

**Weber State University Charter Academy  
Board of Directors Meeting  
September 1, 2015  
Minutes**

**Attending:** Bonnie Hofland, Wei Qui, Sheila Anderson, Patrick Leytham, Anne Bialowas, Sarah Evans, Brittany Goddard, Kylie Peterson, Chad Smith, Janine Utley, Camie Bearden, Jami Daly, Leticia Teneau---Sword

1. Call to order
  - a. Welcome--- B. Hofland
  - b. We have enough students, Thank you to Dale Payne and all of his recruitment efforts.
  
2. Consent Items
  - a. July 7, 2015 Minutes - P. Leytham motioned to approve, C. Smith seconded, C. Smith abstained, motion passed.
  - b. August 4, 2015 Minutes - S. Anderson - motioned to approve, W. Qui seconded, P. Laytham and J. Utley abstained, motion passed.
  
3. Ends
  - a. Executive Summary - C. Bearden - Pre---assessments done, enrollment is 19 AM and 19 PM. Have one student in AM session we have had no contact with, will apply 10 day rule and withdraw on Friday. Three students with IEP's requiring 10 hours per week. One child requires 5 hours per week. B. Hofland spoke with Natalie about possibly putting the child in both sessions to allow for services to be provided throughout day.
  - b. Principal Support - C. Bearden - Everything is going good. Would like to continue to get enrollment up. Funding is at 75% for head count of 33, final will be based either on Oct 1 count or from annual daily attendance from last year.
  - c. Shirts for Charter - C. Bearden - FIC to head. Camie will follow up with Nathan about when their meetings will be. Board would like both t---shirts and polo's. Shirts will be able to used as a fundraiser.
  
4. Limitations
  - a. Financial Report--- P. Leytham -Carry over from last year, \$109,000. Issue: \$730 attributed to Fingerprint reimbursement, this was not allocated. Unsure of why this was used. Also, \$150 marked library books not for school use, possibly put into wrong category. Patrick waiting to hear back from Sherrie as to what these things are. Shows category in the red \$230, only because there is no money allocated for the categories. C. Smith motion to approve with the exception of Fingerprinting reimbursement. S. Anderson seconded, motion passed with exception. Amendment via email--- P. Laytham reported back after speaking with Sherrie that those items were placed there until she had further information about the charges and could place into appropriate category. The \$730 was for attendance at the June Charter Academy conference. The \$150 was for a Star Testing program. P. Laytham motion to accept the full financial report. All in favor, motioned passed.

- b. Committee Reports – W. Qui proposed for each committee to be held accountable and present updates/plans from their meetings--- P. Laytham motioned, S. Evans seconded – motion passed.
  - i. Executive Committee--- Bonnie – Met through email to approve agenda. Will meet a week before the agendas go out.
    - 1. Principal Evaluation Process –B. Hofland --- Created last spring. Starting this year with new evaluations. Will meet with Camie to go through formative evaluation and Camie will set her goals.
    - 2. Special Education Director Duties – B. Hofland --- Natalie Williams has been the Director and Teacher; we have hired a special ED paraprofessional to provide direct services to students. We want to simplify and make things more efficient. Natalie is hired as the Special ED Director and contracted with a monthly stipend. The Special Ed director’s duties are attached. The paraprofessional will work under Natalie’s supervision in the classroom.
  - ii. Family Involvement Committee--- Reviewed duties. C. Bearden--- Committee was decided at back to school night.
  - iii. Academic Excellence Committee--- Reviewed duties. Bonnie--- Chair, Patrick – Special Ed rep, Principal.
  - iv. Governance Committee--- Sheila--- Chair. Reviewed duties.
    - 1. Strategic Plan, Mission, Values – Sheila ---Hopefully 2---3 students interested in lab school. B. Hofland --- Voted last spring to do Advanced ED accreditation, this will extend when if we can become a K6 and was most cost effective. Continue with goals, parents in classroom, encourage students to participate, expand enrollment.
    - 2. Review of Committee Duties – B. Hofland
    - 3. GBOT Trainings Complete--- Issues with website. B. Hofland will look into issues and report back when fixed.
  - v. Finance Committee--- Patrick (Treasurer)
    - 1. School LAND Trust update – Will be funded by Oct. 1 count. Land trust was increased to \$19,221.
    - 2. Budget --- P. Laytham Proposed to increase Tori Lybert pay from \$9/hr to \$12/hr, increase hours from 15 a week to 20 hours a week. A. Bialowas motioned, C. Smith seconded, motion passed. C. Bearden – Proposed contract with Amy (Spedco) for \$1272 to assist Special ED director with 5 items. J. Utley motioned, P. Laytham seconded – motion passed. P. Laytham motioned to have Special ED director duties amended to show Amy’s (Spedco) duties. K. Peterson seconded--- motion passed.
  - vi. Resource Development Committee – Sarah (Community Member) B. Hofland reviewed duties. Will work with Strategic committee to help grow awareness to campus and community.
  - vii. Technology Committee--- Wei (Vice Chair) – B. Hofland reviewed duties, we do not currently have a technology plan and will need to create one. W. Qui to head. C. Bearden, P. Dykman and L. Teneau---Sword to serve.

5. Assessment and Development

- a. Priority of Tasks for Charter in 2015---2016 -B. Hofland - Dean wants these to be the goals of the committee:
  - i. Curriculum and Branding--- B. Hofland- Numerous charters have started. What sets us apart from public schools? What makes us unique? Get the word out to the public.
  - ii. Weber State Partnerships/ Activities/ Involvement - Get word out to entire campus. Want students to have experiences with the whole university.
  - iii. AdvancED Accreditation--- who doesn't have a book?
  - iv. Cooperative Agreements with Area Charter Schools - B. Hofland--- Why did we lose enrollment? Siblings were accepted into schools with higher grades. Camie to follow up with Fred about possible partner schools, Da Vinci for extended grades.
- b. Assigning Tasks/ Duties/ Timeline for Committees
- c. Review End of Year Report (pdf) Please read ahead of time and determine if our indicators are relevant for current year.

6. Open Public Comment

- a. Sign---up sheet available prior to the board meeting

7. Other Business/ Items

- a. Committee Meeting Dates - B. Hofland --- Chairs of Committees schedule regular meeting dates--- Next meeting need to have list of members and meeting dates.
- b. Other items for next board meeting

8. Next Meeting

- a. October 6, 5:00---6:30
- b. Future Meeting Dates: Nov. 3, Dec. 1, Jan. 5, Feb. 2, March 1, April 5, May 3, June 7, July 5, Aug. 2 (Quorum 7 members)

9. Adjournment

  
Sheila Anderson, Secretary