

**Weber State University Charter Academy
Board of Directors Meeting
Tentative Agenda
September 2, 2014**

1. Welcome

Board Members in attendance: D. Lund, J. Ostrowski, J. Zagrodnik, C. Merrill, W. Qui, P. Leytham, B. Hofland

Excused Board Members: T. Hunter, S. Gailey, A. Bialowas

Staff Members in attendance: A. Coleman, C. Bearden, C. VandenAkker

Not enough members in the quorum to begin the meeting at 5 PM. The updated minutes were handed out along with the attendance and truancy policies. Attendance was the only thing that we were marked down on during the end of the year audit. The policy has been amended and has been made clear with a ten-day rule and an administrative withdrawal policy. This needed to say up to ten consecutive days to be consistent with the other paragraph. The last sentence needs to be taken out of the last paragraph. A parent /guardian must pre-notify---- of more than ten days given by law. Part of the policy is written to expand but a transcript hold can still be placed for kindergartners. It means that the student's records will not be sent on to the next school.

Changes to the policy:

The sentence in truancy #2 clarify attendance school.

Discussing the new truancy policy. Informal discussion.

Meeting Officially started at 5:30.

2. Minutes

a. August 5, 2014

- i. The minutes were updated and handed out. The changes were made that J. Zagrodnik was in attendance. J. Zagrodnik motioned to approve amended minutes. D. Lund seconded. Motion passed.

3. Ends

a. Executive Summary – Camie

1. Home visits were completed.
- ii. Student Assessment
 1. Discussion noting that it is interesting to look at performance from last year to this years percentage. It is significantly lower. At the end of the year the board wants to consider doing a t-test to see if there is a significant difference.
 2. Pre assessment seems to have a significant difference. Want to track the progression throughout the school year, more than actual grade level.
 3. We are currently interviewing for a teacher aide. 3 strong candidates left to do second interviews. Second interviews will be conducted over the next two days and hope to have an aid hired by Friday. The majority of those who were eliminated

were students and their schedule were not consistent with the times needed. We cannot release the teacher aide during the times listed on the job description even for class.

b. Principal Support

- i. Currently do not need anything, but would like to hire a 10 hour position to help while A. Coleman is out on maternity leave. Dean supports the help.

4. Limitations

a. Financial Report - James (attached)

- i. The summary for July shows that the numbers were in the right spot. Additional papers were handed out to be looked at by the board. B. Hofland made the motion to approve the July financial report and amended hand out. C. Merrill clarified the financial report and why it comes to the board. P. Leytham wanted to know what an additional expense was. D. Lund seconded the motion. The motion passed.

ii. Hand out on the financial report:

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FYI:

July Expenses that were embarked for FY 2014. Will be applied to the carry forward. This will show up on August 2014 report.

- Neurobehavioral Center for Growth (639401-72275 340)
\$1,381.25
- Rosen Publishing (July-316290; August 639001-71595 644)
\$825.99
- Starfall Public (July-316290; August 639001-71595 644)
\$150.00

Budget Actions:

Fingerprinting Index (316290) needs a budget. Based on last year data \$1,500 in revenue and expenses would be conservative

Liability Insurance is not in the budget currently. It will be \$1,000 per year. (639501- 522)

Educator's Salary Adjustment, due to Utah Adm Code R277-110 & Utah Code 53A-17A-153, was not included in FY 2015 budget presented to Board in May 2014. Total of \$5,991.

Changes in Revenue Sources from Estimate Values Used in May 2014 Budget Approval

The value of revenue presented in May 2014 Board Meeting were based on an estimated value from the State of Utah. A few insignificant changes have occur and should be reflected in

the report values. Listed below are the changes and these values will be reflected on August's report.

- Flexible Allocation – WPU Distribution – increase \$1
- Enhancement for Accelerated Students – increase \$1
- School Land Trust Program – increase \$2,127 (est. \$13,348 to actual \$15,475) *already shown on report*
- Charter Local Replacement – increase \$4,980 (est. \$68,060 to \$73,040)
- School Nurses – decrease \$69

The revenue source amounts can be changed throughout the year. Usually they are insignificant.

- iii. \$150.00 was spent for pay lot validation parking passes for parent volunteers. B. Hofland motioned to approve the booklet purchase. J. Ostrowski seconded. The motion passed.
- iv. Additional support would be hired as hourly. This person would only be working on Charter Academy things and will be hired between 8-9 dollars an hour and will be working 10-15 hours a week. B. Hofland motioned to provide C. Bearden with the additional support she needs. D. Lund seconded the motion. Motion passed.
- v. P. Leytham concerned about special education roles and wants to clarify that N. Williams is still the special education teacher and director.

b. Policies

i. Attendance And Truancy Prevention Policy

1. New policy was handed out. The only thing that we have been marked down for in the end of the year audit is the ten consecutive days policy. P. Leytham says however the law does not further state what age this applies to. C. Bearden and C. Merrill responded that they had tried to discuss that with the state but the state office of education said regardless of age it needed to be included.
2. P. Leytham wanted to make sure this policy is worded correctly.
3. The first sentence needs to say... to comply with requirements Utah Code Ann. R277-419-5a(1)
4. C. Merrill read an email explaining the ten-day rule, and the reason to write an attendance and truancy policy.
5. C. Bearden explains that the auditor was looking for documentation of a withdrawal letter. The child missed 30 consecutive days and he was never withdrawn. The state recommended that we write a policy stating that administration can withdraw them so that there is documentation in the student files.
6. In kindergarten it is a parent concern not a student concern for attendance.

7. Last bullet point needs to be changed to pre-notification instead of preapproved.
 8. P. Leytham wants to know if we need an attendance section that has a positive reinforcement of why my child comes to school. This needs to be in place before the absences statement.
 9. Take out the last sentence in the policy paragraph.
 10. This policy will carry over even if we expand.
 11. Grade K truancy consequences take out the 5 or more truancy and have the second policy read as 2 or more.
 12. Discussion on the definition of truancy. Staying away from school without an excused absence.
 13. B. Hofland struggles with the idea of suspending a kindergartner when they need to be in school. It is the responsibility of the parent not the student.
 14. End the truancy paragraph at Administrative Rules. The rest of the paragraph will go into the procedure.
 15. Take out the last sentence on number 1 under attendance subheading.
 16. Truancy subheading needs to add a time line for parents to submit a valid excuse within one week.
 17. truancy #2 needs to be changed to read School transcript (progress report). and end the sentence there.
 18. The website link needs to be Report Students Absence Here.
 19. B. Hofland wants to help the children to gain an intrinsic desire for students to want to attend school.
 20. The revised policy will be sent out by Thursday and an email vote needs to be received by Friday.
- ii. Conducting Research In The WSU Charter Academy Policy
1. A procedure needs to be written for it. There is a general outline for the procedure. Page 1 third bullet point grammatical error needs to be removed... Switch in to during after research.
 2. J. Zagrodnik motioned to move with all the changes. P. Leytham seconded the motion. Motion passed.

5. Assessment and Development

- a. Strategic Plan – Tabled from last meeting – Wei
 1. W. Qui changed and added the attendance/enrollment section. B. Hofland does not want to add the attendance section. W. Qui wonders about the indicator. If we do not add the attendance section we will need to change our indicator.
 2. We can change the indicators and send them to the board of trustees and then they will go to the state for final approval.
 3. We would have to have an additional board meeting to change the indicators. P. Leytham moves to table entire discussion until we can read the indicators and determine what is

mandated. C. Merrill will send out what cannot be changed in the year-end report. B. Hofland seconded to table everything. The motion passed.

ii. Look at Indicator's on reporting process

- b. Accreditation Comparison – Tabled from last meeting
 1. P. Leytham asked which accreditation process we will be going through. The columns are double columns and three pages long. The documents have not come through. J. Zagrodnik states that based on advancED it makes sense to become accredited through them since our idea is to expand and they are the only ones that will accredit k-12.
 2. P. Leytham moves to table the discussion on accreditation until October. B. Hofland wants to know if that will also table to discussion on the strategic plan. The information was given late and will be reviewed. We can now change our goals and indicators in order to not add the attendance/enrollment section. P. Leytham removed his motion to table the discussion on accreditation.
 3. J. Zagrodnik motioned to accept advancED as the accreditation process. P. Leytham seconded the motion. 1 abstention. Motion passed.
6. Open Public Comment
- a. Sign up sheet available prior to the board meeting
 - i. No Public in attendance
7. Other Business/Items
- a. Moving of November Board meeting to last week of October
 - i. All of the reports are due by November 1st so that state reports can be turned in on time we have moved the November meeting to October 28, 2014. D. Lund motioned to move the November meeting to October 28, 2014. J. Zagrodnik seconded the motion. The motion passed.
8. Next Meeting
- a. October 7, 2014 – 5:00 p.m.
 - i. J. Zagrodnik motioned to adjourn the meeting. J. Ostrowski seconded the motion. Motion passed. Meeting adjourned at 7:00 pm.