hold a two-hour workshop at end of November or first of December of stakeholders to clarify goals and objectives. S. Gailey seconded the motion. Motion passed.
 - a. Complete Strategic Planning by February 1
 - b. Include survey with Course Evaluation of WSU Early Childhood students
 - c. Take survey to parents and WSU faculty
- 6. No Open Public Comments
- 7. Other Business/Items
 - a. Security Badges
 - i. Wear at all times in both Charter Academy and observation booth
 - b. UCA Plan
 - i. Needs to be presented to Board before it is uploaded on November 1, 2013.
 - ii. S. Gailey made the motion to move the November 5, 2013, Board meeting to October 29, 2013. J. Kokai seconded the motion. Motion passed.
 - iii. Stakeholders will provide input during meetings
 - 1. Tuesday, October 8, 2013, 4-6 pm.
 - 2. Tuesday, October 15, 2013, 4-6 p.m.
 - 3. May only need one meeting.
 - c. GBOT 12 is due to C. Merrill by October 31, 2013.
- 8. Next Meeting
 - a. October 29, 2013 – 6 p.m.

Meeting adjourned 7:41 p.m.

Wei Qiu

Wei Qiu, Secretary

**Weber State University Charter Academy
Board of Directors Meeting
Tentative Agenda - Revised
October 1, 2013**

1. Call to order
 - a. Welcome
2. Consent Items
 - a. September 3, 2013 Minutes
3. Ends
 - a. Executive Summary
 - b. Principal Support
4. Limitations
 - a. Policies
 - i. Comprehensive Counseling & Guidance/CTE Policy
 - ii. Education Association Policy
 - iii. Family Involvement Committee (FIC) Guidelines Policy
 - iv. Gang Prevention And Intervention Policy
 - v. General And Crosscutting Assurances Policy
 - vi. General Education Provisions Act (GEPA) Policy
 - vii. Search of Person or Property Policy
 - b. Financial Report
 - c. Committee Reports
 - i. FIC
5. Assessment and Development
 - a. Strategic Planning – draft (Wei)
6. Open Public Comment
 - a. Sign up sheet available prior to the board meeting

7. Other Business/Items
 - a. Security Badges
 - b. UCA Plan
 - c. GBOT 12 – must be turned in to Chloe by October 31st
8. Next Meeting
 - a. November 5, 2013 – 6:00 p.m.
9. Adjournment

WSU Charter Academy
Board of Directors' Meeting
September 3, 2013

Attending: Chloe Merrill, Chair BOD, Asso. Dean, MCOE
Natalie Williams, Vice Chair BOD, Special Education Member
Wei Qiu, Secretary, Child & Family Studies
James Zagrodnik, Treasurer, HPHP Member
Bonnie Hofland, Teacher Education Member
Claudia Eliason, Community Member
Jessica Hunter, Student Member
Sara Gailey, Parent Member
Camie Bearden, Asst. Director, CFCE

Excused: Kimberly Hearn, Parent Member
Jenny Kokai, Arts & Humanities Member
Carol VandenAkker, WSUCA Secretary/Business Administrator

1. Welcome by C. Merrill
2. Meeting Minutes
 - a. August 6, 2013, Minutes
W. Qiu made the motion to accept the minutes as written. J. Zagrodnik seconded the motion. Motion passed.
3. Ends
 - a. Executive Summary
B. Hofland made the motion to approve Executive Summary. S. Gailey seconded the motion. Motion passed.
4. Limitation
 - a. Policies
 - i. Personal Property Policy
 - ii. Discussion was held.
 - iii. B. Hofland made the motion to approve policy as amended. N. Williams seconded the motion. Motion passed.
 - b. Financial Report
 - i. Explanation of WSU budget vs. State
 - ii. B. Hofland made the motion to approve the financial report. C. Eliason seconded the motion. Motion passed.
5. Assessment and Development
 - a. Board Descriptions and Membership and Board Committees
 - i. B. Hofland will make necessary changes to Board of Directors Job Descriptions and Board Committees
 - ii. N. Williams made the motion to accept the job descriptions and responsibilities and committees as amended. J. Hunter seconded the motion. Motion passed.
 - b. Board Committees
 - i. Big commitment for all Board Members
 - ii. Committee needs to address:
 1. NAEYC Standards
 2. Innovation

- a. Innovated Practices
 - b. Technology
 - c. Academic Excellence
 - iii. Chair can appoint co-chair on Governance Committee
 - iv. Family Involvement Committee
 - 1. Have six volunteers that have contacted Kimberly Hearn
 - 2. Chairs can appoint committee.
 - c. Strategic Plan
 - i. Discussed Core Value Graphic
 - 1. Nathan Alexander will create new graphic
 - ii. W. Qiu is still working on document
 - 1. Final draft by October 1, 2013
 - 2. Needs to be emailed out by September 24, 2013
- 6. Other Business/Items
 - a. NAEYC accredited
 - i. Write letter to state
 - ii. C. Eliason made the motion to do NAEYC accreditation. N. Williams seconded the motion. Motion passed.
- 7. Next Meeting
 - a. October 1, 2013 – 6 p.m.

Meeting adjourned 6:35 p.m.

Wei Qiu, Secretary

**WSU Charter Academy
Executive Summary Revised
October 1, 2013**

Enrollment-

- Morning – 20 students.
- Afternoon – 21 students.

Curriculum-

- Pre-Assessments information – November Board meeting.

Grant Update-

- Purchases beginning to be made.

Secretary-

- Amy Coleman hired for Packer Center – Assigned to Charter Academy and Melba S. Lehner Children's School

Other-

- Two substitute teachers on list.
- All USOE documents being addressed.
- USOE meetings being attended.

Direction-

- Intervention plans for all areas of concern in place and being acted upon.

COMPREHENSIVE COUNSELING & GUIDANCE/CAREER AND TECHNICAL EDUCATION POLICY

Purpose: The purpose of this policy is introduce Comprehensive Counseling & Guidance/Career and Technical Education to the WSU Charter Academy students and to comply with the requirements of Utah Administrative Code R277-916 and R277-462 and Utah State Code Section 53A-15-202 and 53A-17a-113.

Policy: Weber State Charter Academy will incorporate Comprehensive Counseling and Guidance standards and Career and Technical Education activities into the WSU Charter Academy classroom in a variety of ways using Developmentally Appropriate Standards as well as the following:

Comprehensive Counseling and Guidance Standards

Activities will be integrated into the curriculum to help the student meet the following standards and competencies:

Academic/Learning Development

Standard A: Students will acquire the attitudes, knowledge, and skills that contribute to effective learning in school and across the lifespan.

- AL:A1 Improve academic self-concept
- AL:A3 Achieve school (and personal) success

Standard B: Students will understand the relationship of school experiences and academic achievement to the world of work, home, and community.

- AL:B1 Relate school to life experiences

Life/Career Development

Standard A: Students will become aware of self in relation to the world of work.

- LC:A1 Develop self-knowledge through experience and exploration

Multicultural/Global Citizen Development

Standard A: Students will develop the ability to evaluate, and to approach life as a contributing citizen in our global community.

- MG:A1 Understand and develop a deep regard for self and others.

Personal/Social Development

Standard A: Students will develop the skills to understand and appreciate themselves and others.

- PS:A1 Acquire self-knowledge
- PS:A2 Demonstrate interpersonal skills

Standard B: Students will identify and utilize processes to set and achieve goals, make decisions, and solve problems.

- PS:B2 Demonstrate skills for decision-making

Career and Technical Education

Activities will be integrated into the curriculum that that will assist students in broadening their understanding about different careers and opportunities available to them. Some of the activities that will be used are:

- Taking opportunities made available through all curricula to define and explain different careers with which students are working (i.e., author, illustrator, mathematician, scientist, accountant, etc.).
- Tool day – parents and community members come into the classroom with the tools used in their career. They explain and/or what the career is and how tools are used.
- Vehicle day – parents and community members bring the vehicles used in their careers for students to explore. They explain and/or what the career is and how tools are used.
- Field experiences – as students participate in field experiences, opportunities are taken to define and explain different careers that are observed.

EDUCATION ASSOCIATION POLICY

Purpose: The purpose of this policy is to govern the relationship between education employee associations and Weber State University School District and to comply with the requirements of Utah Administrative Code R277-108 and Utah State Code Section 53A-1-401(3); 53A-3-425; 53A-3-426; and 53A-6-702.

Policy: The WSU Charter Academy Board of Director's recognizes the value of employee associations to the educational process and the associations' interest in bettering the educational climate in the schools. At this time, the Weber State University School District does not have an association but follows all policies and procedures of Weber State University.

If an employee of WSU Charter Academy chooses to be a member of another school districts Educational Association, it is the employee's individual choice.

"Association Leave" for purposes of this policy means leave from a school district employee's regular school responsibilities granted for that employee to spend time for association duties.

ASSOCIATION LEAVE

An employee may be granted association leave by the WSU School District if duties performed by the employee on association leave directly benefit the WSU School District:

- on a board or committee; or
- at a workshop or meeting conducted by the WSU Charter Academy Board of Directors.

During the hours of association leave a WSU School District employee may not engage in political activity, including:

- advocating for or against a candidate for public office in a partisan or nonpartisan election;
- soliciting a contribution for a political action committee, a political issues committee, a registered political party, or a candidate, as defined in Utah Code Ann. §20A-11-101; or
- initiating, drafting, soliciting signatures for, or advocating for or against a ballot proposition, as defined in Utah Code Ann. §20A-1-102.

An employee requesting association leave must submit an application for such leave to the principal or their designee at least five (5) working days prior to the date of the requested leave.

All association leave shall be approved and supervised by the principal or their designee. The supervising administrator shall document such leave and account for costs and expenses connected with such leave.

In performing duties which do not qualify for association leave, a WSU School District employee is considered an agent of the association. Actions of the employee during this time shall be the sole responsibility of the association.

Any willful violation of the association leave policy may result in disciplinary action up to and including termination in accordance with state law.

The Weber State University, as a public employer, may not deduct from the wages of its employees

any amounts to be paid to:

- a candidate, a personal campaign committee, a political action committee, a political issues committee, or a registered political party as defined in Utah Code Ann. §20A-11-101;
- a political fund as defined in Utah Code Ann. §20A-11-1402; or
- any entity established by a labor organization or employee association to solicit, collect, or distribute monies primarily for political purposes.

FAMILY INVOLVEMENT COMMITTEE (FIC) GUIDELINES POLICY

Purpose: The purpose of this policy is to provide guidelines for the involvement of family members within the Weber State Charter Academy Family Involvement Organization.

Policy: WSU Charter Academy shall have a Family Involvement Committee (FIC) to serve as a means of organizing the Family Involvement Organization. The committee will coordinate programs that support the core curriculum, fund raising efforts, communication to parents, student/teacher recognition, and volunteer efforts.

Membership and Presidency

The FIC membership shall include all parents or guardians of students attending WSU Charter Academy. WSU Charter Academy families/ Board of Directors shall elect officers each spring, which shall include:

1. **Chair**, who shall serve a one-year term on the WSU Charter Academy Board of Directors and commit to mentoring the next term's Chair. Duties will include overseeing the operations of the FIC, and FIO during the appointed term.
2. **Vice Chair**, when elected shall commit to a one-year term on the FIC.
3. **Mentor**, the previous term's chair will commit to mentoring the proceeding term's chair. They will be available to attend meetings and provide support to the chair when needed.
4. **All other positions** (including, but not limited to secretary, treasurer, and leadership of specific activities and fundraisers) will be filled by parents either volunteering or being appointed by elected officers.

Organization Goals

The FIC shall assist the board, teachers and administrators in the work of educating students. The FICs' activities will support the following goals:

1. Support core curriculum through school, local, and national programs, including, but not limited to literacy, science, math, reading, service learning, etc.
2. Support additional supplemental school programs that enhance students learning experiences.
3. Raise funds that allow us to have additional supplemental school programs or facilities.
4. Increase communication to parents and community.
5. Create and support recognition programs for students and teachers/staff.
6. Provide opportunities for and encourage all families to volunteer for a minimum of 30 hours per school year.

Fund raising Goals

The fundraising goal should be for the purpose of expanding WSU Charter Academy from Kindergarten to sixth grade.

Fundraising goals are also designed to support core school programs, enhanced school programs, and targeted purchases that improve school facilities (i.e. sound system, lockers,

playground equipment, etc.), support teacher appreciation week, Dr. Seuss week, supplies for Family/Teacher Conferences, etc. Targeted facility improvements are specific to improve overall student/parent engagement or performance. Identifying facility improvements will be a collaborative effort between the FIC and WSU Charter Academy Administration. The Principal will approve all fundraising efforts. At least two fundraisers will be held each year.

Fiscal Responsibility

A. The treasurer/secretary shall maintain a general ledger, which shall include the following information:

1. Whether the item was an approved expenditure according to the original budget approved by the FIC; OR documentation indicating a budget adjustment approved by FIC officers.
2. The entity to whom payment was made along with the amount, date, purpose for the disbursement, and appropriate backup substantiating the disbursement, including but not limited to disbursement request forms, receipts, invoices, etc.

B. The Treasurer/Secretary shall ensure that any donations shall be deposited in a timely manner and that all stipulations attached to those funds are adhered to when disbursements are made from those donations.

C. Members of the FIC will ensure a proper accounting of monies will be maintained while in possession of any funds raised by any FIC event.

D. The WSU Charter Academy Board of Directors is not responsible or liable for the FIC accounting practices of money deposited into the FIC account.

Officers' Duties

Chair:

- Act as a liaison between the FIC Chair and the Charter Academy Board of Directors.
- Attend Board of Directors meetings
- Create fundraising activities
- Communicate with the community
- Select family members to fill other positions
- Organize monthly trainings
- Approve expenditures and deposits

Vice Chair:

- Assist Chair with duties
- Come to all meetings
- Prepare agenda
- Participate in monthly training with President
- Help organize the Nominating Committee
- Approve expenditures and deposits

Mentor:

- Train incoming Chair on policies and procedures within the FIC and FIO
- Attend FIC meetings when needed
- Be available to provide support for the proceeding Chair

Secretary/Treasurer:

- Maintain membership records
- Help prepare meeting agenda
- Write and file FIC Reports
- Maintain Current Bylaws
- Keep all records
- Attend FIC meetings and give a monthly budget review
- Collect and keep accurate account of receipts and expenditures
- Help develop, distribute, and seek approval by general body for annual budget.
- Make authorized disbursements
- Co-sign and deposit checks
- Help write annual financial report

Leadership roles of specific activities:

- Oversee a specific activity (ex: teacher appreciation, Dr. Seuss Day, class parties, specific fundraisers).
- Report to Chair and Vice Chair
- Obtain approval for expenditures related to a specific activity from Chair and Vice Chair.
- Furnish funds raised to Secretary/ Treasurer

GANG PREVENTION AND INTERVENTION POLICY

Purpose: The purpose of this policy is to comply with the requirements of Utah Administrative Code R277-436 and Utah Code §53A-15-603.

Policy:

WSU Charter Academy officials are concerned about at risk youth of and are trained to recognize early warning signs for youth in trouble and will report suspected gang activity to the Principal and law enforcement.

A gang is defined as a group of three or more individuals with a unique name, identifiable marks or symbols, who may claim a territory or turf, associate on a regular basis, and who engage in criminal, antisocial behavior, or interfere with the normal orderly operation of the school.

Gang activities are prohibited in school and at extra-curricular or school related activities as is the wearing of gang paraphernalia or apparel that identifies a student as a gang member. Students aligning themselves with gangs or engaging in gang activities may be suspended or expelled from school. Gang paraphernalia or apparel will be confiscated by school officials and not returned. WSU Charter Academy faculty and staff reserve the right to interpret whether attire is appropriate.

WSU Charter Academy administrators and other school personnel designated by the administration shall have authority to identify student behavior as gang-related and may be allowed under district policy to treat such designated behavior as imminently dangerous to students and staff and follow the procedures outlined in this policy for disciplining students involved in gang-related activities.

In disciplining students under gang-related provisions, WSU Charter Academy administrators shall act consistently with and be sensitive to Constitutional protections of freedom of expression and freedom of association.

Students and parents/legal guardians should be given notice that courts have determined that the parameters of freedom of expression and freedom of association in a public school setting are different than in society generally.

Indices of gang-related behavior or association may include, but are not limited to:

1. wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, tattoo, badge, symbol, sign or other items which evidence membership in a gang;
2. use of name associated with or attributed to a gang;
3. designation of turf or an area for gang activities or occupation or ownership; or
4. any combination of the preceding indices or activities.

GENERAL AND CROSSCUTTING ASSURANCES POLICY

Purpose: The purpose of this policy is assurances that crosscutting programs have been provided as specified in The Elementary and Secondary Education Act, Part C — Coordination of Programs; Consolidated State and Local Plans and Applications, Sec. 9304. General Applicability of State Educational Agency Assurances.

Policy: Weber State University Charter Academy will follow all required steps in providing assurances for crosscutting programs that have been provided by law as listed.

SEC. 9304. GENERAL APPLICABILITY OF STATE EDUCATIONAL AGENCY ASSURANCES.

(a) ASSURANCES - A State educational agency, in consultation with the Governor of the State, that submits a consolidated State plan or consolidated State application under this Act, whether separately or under section 9302, shall have on file with the Secretary a single set of assurances, applicable to each program for which the plan or application is submitted, that provides that —

(1) each such program will be administered in accordance with all applicable statutes, regulations, program plans, and applications;

(2)(A) the control of funds provided under each such program and title to property acquired with program funds will be in a public agency, a nonprofit private agency, institution, or organization, or an Indian tribe, if the law authorizing the program provides for assistance to those entities; and (B) the public agency, nonprofit private agency, institution, or organization, or Indian tribe will administer those funds and property to the extent required by the authorizing law;

(3) the State will adopt and use proper methods of administering each such program, including —

(A) the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program;

(B) the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation; and

(C) the adoption of written procedures for the receipt and resolution of complaints alleging violations of law in the administration of the programs;

(4) the State will cooperate in carrying out any evaluation of each such program conducted by or for the Secretary or other Federal officials;

(5) the State will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, Federal funds paid to the State under each such program;

(6) the State will —

(A) make reports to the Secretary as may be necessary to enable the Secretary to perform the Secretary's duties under each such program; and

(B) maintain such records, provide such information to the Secretary, and afford such access to the records as the Secretary may find necessary to carry out the Secretary's duties; and

(7) before the plan or application was submitted to the Secretary, the State afforded a reasonable opportunity for public comment on the plan or

application and considered such comment.
(b) GEPA PROVISION- Section 441 of the General Education Provisions Act shall not apply to programs under this Act.

GENERAL EDUCATION PROVISIONS ACT (GEPA) POLICY

Purpose: The purpose of this policy is to comply with the requirements of the General Education Provisions Act (GEPA), Section 427, enacted as part of the Improving America's Schools Act of 1994 (Public Law (P.L.) 103-382).

Policy: Weber State University Charter Academy (WSUCA) will identify steps to ensure access to federally assisted programs have been provided as specified in the General Education Provisions Act (GEPA), Section 427.

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs. This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, the applicant should determine whether these or other barriers may prevent students, teachers, etc., from such access or participation in the Federally-funded project or activity. The description in the application of steps to be taken to overcome these barriers need not be lengthy; the application may provide a clear and succinct description of how the applicant plans to address those barriers that are applicable to their circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it eliminate barriers it identifies.

SEARCH OF PERSON OR PROPERTY POLICY

Purpose: The purpose of this policy is to ensure protection of individual rights against excessive and unreasonable intrusion from happening when a search of person or property is needed in accordance with Utah Administrative Code R277-615 and Utah State Code Section 53A-11-1305 and 53A-1-401(3).

Policy: Given the WSU Charter Academy's responsibility for children and the school's commitment to preserve a safe environment for all students and staff, WSU Charter Academy officials have the authority to conduct reasonable searches of students and student property. WSU Charter Academy officials engaging in searches of students and property shall abide by the following guidelines:

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property. The individual's right, however, is balanced by the schools' responsibility to protect the health, safety and welfare of its pupils and personnel in accordance with Act 451, Section 380.1306.

Searches of Personal Belongings: Personal belongings may be searched by Charter Academy officials whenever Charter Academy officials have reasonable suspicion to believe a student is concealing evidence of a policy violation or criminal activity and the items being searched are capable of concealing such evidence. The student may be asked to open personal belongings and to turn over personal property for search by a Charter Academy official. All searches of student property by Charter Academy officials shall be witnessed by an objective third party (such as another administrator, teacher, or police officer) to observe that the search is not excessively intrusive.

All contraband discovered in a search by Charter Academy officials shall be immediately confiscated and turned over to law enforcement officers if Charter Academy officials have reason to believe the contraband is related to the commission of a criminal act.

Searches of Person: Charter Academy officials shall make sure the search meets the following guidelines:

- The search shall be conducted in a private area of the school by a Charter Academy official of the same sex as the student being searched.
- The search shall be observed by an objective third party of the same sex as the student being searched (i.e., administrator, teacher, police officer).
- Charter Academy officials may ask the student to remove his/her hat, coat, shoes and socks, turn pockets inside out, and roll up sleeves to see if the student is hiding contraband.
- Under no circumstances may Charter Academy officials require students to remove any other items of clothing or touch students in any way during the search.
- If this limited search does not turn up suspected contraband and Charter Academy officials have reasonable suspicion that the student is concealing contraband in his/her inner clothing (i.e., hiding drugs, weapons or other contraband underneath shirts, pants or underwear), law enforcement officers shall be summoned immediately to conduct further search and investigation.

Documentation of Searches: Charter Academy officials shall thoroughly document the details of any search conducted of a student's property or person. Documentation shall be made at the time of the search, or as soon as possible thereafter, and shall include the following:

- The time, place and date of the search.
- The reasonable suspicion giving rise to the search (what did Charter Academy officials suspect to find during the search).
- The name and title of individuals conducting and observing the search.
- A statement about evidence that was found or not found as a result of the search.
- A statement about who took possession of contraband (i.e., police, school, etc.).
- Information regarding the attempts of Charter Academy officials to notify parents about the search.

Weber State University
 Financial Summary by Org (48)
 WSU Charter Academy
 September '13 FY14

	Original Budget	Current Budget	YTD Activity	Committed Funds	Budget Balance Available
316290 - FRS Index 151900 - WSU Charter Academy 24900 - WSU Charter Academy					
50000-59999 Revenue	0.00	0.00	160.00	0.00	160.00
61050-61099 Unallotted Contract Salaries	0.00	-36,000.00	0.00	0.00	(36,000.00)
61500-61999 Staff Salaries	0.00	36,000.00	7,500.00	28,500.00	0.00
63000-65999 Staff Benefits	0.00	0.00	3,816.67	0.00	(3,816.67)
71000-72999 Current Expense	0.00	1,716.36	779.09	0.00	937.27
75000-75999 Travel	0.00	0.00	108.85	0.00	(108.85)
Total Expenses	0.00	1,716.36	12,204.61	28,500.00	(38,988.25)
Account Total	0.00	(1,716.36)	(12,044.61)	(28,500.00)	(38,828.25)

633019 - FRS Index 224019 - WSU Chrtr Acad-Instruction(1000) 24900 - WSU Charter Academy					
50000-59999 Revenue	0.00	0.00	0.00	0.00	0.00
Total Expenses	0.00	0.00	0.00	0.00	0.00
Account Total	0.00	0.00	0.00	0.00	0.00

633350 - FRS Index 224350 - WSU Charter Acad-Start Up(7/30/13) 24900 - WSU Charter Academy					
71000-72999 Current Expense	0.00	0.00	14,728.02	0.00	(14,728.02)
77000-77999 Capital Outlav	0.00	0.00	0.00	0.00	0.00
Total Expenses	0.00	0.00	14,728.02	0.00	(14,728.02)
Account Total	0.00	0.00	14,728.02	0.00	(14,728.02)

633351 - FRS Index 224351 - Chrtr Acdmy-Yr 2 Implmntn(6/30/14) 24900 - WSU Charter Academy					
50000-59999 Revenue	0.00	15,287.00	15,287.00	0.00	0.00
71000-72999 Current Expense	10,729.00	10,729.00	0.00	0.00	10,729.00
77000-77999 Capital Outlav	4,558.00	4,558.00	0.00	0.00	4,558.00
Total Expenses	15,287.00	15,287.00	0.00	0.00	15,287.00
Account Total	15,287.00	15,287.00	0.00	0.00	15,287.00

639001 - FRS Index 229001 - WSU Chrtr Acad-Instruction(1000) 24900 - WSU Charter Academy					
50000-59999 Revenue	0.00	34,993.00	34,993.00	0.00	0.00
61050-61099 Unallotted Contract Salaries	36,000.00	36,000.00	0.00	0.00	36,000.00
62400-62999 Hourly Waages	2,000.00	2,000.00	0.00	0.00	2,000.00
63000-65999 Staff Benefits	11,561.00	11,561.00	0.00	0.00	11,561.00
71000-72999 Current Expense	15,500.00	15,500.00	0.00	0.00	15,500.00
Total Expenses	65,061.00	65,061.00	0.00	0.00	65,061.00
Account Total	65,061.00	65,061.00	0.00	0.00	65,061.00

Weber State University
 Financial Summary by Org (48)
 WSU Charter Academy
 September '13 FY14

	Original Budget	Current Budget	YTD Activity	Committed Funds	Budget Balance Available
639401 - FRS Index 229401 - WSU Chtr Acad-Std Sprt(2100) 24900 - WSU Charter Academy					
71000-72999 Current Expense	21,000.00	21,000.00	0.00	0.00	21,000.00
Total Expenses	<u>21,000.00</u>	<u>21,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>21,000.00</u>
Account Total	<u>21,000.00</u>	<u>21,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>21,000.00</u>

639501 - FRS Index 229501 - WSU Chtr Acad-Schl Admin(2400) 24900 - WSU Charter Academy					
61050-61099 Unallotted Contract Salaries	13,125.00	13,125.00	0.00	0.00	13,125.00
62400-62999 Hourly Wages	10,000.00	10,000.00	0.00	0.00	10,000.00
63000-65999 Staff Benefits	8,342.00	8,342.00	0.00	0.00	8,342.00
71000-72999 Current Expense	6,200.00	7,200.00	69.35	0.00	7,130.65
Total Expenses	<u>37,667.00</u>	<u>38,667.00</u>	<u>69.35</u>	<u>0.00</u>	<u>38,597.65</u>
Account Total	<u>37,667.00</u>	<u>38,667.00</u>	<u>69.35</u>	<u>0.00</u>	<u>38,597.65</u>

639601 - FRS Index 229601 - WSU Chtr Acad-Oprtns &Mntnc(2600) 24900 - WSU Charter Academy					
71000-72999 Current Expense	4,600.00	4,600.00	0.00	0.00	4,600.00
Total Expenses	<u>4,600.00</u>	<u>4,600.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,600.00</u>
Account Total	<u>4,600.00</u>	<u>4,600.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,600.00</u>

639602 - FRS Index 229602 - WSU Chtr Acad-Bldg Acqn&Inst(4500) 24900 - WSU Charter Academy					
71000-72999 Current Expense	3,000.00	3,000.00	0.00	0.00	3,000.00
77000-77999 Capital Outlay	2,000.00	2,000.00	0.00	0.00	2,000.00
Total Expenses	<u>5,000.00</u>	<u>5,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>
Account Total	<u>5,000.00</u>	<u>5,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>

WEBER STATE UNIVERSITY CHARTER ACADEMY
STRATEGIC PLAN

Mission Statement

The mission of the WSU Charter Academy is to provide an educational learning center with an emphasis on student learning and family involvement; where WSU pre-service teachers may observe and practice cutting-edge, research-based educational practices; and where research on various aspects of education may be conducted.

Core Values

Learning	WSU Charter Academy Children
Experimentation	Families
Innovation	WSU Students
Growth	Faculty

See the graphic on the next page.

Vision Statement

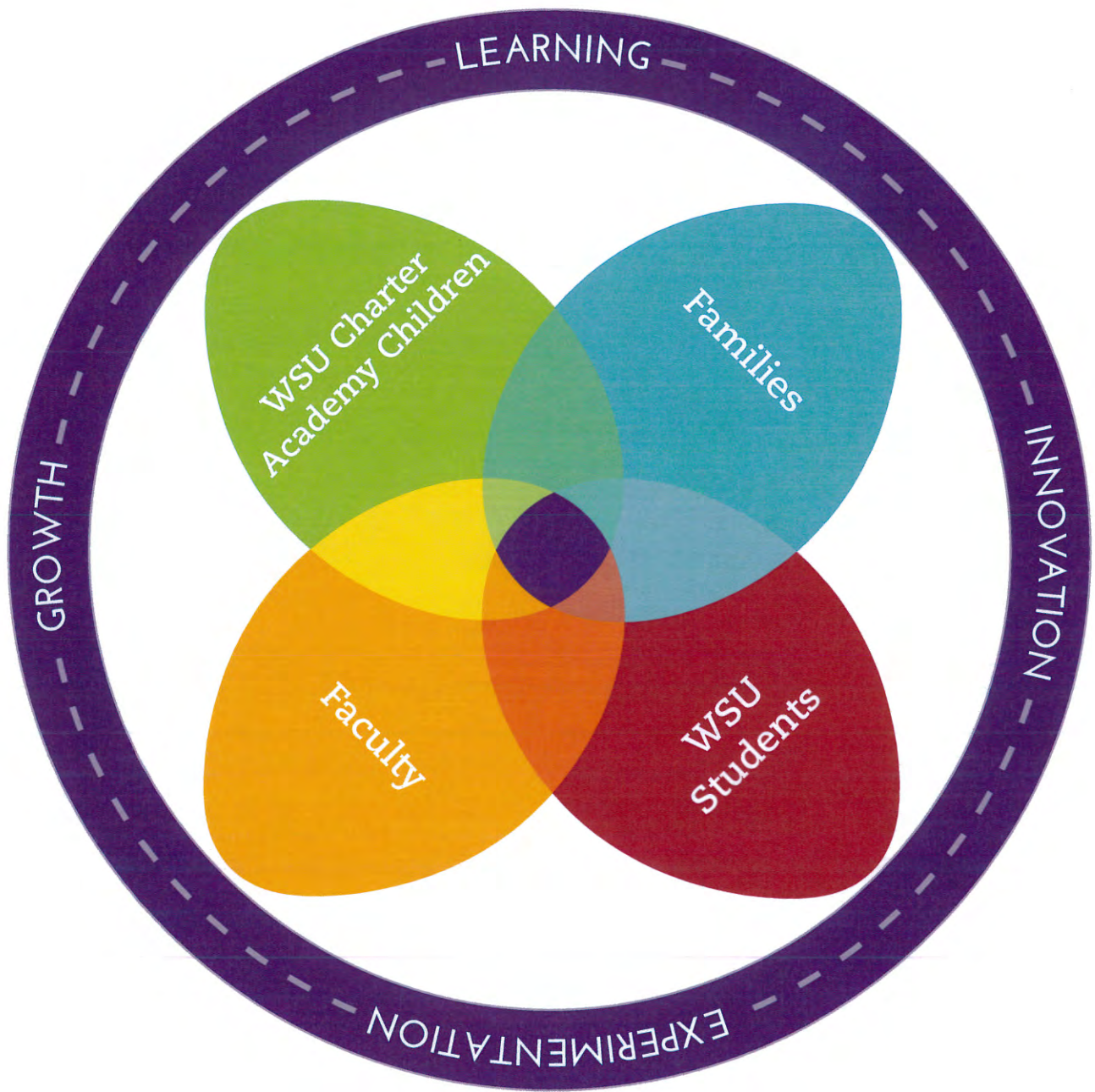
The WSU Charter Academy aims at providing opportunities of learning, experimentation, innovation, and growth for children in the WSU Charter Academy, families, WSU students, and faculty.

Children in the WSU Charter Academy learn in an educational setting in which developmentally appropriate practices and innovative, evidence-based curricula and instructional methods are used. The whole child is highlighted to ensure children's healthy growth and development in all domains – physical, cognitive, social, and emotional. At the same time, standards of academic achievement are maintained in children's learning.

Families work closely with the WSU Charter Academy by engaging their children in school- and home-based learning activities, communicating effectively with school, volunteering to support their children and school programs, making decisions for school through PTA, school board, committees, and other parent organizations, and collaborating with the community.

WSU students learn and grow academically and professionally by participating in supervised field experience as part of their pre-service teacher training, completing practicum required by their programs, and conducting observations, experiments, or other type research activities for their coursework and undergraduate/graduate theses.

Faculty pursue scholarship opportunities by conducting basic research on children, families, and other members of the WSU Charter Academy community, experimenting new pedagogical or intervention methods, and evaluating effectiveness of pre-service teacher training programs.



**WEBER STATE
UNIVERSITY**

Charter Academy

Stakeholder Analysis

Stakeholders	<i>What criteria do they use to judge performance of WSU Charter Academy?</i>
Parents	<ul style="list-style-type: none"> • Higher quality education • DAP • Cutting edge research and practices • Teacher-student ratio • Possible expansion • Class size • More opportunities to be involved • New and enthusiastic re-services teachers • Exposure to university
WSU Charter Academy Children	<ul style="list-style-type: none"> • Feelings of safety • Happy • Consistency • Opportunities for new experiences and play • Friends • Learning • Feel comfortable • Connected to WSU • Enthusiasm
WSU Students	<ul style="list-style-type: none"> • Opportunities to teach • Quality observation – child learning, effective teachers, and peers • Identity as a teacher – professional growth (Do I want to be here?) • Feedback and support • Student-teacher rapport • DAP • Support to succeed or fail • Progress to degree • Opportunities to try new methods and theories • Metacognition – what you know and what you don't know • Undergraduate and graduate research • Convenience
WSU Faculty	<ul style="list-style-type: none"> • Outlined process for conducting research • Concerns with management of teacher-child ratio, scheduling, materials, etc. • Interference with classroom teacher's curriculum • Research-based practices • IRB issues with identifiable sample • How to get their children in • Observation limiting variables • Assessment results • Number of publications (positive) • Reputation

SWOT Analysis

Internal Strengths:

- Facilities and resources
- Academically rigorous curriculum with a focus on DAP and CCSS
- Size and autonomy
- Dedicated administration and staff
- Diverse, cohesive, and visionary governing board
- Relatively small class size
- Low student-teacher ratio, with WSU college students completing field experience in the classroom
- Before/after school program offered by the WSU Children's School
- Safe and organized environment
- Video cameras
- Observation booths
- Advanced media and technology (Smartboard, mini iPads, computer, projector, etc.)
- Steady parental involvement
- Uniqueness
- Campus location
- WSU student pool

Internal Weaknesses:

- Waning energy and enthusiasm
- Little experience in running a charter school
- Unknown demands
- Shortage of administrative and staff members
- Communication at all levels
- Transportation
- Lack of all-day kindergarten
- Management of teacher-child ratio, scheduling, curricular materials
- Inconsistency of adults in classroom
- Artificial setting

External Opportunities:

- An alternative instructional model to support student learning as compared to a direct instruction model in most elementary schools in the community
- A demand for an elementary school from the community
 - Ogden city had a population of 82,825 people with 28.8% being children under the age of 18 in 2010.
 - The school population in the Ogden School District has held fairly steady for the past five years. In 2011-2012 there were 7,427 elementary students with approximately 1,000 in kindergarten.
 - The student ethnic population is diverse: Hispanic/Latino 47.60%, Caucasian 47.29%, and the other 5.1% almost evenly divided among American Indian/Alaskan Native, Asian/Pacific Islander, Black, and multiple races.

- Expansion
- WSU affiliation
- Support from College of Education and other colleges and departments at Weber State University
- Support from WSU faculty and staff members who have expertise and/or teaching and administrative licenses
- A site for cutting-edge research conducted by WSU faculty members
- Access to various facilities on WSU campus
- WSU Library resources
- Funding diversity
- Grants available to purchase educational resources
- Professional development for staff and governing board
- Networking with the charter school and business communities

External Threats:

- Competition for students from other schools in the community
- Sustainability of funding
- Changes in policies and legislature
- Too much oversight from outside
- Effect of academically diverse student population on standardized test scores
- Local district increase in test scores
- Changing population
- Changing technology

Goals and Objectives

Long-Term Goals	Annual Objectives	Strategies	Milestones (Status/Schedule)
<p>1. Maintaining a focus on children and families through educational, co-curricular, and extra-curricular programs</p>	<p>Developmentally Appropriate Practices (DAP)</p>	<p>Percentage of program components meeting NAEYC standards</p>	<p>80% year one 90% there after</p>
	<p>Utah Core Curriculum State Standards (CCSS)</p>	<p>Percentage of students meeting CCSS kindergarten standards in math and reading as documented by student records of assessments and progress, and school records of events and courses offered</p>	<p>80% of students will meet each individual CCSS</p>
	<p>Parental participation</p>	<p>Percentage of families participating and the documented hours of participation</p>	<p>75% of families will participate 50% of families will participate at the 30 hours per year level</p>
<p>2. Providing training in research informed practices for pre-service teachers through observation and mentored teaching opportunities</p>	<p>Training of pre-service teachers</p>	<p>Percentage of pre-service teachers who will have field experience within kindergarten classroom</p>	<p>100% of Teacher Education Level I Students</p>
<p>3. Providing a research center through opportunities for University faculty, University students, and WSU Charter Academy faculty to study various educational aspects</p>	<p>Research opportunities for pre-service teachers, graduate students, and faculty members</p>	<p>Number of presentations, publications, and projects completed by the target groups</p>	<p>A minimum of 5 presentations, publications, and /or projects will be completed per year</p>