

**Weber State University Charter Academy  
Board of Directors Meeting  
Tentative Agenda  
June 4, 2013**

1. Welcome
2. Minute
  - a. May 7, 2013
  - b. May 17, 2013 - Training
3. Ends
  - a. Executive Summary (attached)
4. Limitations
  - a. Grant update continued
  - b. Fingerprinting procedure
  - c. Amended and Restated Bylaws
    - i. Read before coming (section 3 of Board Handbook)
  - d. Charter Academy Agreement
    - i. Read before coming (section 3 of Board Handbook)
5. Assessment and Development
  - a. Budget Training
    - i. Ron Smith - WSU Controller
  - b. WSU Charter Academy Budget Review/Approval for 2013-2014 (to be given out at meeting or emailed when received)
6. Other Business/Items
  - a. Executive Board Meeting Date
7. Next Meeting
  - a. July 2, 2013 - 5:00 p.m.

WSU Charter Academy  
**Board of Directors' Meeting**  
June 7, 2013

Attending: Jack Rasmussen, Dean, Moyes College of Education  
Chloe Merrill, Chair BOD, Asso. Dean, MCOE  
Wei Qiu, Secretary, Child & Family Studies  
James Zagrodnik, Board Treasurer, HPHP Member  
Jenny Kokai, Arts & Humanities Member  
Jessica Hunter, Student Member  
Sara Gailey, Parent Member  
Kimberly Hearn, Parent Member  
Camie Bearden, Asst. Director, CFCE  
Carol VandenAkker, WSUCA Secretary/Business Administrator

Attending by Skype: Natalie Williams, Vice Chair BOD, Special Education Member  
**UCA 52-4-7.8. Electronic meetings -- Authorization -- Requirements**

Guest: Letitia Teneau-Sword, new teacher

Excused: Bonnie Hofland, Teacher Education Member  
Claudia Eliason, Community Member

1. Welcome new Charter Academy teacher
  - Introduction of Letitia Teneau-Sword
  - Introduced Board of Directors
2. Meeting Minutes
  - a. May 7, 2013, Minutes
    - i. J. Zagrdonik made the motion to accept the minutes as written.
    - ii. J. Kokai seconded the motion.
    - iii. There was no discussion. Motion Passed.
  - b. May 17, 2013, Minutes
    - i. Correction was made to add Jessica Hunter to list of attendees.
    - ii. N. Williams made the motion to accept the minutes with correction.
    - iii. S. Gailey seconded the motion.
    - iv. There was no discussion. Motion Passed.
3. Ends
  - a. Executive Summary
    - i. Academy will have only one student with disabilities.
    - ii. Currently have 21 students in both afternoon and morning.
    - iii. Furniture is in and will be set up on Friday.
    - iv. Started ordering curriculum.
    - v. Mini ipads, charging/syncing station/observation room computers have arrived.
    - vi. There is a problem with the height of the computer table/writing center on the back wall of the classroom.
      1. It is currently 26" tall but should be only 22" tall.

2. Looking to see what options are available because space is not usable for most kindergarten students.

#### 4. Limitation

##### a. Grants

- i. WSU auditors didn't think our grant items could be moved from item to item
  1. C. Merrill sent grant changes to M. Burns with explanations and asked her to send permission to move line items within grant.
  2. M. Burns sent approval.
  3. Copy of state approval was sent to Roxann King at WSU
- ii. Applied to extension to July 31, 2013.
  1. Extension approved.
  2. Try to complete expenditures by June 30, 2013.

##### b. Fingerprinting Procedure

- i. C. Bearden met with Brent Horn and figured out a rubric for volunteers
- ii. Use Roberts' Rules of Order or Carver's Model
  1. Keep same
  2. Agree with majority of charter schools – less confusion with other charters
  3. Would have to look at training in Carver's Model

##### c. Amended and restated bylaws in section 3

- i. Do we want to adopt all, none or mix items in bylaws
- ii. Rotation of Board members/length of term is decided by Dean
- iii. "College of Humanities" on page 2 Section 3.3 should be "College of Arts & Humanities"

##### d. Charter Academy Agreement

- i. Made with WSU as authorizer
  - ii. Details what Academy is held to by University
  - iii. Each year must write a report for fiscal year ending June 30
  - iv. Page 3 has requirements for Board
  - v. The Executive Committee will write the report the first time.
- e. We will know about liability, insurance and bonding for the Board by the end of the month.
- f. Dr. Wei Qiu will be the chair of Strategic Planning.

#### 5. Assessment & Development

##### a. Budget Training - Ron Smith, WSU Controller

- i. Public education has different funding model than higher education
  1. Based on WPU which is based on minimum school program
  2. Calculations re-evaluated yearly
  3. WPU for 2013-14 is \$2,899/student
    - a. 55/pupil for half-day kindergarten

##### b. Reviewed line items for 2013-14 Charter Academy Budget

##### c. Questions for discussion?



- i. How does surplus impact us next year?
  - 1. Money will be moved into a replacement account but wouldn't affect stated funding
- ii. WSU is putting in quite a bit of money into Academy
- iii. Who will fund professional development for teacher?
  - 1. Add \$5—to line 42 of budget
- iv. Where is money for substitute teacher?
  - 1. Add \$2,000 from reserve to line 27 of budget
- d. J. Hunter made the motion to accept the 2013-14 budget with the suggested changes.
  - i. J. Kokai seconded the motion.
  - ii. There was no discussion. Motion Passed.
- e. Budget will be uploaded to state on June 11, 2013.
- f. Need to remember that some things that have been supplied by the grant will need to be supplied by WPU.
- g. We are at close to capacity. Enrollment will not be increasing.
- h. Best not to have parents drive students on field trips because of liability issues.
- i. Redacted information handed out for Administration & Staff and Board Members.

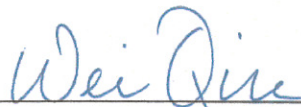
6. Other Business/Items

- a. Executive Board Meeting will be Tuesday, June 25, 2013, at 2 p.m.

7. Next Meeting

- a. July 2, 2013 – 5 p.m.

Meeting adjourned 6:29 p.m.



ceWei Qiu, Secretary