

**Weber State University Charter Academy  
Board of Directors Meeting  
Tentative Agenda  
July 2, 2013**

1. Welcome
2. Minutes
  - a. June 4, 2013 (attached)
3. Ends
  - a. Executive Summary (attached)
4. Limitations
  - a. Charter Academy Conflict of Interest (pdf attached)
    - i. Signing of Statement
5. Assessment and Development
  - a. Budget (pdf attached)
  - b. Travel Envelops
  - c. WSU Charter Academy Application – Please read and be ready to discuss Section 1 (pages 10-14) and Section 13 (pages 109-110)
    - i. Link: [http://www.weber.edu/wsuiimages/COE/WSU Charter Academy App - Web3.pdf](http://www.weber.edu/wsuiimages/COE/WSU%20Charter%20Academy%20App%20-%20Web3.pdf)
    - ii. Pdf - attached
6. Other Business/Items
  - a. Executive Board Meeting Date – Thursday, July 25<sup>th</sup> at 2:00 p.m. – Master's Library
  - b. Open house – August 21, 2013 – 4:00-7:00 p.m.
  - c. Strategic Planning
    - i. Please bring calendars
7. Next Meeting
  - a. August 6, 2013 – 5:00 p.m.

WSU Charter Academy  
**Board of Directors' Meeting**  
June 4, 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. Zagrodnik 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

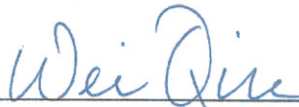
##### b. Reviewed line items for 2013-14 Charter Academy Budget

##### 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.



Wei Qiu, Secretary

**WSU Charter Academy**  
**Executive Summary**  
**July 2, 2013**

**Enrollment-**

- Lottery is still open with no closing date. Lottery will be closed when there are enough numbers to fill the two classes.
- There are currently 21 students in the morning and 21 students in the afternoon.
- Currently there is 1 student with a disability enrolled.

**Classroom-**

- State Office of Education made a visit on Thursday, June 20. Stated that everything looked good, but will be back to do another visit in July.
- Furniture has arrived and classroom has been set-up.
- The counter underneath the observation windows has been lowered to accommodate five year-old students.

**Teacher-**

- Letitia has been working on her 160 hours of contract time. All hours have to be put in before July 1<sup>st</sup>. There is no extension on these hours.
- Letitia has developed a classroom schedule which allows students to begin arriving at 8:30 am.
- Letitia is looking at different apps for the iPads that are developmentally appropriate.

**Curriculum-**

- Curriculum has been ordered and Letitia has been working on development and lesson planning.

**Grant Update-**

- Mini iPads and storage cabinet have arrived. Paul Dykman is working on putting it together.
- Computers for the observation booth have been installed.
- Most of the money for the first year grant has been spent and money for the second year grant will be available in August.

**CONFLICT OF INTEREST POLICY**  
**OF**  
**WEBER STATE UNIVERSITY CHARTER ACADEMY**  
(A Utah nonprofit corporation)

**ARTICLE 1**  
**PURPOSE**

1. The purpose of the conflict of interest policy is to protect the interest of the Weber State University Charter Academy (the "Academy") when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Academy or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

**ARTICLE 2**  
**DEFINITIONS**

1. Interested Person. Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

(a) An ownership or investment interest in any entity with which the Academy has a transaction or arrangement,

(b) A compensation arrangement with the Academy or with any entity or individual with which the Academy has a transaction or arrangement, or

(c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Academy is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article 3, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

**ARTICLE 3**  
**PROCEDURES**

1. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the



opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest.

(a) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

(b) The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

(c) After exercising due diligence, the governing board or committee shall determine whether the Academy can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

(d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Academy's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy.

(a) If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

(b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

## **ARTICLE 4 RECORDS OF PROCEEDINGS**

1. Minutes. The minutes of the governing board and all committees with board delegated powers shall contain:

(a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

(b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

## **ARTICLE 5 COMPENSATION**

1. A voting member of the governing board who receives compensation, directly or indirectly, from the Academy for services is precluded from voting on matters pertaining to that member's compensation.

2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Academy for services is precluded from voting on matters pertaining to that member's compensation.

3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Academy, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

## **ARTICLE 6 ANNUAL STATEMENTS**

1. Compliance with Policy. Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

(a) Has received a copy of the conflicts of interest policy,

(b) Has read and understands the policy,

(c) Has agreed to comply with the policy, and

(d) Understands the Academy is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.



## **ARTICLE 7 PERIODIC REVIEWS**

To ensure the Academy operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- (a) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- (b) Whether partnerships, joint ventures, and arrangements with management organization conform to the Academy's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

## **ARTICLE 8 USE OF OUTSIDE EXPERTS**

When conducting the periodic reviews as provided for in Article VII, the Academy may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

	A	B	C	D	E	F	G	H	I	
1	Charter School Name: WSU Charter Academy			Fiscal Year: 2013-2014						
2	First Operational Year			100% Enrollment			75% Enrollment			
3	Number of Students:					44			33	
4	Grade Configuration:				K			K		
5	Revenue									
6		Child Nutrition Program (CNP) and Lunchroom Sales				\$0			\$0	
7		Student Activities				\$0			\$0	
8		Other				\$0			\$0	
9	Total Revenue From Local Sources (1000)			\$0			\$0			
10	Total Revenue from State Sources (3000)			\$175,860			\$131,895			
11		Lunch and Breakfast Reimbursement				\$0			\$0	
12		Donated Commodities (CNP)				\$0			\$0	
13		Restricted Federal Through State				\$0			\$0	
14		Programs for the Disabled (IDEA)				\$0			\$0	
15		No Child Left Behind (NCLB)				\$0			\$0	
16	Total Revenue from Federal Sources (4000)			\$0			\$0			
17		Private Grants & Donations:				\$0			\$0	
18		Source(s) (specify)				\$0			\$0	
19		Loans:				\$0			\$0	
20		Commercial				\$0			\$0	
21		Contributions and Donations from Private Sources				\$0			\$0	
22		Other (specify)				\$0			\$0	
23	Total Revenue from Other Sources (5000)			\$0			\$0			
24	Total Revenue			\$175,860			\$0			
25	Expenditures			Number	Salary or Cost	Total	Number	Salary or Cost	Total	
26	131	Salaries - Teachers			1.00	\$36,000	\$36,000	1.00	\$36,000	\$36,000
27	132	Salaries - Substitute Teachers			1.00	\$2,000	\$2,000	1.00	\$2,000	\$2,000
28	161	Salaries - Teacher Aides and Paraprofessionals					\$0			\$0
29	100	Salaries - All Other					\$0			\$0
30		Total Salaries (100)					\$38,000			\$38,000
31	210	Retirement			1.00	\$7,909	\$7,909	1.00	\$7,909	\$7,909
32	220	Social Security			1.00	\$2,754	\$2,754	1.00	\$2,754	\$2,754
33	240	Insurance (Health/Dental/Life)			1.00	\$807	\$807	1.00	\$807	\$807
34	200	Other Benefits (specify)			1.00	\$91	\$91	1.00	\$91	\$91
35		Total Benefits (200)					\$11,561			\$11,561
36	300	Purchased Professional and Technical Services					\$0			\$0
37	600	Instructional Supplies			1.00	\$10,000	\$10,000	1.00	\$7,500	\$7,500
38	641	Textbooks					\$0			\$0
39		Total Supplies (600)					\$10,000			\$7,500
40	700	Total Property (Instructional Equipment) (700)			1.00	\$5,000	\$5,000	1.00	\$5,000	\$5,000
41	800	Other Objects					\$0			\$0
42	810	Dues and Fees (Professional Development)			1.00	\$500	\$500	1.00	\$500	\$500
43		Total Other Objects (800)					\$500			\$500
44	Total Instruction (1000)			\$65,061			\$62,561			
45	141	Salaries - Attendance and Social Work Personnel					\$0			\$0
46	142	Salaries - Guidance Personnel					\$0			\$0
47	143	Salaries - Health Services Personnel					\$0			\$0
48	144	Salaries - Psychological Personnel					\$0			\$0
49	152	Salaries - Secretarial and Clerical					\$0			\$0
50	100	Salaries - All Other					\$0			\$0
51		Total Salaries (100)					\$0			\$0
52	210	Retirement					\$0			\$0
53	220	Social Security					\$0			\$0
54	240	Insurance (Health/Dental/Life)					\$0			\$0
55	200	Other Benefits					\$0			\$0
56		Total Benefits (200)					\$0			\$0
57	300	Purchased Professional and Technical Services			1.00	\$20,000	\$20,000	1.00	\$15,000	\$15,000
58	600	Supplies			1.00	\$1,000	\$1,000	1.00	\$750	\$750
59	700	Property					\$0			\$0
60	800	Other Objects					\$0			\$0
61	810	Dues and Fees					\$0			\$0
62		Total Other Objects (800)					\$0			\$0
63	Total Student Support Services (2100)			\$21,000			\$15,750			
64	145	Salaries - Media Personnel - Certified					\$0			\$0
65	162	Salaries - Media Personnel - Noncertified					\$0			\$0
66	100	Salaries - All Other					\$0			\$0
67		Total Salaries (100)					\$0			\$0
68	210	Retirement					\$0			\$0
69	220	Social Security					\$0			\$0
70	240	Insurance (Health/Dental/Life)					\$0			\$0



	A	B	C	D	E	F	G	H	I
71	200		Other Benefits			\$0			\$0
72			Total Benefits (200)			\$0			\$0
73	300		Purchased Professional and Technical Services			\$0			\$0
74	600		Supplies			\$0			\$0
75	644		Library Books			\$0			\$0
76	650		Periodicals			\$0			\$0
77	660		Audio Visual Materials			\$0			\$0
78			Total Supplies (600)			\$0			\$0
79	700		Property			\$0			\$0
80	800		Other Objects			\$0			\$0
81	810		Dues and Fees			\$0			\$0
82			Total Other Objects (800)			\$0			\$0
83			<b>Total Instructional Staff Support Services (2200)</b>			<b>\$0</b>			<b>\$0</b>
84	121		Salaries - Principals and Assistants	1.00	\$13,125	\$13,125	1.00	\$13,125	\$13,125
85	152		Salaries - Secretarial and Clerical	1.00	\$10,000	\$10,000	1.00	\$10,000	\$10,000
86	100		Salaries - All Other			\$0			\$0
87			Total Salaries (100)			\$23,125			\$23,125
88	210		Retirement	1.00	\$5,081	\$5,081	1.00	\$5,081	\$5,081
89	220		Social Security	1.00	\$1,769	\$1,769	1.00	\$1,769	\$1,769
90	240		Insurance (Health/Dental/Life)	1.00	\$1,434	\$1,434	1.00	\$1,434	\$1,434
91	200		Other Benefits	1.00	\$58	\$58	1.00	\$58	\$58
92			Total Benefits (200)			\$8,342			\$8,342
93	300		Purchased Professional and Technical Services	1.00	\$1,200	\$1,200	1.00	\$1,200	\$1,200
94	600		Supplies	1.00	\$1,500	\$1,500	1.00	\$1,500	\$1,500
95	700		Property			\$0			\$0
96	800		Other Objects (Specify) Insurance	1.00	\$1,500	\$1,500	1.00	\$1,500	\$1,500
97	810		Dues and Fees	2.00	\$1,000	\$2,000	2.00	\$1,000	\$2,000
98			Total Other Objects (800)			\$3,500			\$3,500
99			<b>Total School Administration (2400)</b>			<b>\$37,667</b>			<b>\$37,667</b>
100	100		Salaries			\$0			\$0
101	210		Retirement			\$0			\$0
102	220		Social Security			\$0			\$0
103	240		Insurance (Health/Dental/Life)			\$0			\$0
104	200		Other Benefits			\$0			\$0
105			Total Benefits (200)			\$0			\$0
106	300		Purchased Professional and Technical Services	1.00	\$1,000	\$1,000	1.00	\$1,000	\$1,000
107	400		Purchased Property Services			\$0			\$0
108	460		Construction and Remodeling			\$0			\$0
109			Total Property (400)			\$0			\$0
110	500		Other Purchased Services			\$0			\$0
111	600		Supplies			\$0			\$0
112	700		Property-Rent	1.00	\$3,600	\$3,600	1.00	\$3,600	\$3,600
113	800		Other Objects			\$0			\$0
114	810		Dues and Fees			\$0			\$0
115			Total Other Objects (800)			\$0			\$0
116			<b>Total Operation &amp; Maintenance of Facilities (2600)</b>			<b>\$4,600</b>			<b>\$4,600</b>
117	100		Salaries			\$0			\$0
118	210		Retirement			\$0			\$0
119	220		Social Security			\$0			\$0
120	240		Insurance (Health/Dental/Life)			\$0			\$0
121	200		Other Benefits			\$0			\$0
122			Total Benefits (200)			\$0			\$0
123	300		Purchased Professional and Technical Services			\$0			\$0
124	600		Non-Food Supplies			\$0			\$0
125	630		Food			\$0			\$0
126			Total Supplies (600)			\$0			\$0
127	700		Property			\$0			\$0
128	780		Depreciation - Kitchen Equipment Depreciation			\$0			\$0
129			Total Property (700)			\$0			\$0
130	800		Other Objects (Specify)			\$0			\$0
131			<b>Total Food Services (3100)</b>			<b>\$0</b>			<b>\$0</b>
132	100		Salaries			\$0			\$0
133	210		Retirement			\$0			\$0
134	220		Social Security			\$0			\$0
135	240		Insurance (Health/Dental/Life)			\$0			\$0
136	200		Other Benefits			\$0			\$0
137			Total Benefits (200)			\$0			\$0



	A	B	C	D	E	F	G	H	I
138	300		Purchased Professional and Technical Services			\$0			\$0
139	400		Purchased Property Services			\$0			\$0
140	460		Construction and Remodeling			\$0			\$0
141			Total Property (400)			\$0			\$0
142	500		Other Purchased Services			\$0			\$0
143	600		Supplies - New Buildings			\$0			\$0
144	641		Textbooks - New Buildings			\$0			\$0
145	644		Library Books - New Libraries			\$0			\$0
146			Total Supplies (600)			\$0			\$0
147	710		Land and Improvements			\$0			\$0
148	720		Buildings			\$0			\$0
149	731		Machinery			\$0			\$0
150	732		School Buses			\$0			\$0
151	733		Furniture and Fixtures	1.00	\$3,000	\$3,000	1.00	\$3,000	\$3,000
152	734		Technology Equipment	1.00	\$2,000	\$2,000	1.00	\$2,000	\$2,000
153	735		Non-Bus Vehicles			\$0			\$0
154	739		Other Equipment			\$0			\$0
155			Total Property (700)			\$5,000			\$5,000
156	800		Other Objects ( <i>Specify</i> )			\$0			\$0
157	Total Building Acquisition & Instruction (4500)					\$5,000			\$5,000
158	830		Interest			\$0			\$0
159	840		Redemption of Principal			\$0			\$0
160	Total other financing sources (uses) and other items					\$0			\$0
161									
162	1000		Total Local			\$0			\$0
163	3000		Total State			\$175,860			\$131,895
164	4000		Total Federal			\$0			\$0
165	TOTAL REVENUES					\$175,860			\$131,895
166	100		Salaries			\$61,125			\$61,125
167	200		Employee Benefits			\$19,903			\$19,903
168	300		Purchased Professional and Technical Services			\$22,200			\$17,200
169	400		Purchased Property Services			\$0			\$0
170	500		Other Purchased Services			\$0			\$0
171	600		Supplies			\$12,500			\$9,750
172	700		Property			\$13,600			\$13,600
173	800		Other Objects			\$4,000			\$4,000
174	TOTAL EXPENDITURES					\$133,328			\$125,578
175	Excess or Deficiency of Revenues over Expenditures					\$42,532			\$6,317
176	Other Sources of Funding (5000)					\$0			\$0
177	Net Asset Balance (Fund Balance)					\$42,532			\$6,317
178	Reserves as Percentage of Total Revenue					24%			5%
179	Percentage of Funding Contributed to Reserve Balance					0.241850677			5%
180	Necessary Closure Fund					\$667			\$667