

Weber State University Charter Academy
Board of Directors Meeting
Tentative Agenda
November 1, 2016 4:30-5:30
WSU Education Building Room 18

1. Call to order
 - a. Welcome – Sheila (Chair)
2. Consent Items - Isabel (Secretary)
 - a. Nov 1, 2016 Minutes (p. 2-3)
3. Ends
 - a. Executive Summary-Camie (Principal) (pdf)
 - b. Principal Support
4. Limitations
 - a. Financial Report – Vince (Treasurer) (pdf)
 - i. Sept Budget (pdf)
 - ii. Budget Codes (pdf)
 - b. Action Items:
 - i. Sheila & Camie - brain based learning book for all board members
 - ii. Jamie (Staff) – corrections to form for parent volunteer hours
 - iii. Vince & Isabel – complete GBOT training
 - c. Bylaw Changes – Sheila (pdf)
5. Assessment and Development- Progress
 - a. Priority of Tasks for Charter in 2016-2017
 - i. Update Policies and Procedures -Sheila (Chair)(pdf)
 - ii. Curriculum & Branding:
 - Website updates: Thank you Vince & Jamie – please review: <http://www.weber.edu/COE/CollegePages/charteracad.html>
 - Enrollment marketing plan -Camie (Principal)
 - Philosophy & Curriculum – Sheila (Chair) (pdf)
 - iii. NAEYC Accreditation -Sheila (Chair)
 - Staff & Family Survey (pdf)
 - iv. Weber State Partnerships/ Activities/ Involvement
 - v. Partnerships with established Charters – Camie (Principal)
6. Open Public Comment
 - a. Sign-up sheet available prior to the board meeting
7. Other Business/ Items
8. Next Meeting
 - a. Dec 6, 2016 4:30-5:30
9. Adjournment

**Weber State University Charter Academy
Board of Directors Meeting
October 4, 2016 4:30-5:30 p.m.
WSU Education Building Room 18**

Attendees: Isabel Asensio, Sheila Anderson, Vince Bates, Wei Qiu, Paul Schvaneveldt, Brittney Goddard

Excused Absence: Camie Bearden

1. Call to order and welcome – Sheila (Chair)
 - i. Called to order at 4:33 pm.
2. Consent Items - Sheila (Chair)
 - a. Sep 6, 2016 Minutes (p. 2-3)
 - i. Correct Bonnie Farr to Bonnie Hofland on minutes.
 - ii. Brittany made the motion to approve the minutes and Isabel seconded the motion. All were in favor and the motion carries.
3. Ends
 - a. Executive Summary-Camie (Principal) (pdf)
 - i. Enrollment: 22 children in morning class, 15 in afternoon.
 - Funding will be at 75%
 - The first year the original application was for 20 students in each class. Due to high interest we request this be increased to 22 students. However, every year since that time we have not had 22 children in each class and received 75% funding. Camie will ask if it is possible for us to go back to 20 children per classroom.
 - ii. Attendance rate for September was 95% attendance.
 - iii. Parent volunteer hours 110-115 for September. Goal is 100 hours per month.
 1. Could online parent volunteer log be changed to enter complied time over multiple days for the 20 minute a day reading. **Action:** Jamie
 - iv. Four students from CHF 4711 are completing field experiences in the classroom, and doing well.
 - v. Camie will follow-up with Fred on matriculation agreement at the directors meeting.
 - vi. Vince and Isabel still need to complete the GBOT training
 - vii. Preassessment Data is similar to year before
 - viii. Parent Teacher Conferences in November
 - b. Principal Support
4. Limitations
 - a. Financial Report April- Sheila (pdf)
 - i. Abel has been using the 75% budget all along.
 - ii. Brittany makes a motion and Isabel seconds to accept original budget report. Vote is unanimous.
 - b. Committee Reports
 - i. Executive Committee- Sheila (Chair)
 1. Committee organization: Vince made the motion: keep executive committee as it is stated in the by-law, dissolve the committees that are not in the by-laws. All members of the board will be the executive committee.
 - a. Sheila suggested to amend the motion to include the establishment of annual Ad hoc committees aligned with strategic priorities. These committees should include faculty, parents, students, community members with appropriate expertise and potential future board members. Ad hoc committees may also be convened as needs arise.

- b. Vince amended the motion. Brittany seconded. Unanimous approval.
 - c. Brittany made the motion: Propose that officers of the board be (as noted below), Wei seconded. Unanimous approval.
 - Officers:
 - Chair: Sheila
 - Vice chair: Wei
 - Secretary: Isabel
 - Treasurer: Vince
 - ii. Family Involvement Committee- Isabel (Parent)
 - iii. Academic Excellence Committee-
 - iv. Governance Committee- Sheila (Chair)
 - 1. NAEYC Accreditation: Governance committee met in June to discuss NAEYC accreditation. Recommendations:
 - a. NAEYC standards is part of charter agreement. Recommend that funds from budget be allocated support NAEYC accreditation, the principal should determine how to use those funds. Paul suggested considering hire of a 50-50 student assistant
 - b. For this year continue to use NAEYC assessment tools for annual report information. Recommend that in the Fall we complete:
 - i. Family survey (Jamie) by November
 - ii. Staff feedback survey used by NAEYC, Letitia, Lorraine, Rachel, Jamie (Sheila)
 - v. Finance Committee-
 - vi. Resource Development Committee –
 - vii. Technology Committee- Wei (Vice Chair)
5. Assessment and Development- Progress
 - a. Priority of Tasks for Charter in 2016-2017
 - i. Update Policies and Procedures – Bonnie is still working on these.
 - ii. Curriculum & Branding: Website updates: Website recommendations update
Action: Vince will meet with Jamie ad hoc to make website changes.
 - iii. Weber State Partnerships/ Activities/ Involvement
 - iv. NAEYC Accreditation
 - v. Partnerships with established Charters
 - vi. Marketing
 - 1. Need to emphasize: No tuition
 - 2. Brain based curriculum: need to refine last draft refined, post on website
Action: Sheila work on draft (Vince can help with website)
 - 3. Video (Camie is having IT help condense it. The file size is too large)
 - 4. Consider intern from the Marketing Department: \$500-1200, in spring
 - 5. Do we advertise at: Davis campus, Farmington Station?
 - 6. How can we promote in the downtown area: Treehouse museum March and August kindergarten events? Need more ideas.
 - 7. Send flyers and posters to board members to proof.
 - 8. Get help from an assistant to put together the information
 - 9. Check with Camie to get brain based curriculum book to all board members. **Action:** Sheila
 - 10. Send copies of NAEYC staff and family surveys to all board members
Action: Sheila
6. Open Public Comment
 - a. Sign-up sheet available prior to the board meeting
7. Other Business/ Items
 - a. GBOT Training
8. Next Meeting
 - a. TBA – Nov 1, 2016 4:30-5:30

9. Adjournment