

Weber State University Charter Academy
Board of Directors Meeting Minutes
October 29, 2013

Attending: Chloe Merrill, Chair BOD, Asso. Dean, MCOE
Natalie Williams, Vice Chair BOD, Special Education Member
Wei Qiu, Secretary, Child & Family Studies
Jenny Kokai, Arts & Humanities Member
Bonnie Hofland, Teacher Education Member
Jessica Hunter, Student Member
Claudia Eliason, Community Member
Sara Gailey, Parent Member
Kimberly Hearn, Parent Member
Camie Bearden, Asst. Director, CFCE
Carol VandenAkker, WSUCA Administrative Assistant/Business Administrator
Jack Rasmussen, Dean, MCOE
Amy Coleman, Administrative Assistant, Packer Center

Excused: James Zagrodnik

1. Call to order
 - a. Welcome
 - i. C. Merrill
 1. Discussed additions to web page.
 2. WSU Charter Academy Lottery will begin again on January 1, 2014
 - a. Advertise in Standard Examiner
 - b. A. Coleman will talk to Allison Hess
 - i. Big Buddha on Channel 13
 - ii. Mark Kobel on Channel 2
2. Consent Items
 - a. October 1, 2013 Minutes (pdf)

B. Hofland made the motion to approve October 1, 2013, Minutes. N. Williams seconded the motion. Motion passed.
3. Ends
 - a. Executive Summary (pdf)
 - i. Enrollment in Charter Academy
 1. 21 in morning session
 2. 20 in afternoon session
 - ii. Parent/teacher conferences are being held this week
 - b. Pre-Assessment Data (pdf)
 - i. Assessment data
 1. Language, letter recognition and sounds
 2. Just starting sight words in class.
 3. Can look at tests that don't cost anything.
 - a. C. Eliason will send to C. Bearden
 - ii. UTREX count finalized
 1. Total of 41
 2. lose \$9,000-\$10,000

- iii. Purchased 2 laptops
 - 1. One will be assigned to the Letitia Teneau-Sword
 - 2. One will be in C. Bearden's office and available for check out
- c. Principal Support
 - i. 50/50 aide helping Children's School and Charter Academy with licensing and accreditation
 - ii. C. Bearden's time split should be 25% Charter Academy and 75% Children's School.
 - 1. A. Coleman has been doing a lot of Charter Academy work.
 - 2. C. Bearden now feels she spends about 25%-50% charter academy, the rest of her time is spent on Children's School
 - iii. C. Bearden will be attending New Principal's Conference that is for Elementary Principals

4. Limitations

- a. Financial Report (pdf)
 - i. Treasurer's remarks were sent out yesterday with reports
 - ii. B. Hofland made the motion to approve the Treasurer's Report. J. Rasmussen seconded the motion. Motion passed.
- b. Policies (all pdf except those noted) -- Procedures are required in some policies
 - i. Attendance And Truancy Policy
 - 1. Change item #2
 - a. Remove "truancy make up is completed in Attendance School."
 - b. Add "discussion is held with principal."
 - 2. Delete item #3 in policy
 - 3. N. Williams made the motion to accept the policy with changes. J. Kokai seconded the motion. Motion passed.
 - ii. Credit Acceptance Policy

S. Gailey made the motion to accept the policy as written. J. Kokai seconded the motion. Motion passed.
 - iii. Dissemination of Information About Juvenile Offender Policy

K. Hearn made the motion to accept the policy as written. C. Eliason seconded the motion. Motion passed.
 - iv. Effective Teaching And Educational Leadership Policy
 - 1. Change "educational leaders" to Board leaders in paragraph #2 of **Policy**:
 - 2. C. Eliason made the motion to accept the policy with changes. W. Qiu seconded the motion. Motion passed.
 - v. Evaluation of Non-Exempt Staff Policy

B. Hofland made the motion to accept the policy as written. S. Gailey seconded the motion. Motion passed.
 - vi. Foreign Exchange Students Policy

J. Kokai made the motion to accept the policy as written. B. Hofland seconded the motion. Motion passed.
 - vii. Head Injury And Concussion Policy

K. Hearn made the motion to accept the policy as written. C. Eliason seconded the motion. Motion passed.
 - viii. Safe School Policy
 - 1. Change in **School Guidelines, B**. If imminent danger is a factor:
 - a. Change from "contact WSU policy department immediately"
 - b. Change to "contact WSU police department immediately"

2. B. Hofland made the motion to accept the policy with changes. W. Qiu seconded the motion. Motion passed.
- ix. Student Discipline Policy
 1. Remove “to the following guidelines” at the bottom of the policy
 2. Add the following to the bottom of the paragraph 2 of **Policy**:
“to WSU Charter Academy procedures.”
 3. Add the following paragraph to the end of the policy:
The WSU Charter Academy Board of Directors recognizes that children should be treated in an ethical and respectful manner and excessive force will not be tolerated.
 4. J. Kokai made the motion to accept the policy with changes. S. Gailey seconded the motion. Motion passed.
- x. Students with Limited English Proficiency (LEP) Policy
 1. Change the first paragraph in **Policy** to read as follows:
In compliance with Title VI, WSU Charter Academy will identify LEP students and provide educational services to assist students in learning English language skills and acquire the knowledge and skills to academic content areas that other students are required to know. WSU Charter Academy will aim to reduce and eliminate the language barriers to educational equality and success by consulting with qualified and credentialed in English language learners (ELL) and by conducting reviews of LEP programs. The school will also help provide communications to home in alternate languages as the need demands.
 2. Add item #4 to read as follows:
Based upon test results, the teacher will differentiate instruction.
 3. B. Hofland made the motion to accept the policy with changes. J. Kokai seconded the motion. Motion passed.
- xi. Vending Machines and Selling Foods on School Grounds Policy
 1. Healthy Hunger-Free Kids Act of 2010 USDA
 2. Take out paragraph. 2 of **Policy**
 3. Add to paragraph 1 of **Policy** - “The Charter Academy does not sell food on school grounds.”
 4. K. Hearn made the motion to accept the policy with changes. C. Eliason seconded the motion. Motion passed.
- xii. WSU Charter Academy Special Education Policies and Procedure
 1. J. Rasmussen made the motion to accept the policy as written. S. Gailey seconded the motion. Motion passed.
- xiii. Utah Schools for the Deaf and the Blind (UAC R277-800)
 1. C. Eliason made the motion to accept the policy as written. K. Hearn seconded the motion. Motion passed.
- xiv. School LAND Trust Policy
 1. Remove “Strategic Planning Committee in the Composition of the Committee and replace with Governance Committee.
 2. Jessica Hunter made the motion to accept the policy with changes. K. Hearn seconded the motion. Motion passed.
- xv. Ethics Policy
 1. B. Hofland made the motion to accept the policy as written. J. Hunter seconded the motion. Motion passed.
- c. Committee Reports
 - i. Academic Excellence

1. B. Hofland reported that she had started a Doodle to schedule meeting
2. Members of the committee are:
 - a. Teri Henki, Child and Family Studies
 - b. Neal Nguyen, Child and Family Studies
 - c. Jessica Hunter, Student
 - d. Bonnie Hofland, Teacher Education
 - e. Camie Bearden, Principal
- ii. Family Involvement Committee
 1. S. Gailey and K. Hearn announced meeting on November 13, 2013, at 7:00 pm
5. Assessment and Development
 - a. Utah Consolidated Application (UCA) (pdf)
 - i. UCA tells us for which monies we can apply
 - ii. Reviewed application
 - iii. W. Qiu made the motion to accept the policy as written. J. Kokai seconded the motion. Motion passed.
 - b. Date for next Strategic Planning meeting.
 - i. December 16, 2013, 9:00 am -12:00 pm.
 - ii. Pot Luck – Christmas Treats
6. Open Public Comment
 - a. Sign up sheet available prior to the board meeting
7. Other Business/Items
 - a. GBOT 12 – must be turned in to C. Merrill before October 31, 2013
8. Next Meeting
 - a. December 3, 2013 – 6:00 p.m.
9. Adjournment
 - a. S. Gailey made the motion to adjourn. W. Qiu seconded the motion. Motion passed.

Meeting adjourned 7:40 p.m.