

**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

Excused Absence: Camie Bearden

1. Call to order
 - a. 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. Matriculation Agreement
 - ii. 22 mornings, 15 afternoon students Funding will be at 75%. (did count on Monday)
 - iii. Original application was for 20 students in each class. Since there was such a long waiting list they changed to 22. Every other year we have been at 75%. Will meet with the new director to see if we can go back to the 20 children per classroom.
 - iv. Two goals for working on attendance which has been low. Now have now 95% attendance.
 - v. Parent involvement have 110-115 for September – good number.
 - vi. For students from CHF 4711 are in the classroom which are doing well.
 - vii. Volunteer form doesn't have option of selecting multiple days. Change form to be more user friendly.
 - viii. Directors meeting to clarify the matriculation agreement(s) and check with the new Charter Academy Director.
 - ix. Vince and Isabel haven't completed the GBOT training
 - x. Assessment Data – Camie's option looks pretty similar to year before
 - xi. PT Conference will be coming up 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 and vote if budget changes, carry thought doesn't need to be voted on.

 - b. Committee Reports
 - i. Executive Committee- Sheila (Chair)
 1. Officer elections
 2. Committee organization
 - a. Vince made the motion: keep executive committee as it is stated in the by-law, dissolve the other committees that are not in the by-laws.
 - b. Ad hoc committees aligned with strategic priorities will be established annually.

- c. Invite people beyond the board to serve on these committees.
- d. Ad hoc committees may also be convened as needs arise.
- e. All members of the board will be the executive committee.
- f. Brittany seconded.
- g. Discussion: Sheila suggested wording annual ad hoc committees established to align with strategic priorities. Members of these committees should include faculty and community members that may be future board members.
- h. All in favor. Unanimous vote.
- i. Brittany made the motion: Propose that officers of the board be (as noted below), Wei seconded. All in favor.

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
 - a. Governance committee met in June to discuss NAEYC accreditation.
 - i. We found that following NAEYC standards is part of our charter agreement. Recommend that funds from budget be allocated support NAEYC accreditation, the principal should determine how to use those funds.
 - ii. Consider 50-50 student assistant
 - iii. For this year continue to use NAEYC assessment tools for annual report information. Recommend that in the Fall we complete:
 - Family survey (Jamie) by November
 - 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 -Sheila
 - ii. Curriculum & Branding: Website updates: Website recommendations update
Action item: 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: we get the last draft refined, post on website (Vince can help with this)
 - 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. Action item for Sheila:
 10. Check with Camie to get brain based curriculum book to all board members
 11. Send copies of NAEYC staff and family surveys to all board members
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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